



City of South Milwaukee - Special Event Application

This application shall be submitted for any SPECIAL EVENT defined as temporary use of public right-of-way or public premise for an event including but not limited to festivals, concerts, parades, fundraisers, runs, walks, races, demonstrations or outdoor markets. Application materials and fees must be submitted at least 45 days prior to the event.

NOTE: Applicant must be at least 18 years of age, and at least 21 if alcohol to be served.

Event Type check all that apply

- Festival
- Outdoor Market
- Run / walk / bike / skate (circle any that apply)
- Parking Lane Closure
- Other describe) _____
- *Street/Alley Function ***Also complete STREET/ALLEY FUNCTION Addendum**
- **Parade ****Also complete PARADE Addendum**

ALL PAGES (including blank pages) of this application must be submitted with fees and addenda to be deemed complete.

Event Name _____

Organization Name _____

Event Date(s) _____ Event Time(s) _____

Is this an ongoing/recurrent event? Yes No If yes, how often: Annual Weekly Other _____

Organization Type: Group/Club Sole Proprietorship Partnership LLC/Corporation

WI Tax ID _____ OR Nonprofit Tax Exempt # _____

Responsible Person/Agent (print name) _____ Phone _____

Address _____ Email (MANDATORY) _____

Event Day/On Site Contact _____ Mobile phone _____

Alternate On Site Contact _____ Mobile phone _____

Event Details

Event Setup Begins (date & time) _____

Event Take-Down Ends (date & time) _____

Event Location/Scope (describe) **NOTE: Attach map of logistical layout** _____

Event Size: Total attendance expected _____ Number of Staff/Volunteers _____

Event Parking: (check all that apply) Adjacent Street Parking Municipal Lot(s) Private Lot(s)

Other (describe) _____

Street/Alley Closure: **If event requires closure of any portion of a street or alley, complete STREET/ALLEY FUNCTION Addendum**

Are you requesting the use of a parking lane for your event? Yes No

OFFICE USE ONLY

Application received: Date _____ Distributed by _____

Approval letter/email sent: Date _____ by: _____ Attach letter to application for file.

Structures: (check all that apply) Tents Booth(s) Tables Chair(s) Stage(s) Fencing
 Power Generators Other (describe) _____

Utilities: (check all that apply) Electricity Water Propane/Flame Power Generator None

Entertainment: (check all that apply) **NOTE: Events must comply with municipal noise ordinances.**
 Amplified Sound/PA System Performer(s)/Band(s) Inflatable(s) Children's Activities
 Amusement rides Other (describe) _____

Food/Beverages: Sale/Distribution of Food Yes No (If Yes, contact Health Department for License)
Sale/Distribution of Soda/Liquor Yes No (If Yes, contact City Clerk's Office for License)

Portable Toilets: **NOTE: Portable toilets are required for any event in the public right-of-way unless sponsored by an adjacent business that has facilities.**
Standard _____ # ADA accessible _____ (At least 10% must be ADA accessible)

Event Cleanup: Responsible person _____ Mobile Phone _____
Responsible person _____ Mobile Phone _____

Garbage/Recycling Collection: (List details of garbage & recycling collection/removal plan)

Event Insurance: **NOTE: Events on city property/streets require a completed Release and Waiver of Liability Indemnity Agreement and Certificate of Liability Insurance (detailed in the Indemnity Agreement). Contact the Insurance Clerk for more information.**

Event Security: **If determined to be required by the Police Chief, applicant must submit a Security Control Plan to the City Administration Office to be approved by the SMPD.**
To be completed by Police Chief (or designee) _____
Uniform Officers required? Yes No
If Yes, Number required _____
Cost _____ (added to permit fee and to be paid prior to event)

Event Notification: _____ (initial) By initialing here, the applicant/agent understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the City Administration Office. **NOTE: If your event is located on private property, you must submit written approval/notification letters for the property owner with this application.**

Event Promotion: **NOTE: You may not promote your event until you have received final approval**
If open to the public, please check all advertisement methods you plan to utilize: Print TV
 Radio Internet Billboards Posters Signs Other _____

Terms of Acceptance and Signature

I, the applicant for this Special Event Permit Application, warrant the truthfulness of the information provided in this application to the best of my knowledge. This permit is subject to the South Milwaukee Municipal Code of Ordinances, and all rules and regulations governing streets rights-of-way.
I agree that during the use of the public property, I and the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or special needs.

Signature _____ Date _____

Submit completed application and supporting documents to
City of South Milwaukee • Administration Office • 2424 15th Avenue, South Milwaukee, WI 53172

City of South Milwaukee – Special Event Application
STREET/ALLEY FUNCTION Addendum

NOTE: Street closings are not permitted where there is not an alternative route for access to a connecting neighborhood, bus routes or truck routes.

Event Date(s) _____ Event Time(s) _____

Street/Alley/Lane Closures: **LIST THE STREET CLOSURES REQUESTED FOR YOUR EVENT (MAP REQUIRED) :**
 (For partial street or lane closures, please indicate what lane(s) you are requesting)

Traffic Control Services: _____ (*initial*) **THE APPLICANT AGREES TO PAY THE COST OF PROVIDING TRAFFIC CONTROL SERVICES.** The City of South Milwaukee will provide services and barricades as required, to deploy and remove barricades and signage. If the Street Department determines that the city does not have the resources and personnel necessary to deploy the appropriate traffic control devices for the proposed street function, the application may be denied, or the applicant may be required to contract with a private company to provide barricades.

Traffic Control Equipment

- The City of South Milwaukee does not provide traffic control cones.

• Barricades:	Number	Cost per	Total Cost
○ Type 1 (A Frame)	_____	\$ _____	\$ _____
○ Type 3	_____	\$ _____	\$ _____
○ Flashing barricades	_____	\$ _____	\$ _____
<i>(Required for events during hours of darkness)</i>		Total	\$ _____

- Road Closed/Detour _____

 \$ _____

- Temporary No Parking _____

 \$ _____

- TOTAL Cost \$ _____ **(cost will be added to permit fee and paid prior to event.)**

Is event on Milwaukee County Transit (Bus) Route? Yes No

Is event on Designated Truck Route? Yes No

Emergency Vehicle: _____ (*initial*): By initialing here, the applicant/authorized agent agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance and other such emergency vehicles.

Event Notification: _____ (*initial*): By initialing here, the applicant/authorized agent understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the City Administration Office. PLEASE NOTE: If your event is located on private property, you must submit written approval/notification letters for the property owner with this application.

City of South Milwaukee – Special Event Application
PARADE Addendum

WITHIN DOWNTOWN and/or **OUTSIDE DOWNTOWN LIMITS**

Parade Date _____ Parade Start Time _____

Staging Begins (time) _____ Disbanding ends (time) _____

Type of Parade: Revenue-Generating: *Any parade for which a participation fee is charged or for which cash is accepted or collected as sponsorship in support of the proposed parade.*
 Non-Revenue-Generating: *Any parade for which a no participation fee is charged or for which no cash is accepted or collected as sponsorship in support of the proposed parade.*

Parade Route: (describe) **NOTE: Map must also be provided.**

Staging: List the street(s) to be used for staging:
(If you are using alternate areas for parade staging, a written approval from the property owner must accompany this application).

_____ between _____ and _____
_____ between _____ and _____
_____ between _____ and _____

Disbanding: List the street(s) to be used for disbanding:
(If you are using alternate areas for parade disbanding, a written approval from the property owner must accompany this application).

_____ between _____ and _____
_____ between _____ and _____
_____ between _____ and _____

Participants: Estimated Number of Parade Participants: _____

Estimated Number of Parade Spectators: _____

Estimated Number (if any) of the following that will participate in the Parade:

#	Description
_____	Animals/Species _____
_____	Exotic Animals/Species _____
_____	Motor Vehicles _____
_____	Motorized Displays (Floats): _____
_____	Marching Units or Organizations (Bands, Color Guard, Drill Teams, Dance Teams): _____

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