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.

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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 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

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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
  o Type 1 (A Frame) _________ $__________ $__________
  o Type 3 _________ $__________ $__________
  o Flashing barricades _________ $__________ $__________
  (Required for events during hours of darkness) 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.

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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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