



CITY OF WAUWATOSA  
7725 West North Avenue  
Wauwatosa, WI 53213  
(414) 479-8917  
[www.wauwatosa.net](http://www.wauwatosa.net)

**SPECIAL EVENT PERMIT  
APPLICATION**  
Fee: \$150

**PERMIT TO HOST A STREET FESTIVAL, RUN/WALK, PROTEST, OR PARADE**

Organization Information	Name of the Organization: <u>Ray's Growler Gallery</u>									
	Address: <u>8930 W. North Ave. Suite G</u> City, ST Zip: <u>Wauwatosa, WI 53226</u>									
	Phone: <u>414-258-9821</u> Are you a 501(c)3 organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
	Event Contact Person: <u>Sara Laev</u>									
	Phone: <u>[REDACTED]</u> Email: <u>[REDACTED]</u>									
	Home Address: <u>[REDACTED]</u> City, ST Zip: <u>[REDACTED]</u>									
Event Information	Name of Event: <u>Toppling the Ray-neighbor Beer Fest</u>									
	Date(s) of Event: <u>June 2nd, 2024</u>									
	Location of Event: <u>Ray's Parking lot</u>									
	Event set up time: <u>8:00am</u> Event tear down time: <u>6:00pm</u>									
	Event Start Time: <u>12:00pm</u> Event End Time: <u>6:00pm</u>									
	Website of Event: <u>rayswine.com/events</u>									
	Are you interested in Advertising this Event with the City of Wauwatosa? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please visit <a href="http://wauwatosa.net/advertising">wauwatosa.net/advertising</a> to view policy, pricing, and more.									
Event Information	Will your event take place in a residential neighborhood? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
	You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.									
	*If you are using a City Park, you must reserve the park through the Parks Office prior to getting your special event permit approved by the Common Council. Call 414-471-8420 or email <a href="mailto:DPW@wauwatosa.net">DPW@wauwatosa.net</a> .									
	Generally describe your event and its purpose: <u>Annual beer fest with beer for purchase, food vendors and music, family friendly</u>									
Other Information	Estimated Number of Participants: <u>2,000</u> Spectators: <u>          </u> Vendors: <u>4</u>									
	<b>Run/Walk Routes and Fees:</b> If event is a walk/run, choose a route. This includes police costs, barricades and up to 12 refuse or recycling containers to be placed at start/finish lines and may be moved for the event. Please note that route fees are the base price of the event and may include other fees, such as extra or special barriers for safety, extra work fees for involved city departments, extra permits or application fees, or other special circumstances. <table><tr><td><input type="checkbox"/> Route #1</td><td><input type="checkbox"/> Route #2</td><td><input type="checkbox"/> Route #3</td><td><input type="checkbox"/> Route #4</td><td><input type="checkbox"/> Route #5</td></tr><tr><td><input type="checkbox"/> Route #6</td><td><input type="checkbox"/> Route #7</td><td><input type="checkbox"/> Route #8</td><td><input type="checkbox"/> Route #9</td><td><input type="checkbox"/> Route #10</td></tr></table>	<input type="checkbox"/> Route #1	<input type="checkbox"/> Route #2	<input type="checkbox"/> Route #3	<input type="checkbox"/> Route #4	<input type="checkbox"/> Route #5	<input type="checkbox"/> Route #6	<input type="checkbox"/> Route #7	<input type="checkbox"/> Route #8	<input type="checkbox"/> Route #9
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<input type="checkbox"/> Route #6	<input type="checkbox"/> Route #7	<input type="checkbox"/> Route #8	<input type="checkbox"/> Route #9	<input type="checkbox"/> Route #10						



Other Information (Cont'd)	Will there be any alcohol served/sold at the event? If yes, <u>liquor and bartender licenses</u> are necessary under separate application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Please list the number of City of Wauwatosa licensed bartenders that will be on site: <u>8</u>
	Will you be selling/serving food? If yes, you will need to contact the City of Wauwatosa Health Department for proper permits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Will merchandise be sold at the event? If yes, please ensure that all vendors have their Wisconsin Seller's Permit available upon inspection. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Will your event need electricity? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Will you be setting up any lighting? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Will your event require any fencing? If yes, please provide plans for the fencing location and the gates. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the event involve fireworks? If yes, you will need to obtain a <u>fireworks permit</u> under separate application. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the event involve amplified music? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, will the amplified music be a: <input type="checkbox"/> Band <input checked="" type="checkbox"/> DJ <input type="checkbox"/> Other _____
	Hours of Amplified Music: <u>12-6pm</u>
	Please list the number of security staff you will be providing for the event: <u>0</u>
	Will you require street and/or intersection closures? If yes, the Police Department will determine the number of barricades, and the Department of Public Works will provide the costs and schedule of delivery and pickup. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please list the streets and/or intersections to be closed. <u>89th St. between North Ave &amp; Steinkeller driveway</u> <u>90th St. between North Ave &amp; first residential driveway</u>
	Will you be erecting any tents, canopies or other temporary structure(s)? If yes, you will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Will you be providing portable restrooms and wash stations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? <u>6 toilets, one handwash station, company disposing for us</u>
	Will you provide parking for participants? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, where will parking be available? <u>Street parking, walking, rideshares</u>



Other Information (Cont'd)	Will you provide a dumpster/clean-up services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please describe your clean-up and refuse collection plan. <p style="text-align: center;">using 2 dumpsters currently on property</p>
	What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)? <p style="text-align: center;">none</p>
	Have you reviewed and do you have a copy of the City of Wauwatosa Special Events Manual as well as the City Special Events Ordinance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Requirements	TBD <b>*Certificate of Insurance is required upon submittal of the application.</b>
Signature and Certification	<input checked="" type="checkbox"/> I hereby certify that the above information is true and correct to the best of my knowledge. I understand that failure to provide truthful, complete or correct information may lead to denial of this license.  Signature: <u>Sara Law</u> Date: <u>4/13/24</u>

FOR OFFICE USE ONLY

TBD

**Applicant's Checklist:**

**Application is incomplete without the completed and signed application, \$150 application fee, COI, a map/sketch of the event and a parking plan. Incomplete applications will not be accepted or processed.**

☒ Completed and signed application

☒ Fee – cash, check or credit card accepted. Please make check payable to the City of Wauwatosa. A small convenience fee applies to credit card payments.

☒ Site plan sketch (parades/races should include start/end points).

☒ Parking plan that accommodates the number of estimated vehicles, please note how many vehicles.

☒ Certificate of Insurance (must have a minimum liability of \$1 million per occurrence and name the City of Wauwatosa and its employees as an additional insured).

☒ If the tents will be 400 sq. ft. or more, you have to file a separate Tent Permit through Fire Department

N/A