



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

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

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

Organization Information	<p>Name of the Organization: _____</p> <p>Address: _____ City, ST Zip: _____</p> <p>Phone: _____ Are you a 501(c)3 organization? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Event Contact Person: _____</p> <p>Phone: _____ Email: _____</p> <p>Home Address: _____ City, ST Zip: _____</p>
Event Information	<p>Name of Event: _____</p> <p>Date(s) of Event: _____</p> <p>Location of Event: _____</p> <p>Event set up time: _____ Event tear down time: _____</p> <p>Event Start Time: _____ Event End Time: _____</p> <p>Website of Event: _____</p> <p>Are you interested in Advertising this Event with the City of Wauwatosa? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please visit wauwatosa.net/advertising to view policy, pricing, and more.</p> <p>Will your event take place in a residential neighborhood? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p> <p>*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 DPW@wauwatosa.net.</p> <p>Generally describe your event and its purpose:</p> <p>Estimated Number of Participants: _____ Spectators: _____ Vendors: _____</p>
Other Information	<p>Run/Walk Routes and Fees: 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.</p> <p><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</p> <p><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</p>

	Will there be any alcohol served/sold at the event? If yes, liquor and bartender licenses are necessary under separate application. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Please list the number of City of Wauwatosa licensed bartenders that will be on site: _____
Other Information (Cont'd)	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 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 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 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 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 type="checkbox"/> No
	Does the event involve fireworks? If yes, you will need to obtain a fireworks permit under separate application. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the event involve amplified music? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will the amplified music be a: <input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Other _____ Hours of Amplified Music: _____
	Please list the number of security staff you will be providing for the event: _____
	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 type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the streets and/or intersections to be closed.
	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 type="checkbox"/> No
	Will you be providing portable restrooms and wash stations? <input 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?
	Will you provide parking for participants? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where will parking be available?

Other Information (Cont'd)	<p>Will you provide a dumpster/clean-up services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="padding-left: 40px;">If yes, please describe your clean-up and refuse collection plan.</p> <hr/> <p>What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?</p> <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 type="checkbox"/> Yes <input type="checkbox"/> No</p>
Insurance Requirements	<p>TBD</p> <p>*Certificate of Insurance is required upon submittal of the application.</p>
Signature and Certification	<p><input 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.</p> <p>Signature: _____ Date: _____</p>

<p>FOR OFFICE USE ONLY</p> <p>TBD</p>
--

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](#)