

Organization Information	Name of the Organization: CAMP BAR INC.
	Address: 6600 W NORTH AVE. City, ST Zip: WAUWATOSA 53213
Event Information	Phone: 262-719-7955 Are you a 501(c)3 organization? ☐ Yes ☒ No
	Event Contact Person: PAULHACKBARTH
	Phone: 2627197955 Email: PAUL@CAMPBARMKE.COM
	Home Address: XXXXXXXXXX City, ST Zip: XXXXXXXXXX
	Name of Event: PACKER PARTY
	Date(s) of Event: 10/19/25
	Location of Event: CAMP BAR AND 66TH STREET BETWEEN ALLEY AND NORTH AVE.
	Event set up time: NOON Event tear down time: 7PM
	Event Start Time: 1PM Event End Time: GAME END APPROX 7PM
	Website of Event: WWW.CAMPBARMKE.COM
Other Information	Are you interested in Advertising this Event with the City of Wauwatosa? ☐ Yes ☒ No If yes, please visit wauwatosa.net/advertising to view policy, pricing, and more.
	Will your event take place in a residential neighborhood? ☒ Yes ☐ 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 DPW@wauwatosa.net .
	Generally describe your event and its purpose: ANNUAL PACKER PARTY INCLUDING OUTDOOR JUMBO TRON, FOOD TRUCK, AND NEIGHBORS ATTENDING TO WATCH PACKERS GAME.

	Will there be any alcohol served/sold at the event? If yes, liquor and bartender licenses are necessary under separate application. ☒ Yes ☐ No
	Please list the number of City of Wauwatosa licensed bartenders that will be on site: <u>4-8</u>
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 ☒ Yes ☐ No
	Will merchandise be sold at the event? If yes, please ensure that all vendors have their Wisconsin Seller's Permit available upon inspection. ☐ Yes ☒ No
	Will your event need electricity? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. ☐ Yes ☒ 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. ☐ Yes ☒ No
	Will your event require any fencing? If yes, please provide plans for the fencing location and the gates. ☐ Yes ☒ No
	Does the event involve fireworks? If yes, you will need to obtain a fireworks permit under separate application. ☐ Yes ☒ No
	Does the event involve amplified music? ☒ Yes ☐ No If yes, will the amplified music be a: ☐ Band ☐ DJ ☒ Other <u>SPEAKERS FOR GAME AUDIO</u> Hours of Amplified Music: <u>GAME DURATION APPROX 1PM-7PM</u>
	Please list the number of security staff you will be providing for the event: <u>NA</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. ☒ Yes ☐ No If yes, please list the streets and/or intersections to be closed. 66TH STREET BETWEEN ALLEY AND NORTH AVE AS WE'VE DONE IN PREVIOUS YEARS
	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. ☐ Yes ☒ No
	Will you be providing portable restrooms and wash stations? ☐ Yes ☒ 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? ☐ Yes ☒ No If yes, where will parking be available?

Other Information (Cont'd)	Will you provide a dumpster/clean-up services? ☐ Yes ☒ No If yes, please describe your clean-up and refuse collection plan.
	What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?
	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? ☒ Yes ☐ No
Insurance Requirements	TBD *Certificate of Insurance is required upon submittal of the application.
Signature and Certification	☒ 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></u> Date: <u>8/29/25</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](#)

- ☐ If you plan fireworks, you have to file a separate [Fireworks Permit](#) through the Fire Department
- ☐ Plan to notify affected residents/businesses.

Applicant/Organizer Notification

Special Event permit applicants/organizers shall be aware of and comply with the following. A summary is below and more specific information may be obtained by reading the Special Event ordinance or by contacting individual City departments when planning the event and seeking City approval.

- a) **Compliance with City Ordinances:** Special Events must comply with all applicable City ordinances and requirements, including but not limited to traffic rules, park rules, State health laws, fire codes, building codes, zoning, food service, merchant, and liquor licensing requirements. Special Event organizers shall use all reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements, unless otherwise waived.
- b) **Designated Contact:** The applicant/organizer shall identify a designated individual who can be contacted at any time regarding the event. They may be contacted by City representatives such as the Police, Fire, Health, Parks, Public Works, or City Attorney's Office to provide information or answer questions.
- c) **Duration and Hours of Operation:** No Special Event shall be open except between the hours of 8:00 a.m. and 12:00 a.m., unless such other hours of operation are specifically approved by the Council.
- d) **Parking:** The applicant/organizer shall take all reasonable precautions to minimize adverse effects on the neighborhoods that will be directly affected by parking and traffic related to the event. The police department shall post temporary parking-related regulations on public streets for Special Event only if it is determined to be necessary by the Police Chief, or their designee, for public safety.
- e) **Sanitary Facilities and Potable Water:** All sanitary facilities and potable water facilities shall be provided for as required in the applicable codes.
- f) **Illumination:** If the Special Event is to continue during hours of darkness, it shall comply with all applicable codes related to illumination.
- g) **Fire Dept. Protection:** All fire protection applicable to the Special Event activities on the premises, shall be provided by the applicant as required by the municipal Fire Prevention Code and the Wisconsin Administrative Code, including alarms, extinguishing devices, fire lanes, fire escapes and tent permits.
- h) **Refuse Removal:** The Special Event applicant/organizer shall be responsible for taking all reasonable efforts to pick up litter, refuse and recycling during the event, and for removing all litter, refuse and recycling created during the event within twenty-four (24) hours after the conclusion of the event. The event applicant/organizer is responsible not only for the event grounds, but will also take all reasonable measures for the removal of litter, refuse and recycling attributable to the event from the surrounding neighborhoods and properties. Refuse and recycling containers are available for rent from the City. Special Event:
Applicant/Organizer Notification Form modified: 04/27/18
- i) **Notification:** The Special Event applicant/organizer is required by the City to provide reasonable advance notice to property owners, residents and/or businesses. The Special Event organizer shall include date, time, and location/route to all properties that border the location of the planned event and any other areas

designated by the Police Department at least ten business days in advance of the special event.

The Aldermen of the district in which the Special Event is scheduled to occur shall be provided a copy of such notification prior to its delivery to property owners, residents and/or businesses as described above.

- j) **Glass Containers Prohibited:** No person shall carry, possess, or drink any liquid beverage in a glass container while at a Special Event that receives a temporary liquor license. This applies during the time a Special Event permit is in force.

Note: authorized vendors may be required by law to maintain the product in original glass containers. In this case, prior to servicing a customer the liquid contents should be put into a non-glass beverage container.

- k) **Cancellation:** The City may cancel or suspend a Special Event regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

Any Special Event permit applicant aggrieved by a decision of the City staff with respect to cancellation/suspension of an application, imposition of conditions or determination of the extraordinary fees may, upon written request to the City Clerk, have the decision reviewed by the Government Affairs Committee of the Common Council prior to an event's scheduled date. Such review and determination of the Committee shall constitute final action.

- l) **Penalties:** In addition to other potential fines, penalties, and/or charges as described in the Wauwatosa Municipal Code, the violation of the terms of the Special Event permit shall be punishable by forfeiture of not less than \$500.00 and not more than \$1,000.00. Each day of violation shall be considered a separate offense. In addition, the City may enforce this section by way of immediately revoking the permit, seeking injunctive relief, and all other remedies available at law and in equity.

The penalties set forth herein shall also apply to all persons, organizations, and entities that organize events which are required to obtain a Special Event permit but fail or refuse to do so. If any person violates any provision of this Ordinance, the City shall have the authority to institute the appropriate legal action or proceedings to ensure compliance and to thereby prohibit such person from violating these conditions.

The failure to obtain a Special Event permit before holding or conducting a Special Event, or the failure to abide by Special Event permit requirements, will constitute a violation of this section and may result in the termination of the event, denial of future permit applications, and/or issuance of a City Ordinance citation.