



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**

<b>Organization Information</b>	<b>Name of the Organization:</b> <u>Wauwatosa Village BID</u>									
	<b>Address:</b> <u>7603A W. State St</u> <b>City, ST Zip:</b> <u>Wauwatosa, WI 53213</u>									
	<b>Phone:</b> <u>414-297-9285</u> <b>Are you a 501(c)3 organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
	<b>Event Contact Person:</b> <u>Chris Barlow</u>									
	<b>Phone:</b> <u>414-350-4800</u> <b>Email:</b> <u>chrisbarlow@wauwatosavillage.org</u>									
	<b>Home Address:</b> <u>5411 W. Wisconsin Ave. #1</u> <b>City, ST Zip:</b> <u>Milwaukee, WI 53208</u>									
<b>Event Information</b>	<b>Name of Event:</b> <u>TosaFest</u>									
	<b>Date(s) of Event:</b> <u>Sept. 6 &amp; 7 2024</u>									
	<b>Location of Event:</b> <u>W. State St., Underwood Ave., Harwood Ave, Root Common Park</u>									
	<b>Event set up time:</b> <u>Sept 6 - 7:00 AM</u> <b>Event tear down time:</b> <u>Sept 7 - 11:00 PM</u>									
	<b>Event Start Time:</b> <u>9/6 - 5pm; 9/7 - 11am</u> <b>Event End Time:</b> <u>11:00PM both days</u>									
	<b>Website of Event:</b> <u>www.wauwatosavillage.org</u>									
	<b>Are you interested in Advertising this Event with the City of Wauwatosa?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please visit <a href="http://wauwatosa.net/advertising">wauwatosa.net/advertising</a> to view policy, pricing, and more.									
	<b>Will your event take place in a residential neighborhood?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
	<b>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.</b>									
	<b>*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>.</b>									
	<b>Generally describe your event and its purpose:</b> <u>TosaFest is a 2 day street festival. It features live music on 3 stages, marketplace vendors, several food and beverage gardens and unique food experiences on Underwood Ave., in Root Common Park and the lower part of the Roaring Fork parking lot and Food Court in Jose's Parking Lot.</u>									
	<b>Estimated Number of Participants:</b> <u>5000</u> <b>Spectators:</b> <u>          </u> <b>Vendors:</b> <u>75</u>									
<b>Other Information</b>	<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 border="0"><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, <a href="#">liquor and bartender licenses</a> are necessary under separate application. <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
	Please list the number of City of Wauwatosa licensed bartenders that will be on site: <u>4</u>
	Will you be selling/serving food? If yes, you will need to contact the City of Wauwatosa Health Department for proper permits <input checked="checked" 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 checked="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 checked="checked" 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 checked="checked" 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 checked="checked" type="checkbox"/> No
	Does the event involve fireworks? If yes, you will need to obtain a <a href="#">fireworks permit</a> under separate application. <input type="checkbox"/> Yes <input checked="checked" type="checkbox"/> No
	Does the event involve amplified music? <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No If yes, will the amplified music be a: <input checked="checked" type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Other _____ Hours of Amplified Music: <u>9/6 - 5pm-10:45pm; 9/7 - 11am-10:45pm</u>
	Please list the number of security staff you will be providing for the event: <u>1 overnight Security guard</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="checked" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the streets and/or intersections to be closed. see attached map
	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 checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
	Will you be providing portable restrooms and wash stations? <input checked="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? See attached map Port a Pottys will be serviced on the Saturday morning. <u>AW # 22</u>
	Will you provide parking for participants? <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No If yes, where will parking be available?

	<b>Public Parking</b>
<b>Other Information (Cont'd)</b>	Will you provide a dumpster/clean-up services? <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your clean-up and refuse collection plan. See attached map
	What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)? <b>Road Closures</b> Garbage and recycling Bins and bags (25 each). Please drop in Jose's parking lot.
	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="checked" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Insurance Requirements</b>	TBD <b>*Certificate of Insurance is required upon submittal of the application.</b>
<b>Signature and Certification</b>	<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. Signature: _____ Date: _____

**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.

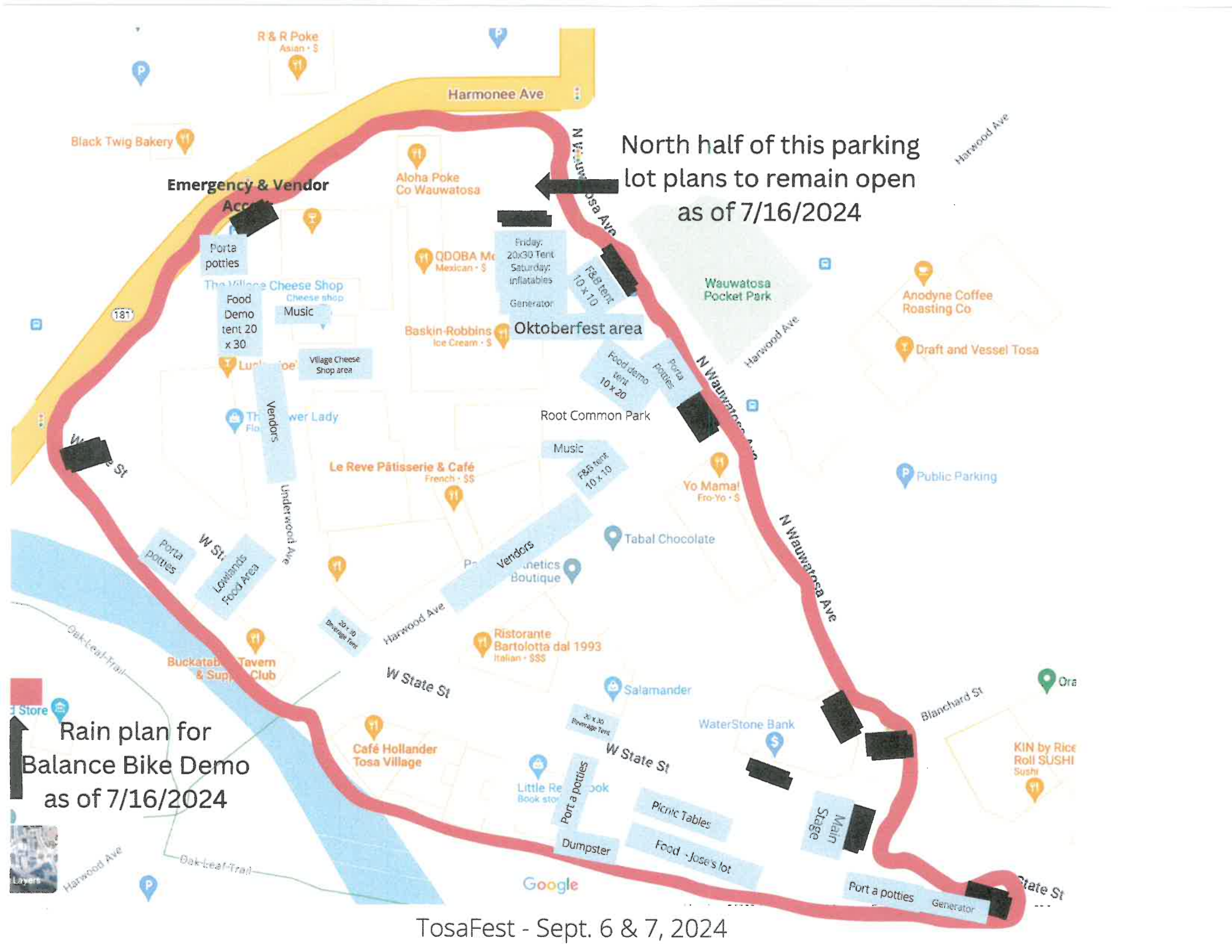
☐ Site plan sketch (parades/races should include start/end points).

☐ 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](#)





North half of this parking lot plans to remain open as of 7/16/2024

Rain plan for Balance Bike Demo as of 7/16/2024

TosaFest - Sept. 6 & 7, 2024



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/06/24

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Jeanne Grisetti
PHILLEO AGENCY INSURANCE INC	PHONE (A/C, No, Ext): (262)432-4200
12555 W Burleigh Rd	FAX (A/C, No): (262)432-4201
Brookfield, WI 53005	E-MAIL ADDRESS: jeanne@philleo.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A : Secura
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		3332776	11/10/23	11/10/24	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			3332776	11/10/23	11/10/24	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			3332777	11/10/23	11/10/24	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Wauwatosa and its employees are additional insured in regards to the above named insured.

Events: HartFest: June 14 & 15, 2024 - Hart Park, 7300 Chestnut St, Wauwatosa, WI 53213

Tour of America's Dairyland: June 23, 2024 - Wauwatosa Ave, Blanchard St, N 72nd St, W State St, Underwood Ave and Harmonee Ave

Village al Fresco: July 30, 2024 - 7603 State St, Wauwatosa, WI 53213

First Responders Fest: Aug 28, 2024 - Hart Park, 7300 Chestnut St, Wauwatosa, WI 53213

## CERTIFICATE HOLDER

City of Wauwatosa  
7725 W North Ave,  
Wauwatosa, WI 53213

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeanne Grisetti

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