



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**

Name of the Organization: Village of Wauwatosa BID
Address: 7603A W. State St. City, ST Zip: Wauwatosa, WI
Phone: (414) 297-9285 Are you a 501(c)3 organization? ☒ Yes ☐ No
Event Contact Person: Steph Salvia
Phone: [REDACTED] Email: [REDACTED]
Home Address: [REDACTED] City, ST Zip: [REDACTED]

**Event
Information**

Name of Event: Tosa Fest
Date(s) of Event: Sept. 5 & 6, 2025
Location of Event: Village of Wauwatosa - State St., Harwood Ave., Underwood Ave.
Event set up time: Sept. 5 - 10:00am Event tear down time: Sept. 6 - 11:00pm
Event Start Time: Sept. 5 - 5:00pm; Sept 6 - 12:00pm Event End Time: Sept. 5 & 6 - 11:00pm
Website of Event: www.wauwatosavillage.org
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:
Tosa Fest is a street festival featuring live music on 3 stage, food & beverage, marketplace vendors, food & creative experiences in Root common Park and on Underwood Ave.
Estimated Number of Participants: 50 Spectators: 5000/day Vendors: 125

**Other
Information**

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.

☐ Route #1 ☐ Route #2 ☐ Route #3 ☐ Route #4 ☐ Route #5
☐ Route #6 ☐ Route #7 ☐ Route #8 ☐ Route #9 ☐ 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>3</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="" 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="" 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="" 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="" 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="" 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 checked="" type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Other _____ Hours of Amplified Music: <small>Sept. 5: 5pm - 10:45pm; Sept. 6: 12:00pm - 10:45pm</small> _____
	Please list the number of security staff you will be providing for the event: <u>3, 1 overnight</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. State St at Harmonee Ave.; State St at Wauwatosa Ave., Underwood Ave at Harmonee Ave. <u>Harwood Ave at Wauwatosa Ave.</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 checked="" type="checkbox"/> Yes <input 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? (15) in Jose's parking lot <u>Servicing on Sept. 6, 8 AM</u> (4) on State St. near Buckatabon (4) Root Comm Park,	
Will you provide parking for participants? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, where will parking be available?	

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. (2) 30 yd dumpsters in Jose's parking lot. Garbage cans throughout the Village. <i>Grounds crew to circulate + keep cans + area clean</i>
	What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)? Need 25 garbage and (25) recycling cans from DPW. Please leave in Jose's parking lot. Need vehicles/appropriate barricades for the street closures. Barricade Jose's parking lot entrance at 11:00pm on Sept. 4. The arms will be open. <i>20 x 30 tents on State St + Underwood Ave. FD to inspect for emergency vehicle access.</i> 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 *Certificate of Insurance is required upon submittal of the application.
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: <i>Valtje</i> Date: <i>5/11/25</i>

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