



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: <u>Wauwatosa Tourism Commission</u>
	Address: <u>7725 W. North Ave.</u> City, ST Zip: <u>Wauwatosa, WI 53213</u>
Event Information	Phone: <u>414-479-3548</u> Are you a 501(c)3 organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Event Contact Person: <u>Beth Gleesing</u>
	Phone: <u>414-479-3548</u> Email: <u>bgleesing@wauwatosa.net</u>
	Home Address: <u>[REDACTED]</u> City, ST Zip: <u>[REDACTED]</u>
	Name of Event: <u>ART 64</u>
	Date(s) of Event: <u>June 7 & 8 (rain date June 9)</u>
Other Information	Location of Event: <u>Village of Wauwatosa (Harwood Ave., Underwood Ave., State St.)</u>
	Event set up time: <u>June 7 10am-3pm</u> Event tear down time: <u>June 8 5-10pm</u>
	Event Start Time: <u>June 7 5pm</u> Event End Time: <u>June 8 5pm</u>
	Website of Event: <u>www.art64tosa.com</u>
	Are you interested in Advertising this Event with the City of Wauwatosa? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please visit wauwatosa.net/advertising to view policy, pricing, and more.
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 DPW@wauwatosa.net .	
Generally describe your event and its purpose: ART 64 is a two-day bracket-style live performance painting tournament that takes place in the streets of the Village of Wauwatosa. Artists from around the country are selected to participate in the competition and are paired up in a head-to-head competition for a \$20,000 cash prize, with visitors to the event voting on each round of the competition determining not only who advances through each round of competition, but also the final winner.	
Estimated Number of Participants: <u>64</u> Spectators: <u>8,000</u> Vendors: <u>approx 12</u>	
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.	
<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 <input type="checkbox"/> Route #10	

	Will there be any alcohol served/sold at the event? If yes, <u>liquor and bartender</u> licenses 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>5</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	<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 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? If yes, will the amplified music be a: <input type="checkbox"/> Band <input checked="" type="checkbox"/> DJ <input checked="" type="checkbox"/> Other <u>solo performers</u> Hours of Amplified Music: <u>on and off during event hours</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	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. If yes, please list the streets and/or intersections to be closed. State Street at Harmonee and Wauwatosa Ave Underwood at Harmonee Ave Harwood at Wauwatosa Ave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	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? If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? 2 portable restrooms will be at the corner of Underwood and Harmonee Aves. 4 restrooms will be located in the parking lot east of The Little Read Book Store.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Will you provide parking for participants? If yes, where will parking be available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

	Parking is available in the Blanchard Street Lot, the public lot by the Little Red Store, and the Harts Mills lot (on Friday and Saturday after the completion of the Farmers Market).
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. Public Works provides 12 garbage and 12 recycle carts. Volunteers will empty garbage cans and load into a dumpster rented for the event. Dumpster removal will happen post event when the roads re-open. What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)? We will need assistance from police and public works to close and barricade the streets according to the event map. We look to police to determine an appropriate level of police presence for the duration of the event. 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 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. Digitally signed by Beth Gleesing DN: CN=Beth Gleesing, E=bgleesing@wauwatosa.net Reason: I am the author of this document Location: your signing location here Date: 2024.02.20 09:54:40-06:00 Foxit PDF Reader Version: 11.2.1 Signature: <u>Beth Gleesing</u> Date: <u>2/20/24</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