



**VILLAGE OF WEST MILWAUKEE**  
4755 W. BELOIT ROAD  
WEST MILWAUKEE, WI 53214  
PH: (414) 645-1530  
**SPECIAL EVENTS PERMIT APPLICATION**

**Special Event:** As defined by Section 98-257 (temporary uses) of Village Code this term includes, but is not limited to, whether for profit or not, outdoor festivals, flea markets, fun runs, bicycle races, walkathons, marathons, outdoor gatherings on non-residential property involving the use of temporary structures, and other similar type activities that do not seek a permanent site or business location and are of such a nature as to be acceptable to the general public with regards to health and safety features and the conduct of the special event participants.

This application must be filed with the Clerk at least **sixty (60) days prior** to the scheduled date of the special event.

Name of Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name of Organization (*list out contact information for all partners, officers and directors if the organization is a partnership or corporation*): \_\_\_\_\_

Name of Event Organizer/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address of applicant: \_\_\_\_\_

Contact Person (Day of event): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail: \_\_\_\_\_

Time event will begin: \_\_\_\_\_ Time event will end: \_\_\_\_\_

**Site plan information.** Attach a detailed map/diagram of the event and indicate the location of the following: event vendors (e.g. food, alcohol); parking accommodations (on and off site); proposed road closures (traffic control, barricades, parade participant entry and exit points); garbage cans, safety fencing and emergency vehicle access. Street closing map. Attach map showing the route to be used/close, if applicable.

**CONDITIONS OF THE BLOCK PARTY PERMIT**

1. The Permit holder shall live on the block the permit is issued for.
2. The permit is responsible for placing and removing street **barricades which will be furnished by the Village.** Barricades must be lighted after dark.
3. The permit holder will be responsible for cleaning up the public right of way and providing containers and storage for refuse.
4. Alcoholic beverages shall not be dispensed to underage persons.
5. amplifiers and loud speakers shall not create a public nuisance.
6. Streets are **NOT TO BE OBSTRUCTED** in such a manner as to prevent use of **EMERGENCY VEHICLES.**
7. The permit holder shall notify **ALL** residents of the block at least seven (7) days in advance of the event.
8. Every effort shall be made to protect the peace and tranquillity of all neighbors.
9. Festivities are to be terminated and barricades removed by **10:00PM.**



**Events that have more than 50 attending, the permit must be Village Board approved – Applicant must attend the meeting to answer any questions.**

Total Amount Paid \$ \_\_\_\_\_ TR# \_\_\_\_\_ Date \_\_\_\_\_

(\$50.00 for 50 people or less - \$100.00 for more than 50 people)

(Plus all applicable costs incurred by the Village shall be added to the base fee)

**For Office Use Only**

1. Application will be received by the Clerk and a copy distributed to the Police Department.
2. Police Department will provide comments/approval and forward to the Public Works Superintendent.
3. Public Works Superintendent will provide comment/approval and forward to the Village Administrator.
4. If more than 50 people anticipated, the Village Administrator will forward the application to the Village Board.
5. Village Board will review the application if necessary.
6. After approval the Village Clerk shall retain original comment/approval form and send one copy to applicant.

\_\_\_\_\_  
Officer in Charge Date Approved: Yes No

Permit comments/requirements of approval:

\_\_\_\_\_  
Public Works Superintendent Date Approved: Yes No

Permit comments/requirements of approval:

Signs Approved: Yes No N/A

\_\_\_\_\_  
Village Administrator Date Approved: Yes No

Village Board Approved: Yes No N/A Date \_\_\_\_\_

Proof of Insurance Approved/Obtained: Yes No N/A Date \_\_\_\_\_

Permit comments/requirements of approval: