

809 N. Broadway
1st floor
Milwaukee, Wisconsin
53202-3617
www.mkedcd.org/build
Phone: (414) 286-8211
Fax: (414) 286-0251
DCD 19 0901



FESTIVAL PERMIT APPLICATION

Required for festivals that last 4 or more days or less than 3 days if not subordinate to the principal use of the lot. Any person, group, organization or association desiring to hold a festival shall make written application and submit two copies to the Milwaukee Development Center at least 45 working days prior to the proposed event.

Contact a plan examiner at 286-8210 if you have any questions.

Location of event: _____

Name of Event: _____

Applicant Name: _____

Business/Organization/Sponsor Name: _____

Address: _____

Telephone: Home: _____ Business: _____

Cell/mobile: _____

Contact Person On-site During the Event:

Name: _____

Address: _____

Telephone: Home: _____ Business: _____

Cell/mobile: _____

Event Dates: _____

Hours of Operation: _____

Estimated Number of Participants Per Day: _____

The following materials are required with this application:

- Site Plan**
- Plan of Operation**
- Certificate of Insurance

Other permits and or licenses may be required for your event. Check below if you will be applying for any of these permits or licenses (See **Special Events Permit Checklist** for more information and applications):

- | | |
|---|--------------------------|
| Noise Variance permit for amplified sound | Electrical permit |
| Sign permit | Fireworks Permit |
| Tent permit | Temp. Event Food license |
| | Beer/wine license |

Also note that:

- Festival use of land shall not include rummage sales or the sale of used goods or merchandise. Hours of operation shall be limited between the hours of 8:00 a.m. and 10:00 p.m. on Sunday through Thursday and 8:00 a.m. and 11:00 p.m. on Friday and Saturday for all sites within 1,000 feet of a residential building measured in a straight line from the edge of the festival grounds.
- Temporary on-site parking for more than 3 days shall be approved by the standards and appeals commission.

This permit is subject to the Milwaukee Code of Ordinances, the City Charter and all rules and regulations governing property. This applicant agrees to indemnify and save harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, cost and expenses, including reasonable attorney fee, for injury or death of any person or loss or damage to the property, firm organization or corporation, including both parties hereto and their employees, arising from the holding of such event. Further, the applicant is responsible for the security and conduct of its participants on event grounds and areas immediately adjacent during the duration of the event. All public right of way areas, including streets, alleys and sidewalks must remain open and accessible to public passage (except as permitted by the Department of Public Works).

Applicant's Signature (permittee)

Date

Office Use:

Plan Examiner _____

Date Received _____

Alderman

Date

Approve Deny

Reasons/Conditions _____

Milwaukee Police Department

Date

Approve Deny

Reasons/Conditions _____

Permit Approved Denied

Date _____

Reasons/Conditions _____

Appeal of Permit Denials: any applicant who has been denied a festival permit may, upon written request to the city clerk, have the denial reviewed by the common council licensing committee which shall either affirm or reverse the initial action on the application. Such determination by the committee shall constitute final action. If the committee is unable to convene prior to the proposed date of the festival, the applicant may seek judicial review of the denial.