



TEMPORARY PUBLIC ENTERTAINMENT PREMISES LICENSE INFORMATION

Office of the City Clerk License Division
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This license is for businesses that do not hold a regular Public Entertainment Premises License and want to have entertainment on a temporary basis.

If you do hold a regular Public Entertainment Premises License and want to change your entertainment temporarily, do not file this application. You need to file a "Temporary Change of Plan Permit Application".

DEFINITION OF PUBLIC ENTERTAINMENT

Any entertainment setting where the public may gain admission, either with or without payment of a fee; includes entertainment in which profits are gained by membership, season ticket, invitation or other system open or offered to the public.

Includes dances, shows, and exhibitions provided for a fee including plays, skits, musical revues, children's theater, dance productions, musical concerts, opera and sights/sounds that entertain or appeal to the public, produced by any means, including radio, phonograph, jukebox, television, video reproduction, tape recorder, piano, orchestra, band, or any other musical instrument, slide or movie projector, spotlights, or interruptible or flashing light devices and decoration.

Also includes carnivals, festivals, special event camp grounds, motion picture house or theater, and when offered to the public for a fee, bowling, billiard or amusement machines.

See Page 2 for Exemptions.

REGULATIONS

- An event cannot exceed 4 consecutive days.
- The exception is a carnival or festival which can be up to 14 consecutive days but only between the hours of 8 a.m. and midnight.
- No more than 20 permits for the same premises in any license year can be issued.
- No more than 4 permits for the same premises in any calendar month can be issued.

APPLICATION & FEE

A separate application and fee is required for each event. The signature on the application must be notarized.

\$50 fee for applications filed on or before the filing deadline
\$75 fee for applications filed after the filing deadline

Payment Options:

- Check made payable to: City of Milwaukee.
- Online with a credit card after application is filed and invoice is generated. Invoice number is required.
- Cash in person only.

TEMPORARY CHANGE OF PLAN PERMIT

If you want to temporarily change your hours, types of entertainment, age restriction or capacity, or extend the area of the business premises, you need to complete a "Temporary Change of Plan Permit Application". This permit is for licensees who want to temporarily change the plan of operation on file.

FILING DEADLINES & APPROVAL

See Column B in Table 1 on Page 2 for Deadline Dates. The district alderperson for the location for which the permit is requested will approve or deny the application.

If you file on or before the deadline date, if denied, you may appeal the decision.

If you file after the deadline, you must acknowledge on the application that if denied, and there are no regular meetings of the Licenses Committee and Common Council scheduled between the filing date and the event, the alderperson's decision is final and you cannot appeal.

ISSUANCE/POSTING OF PERMIT

Filing of the application does not allow you to hold the event. The permit must be approved, the fees paid, and the permit issued and posted in your establishment before the event can be held. The permit should be posted in an easily seen place for the entire time of the event.

PERMITTED HOURS FOR ENTERTAINMENT:

Indoor Closing Hours:

Alcohol establishments: same as alcohol license hours.

Non-alcohol establishments: 1:00 am Sun. – Thurs.; Fri. – Sat. 1:30 am

Outdoor Closing Hours:

10:00 pm Sunday – Thursday; 12:00 am Friday and Saturday; unless otherwise approved by the Common Council.

CITY OF MILWAUKEE ORDINANCE REGULATIONS

- MCO 108-5-5
- MCO 90-5-13
- Available at <http://www.milwaukee.gov/ordinances>

Table 1. Filing Deadlines.

(A)			(B)	(C)
If you want a temporary entertainment permit for an event being held between:			Then your permit application must be filed on or before:	In order for an appeal of denial to be scheduled on the agenda for the Licenses Committee meeting held on:
12/17/16	and	01/21/17	10/13/16	11/29/16
01/22/17	and	02/10/17	11/18/16	01/04/17
02/11/17	and	03/03/17	12/08/16	01/24/17
03/04/17	and	03/31/17	12/29/16	02/14/17
04/01/17	and	04/21/17	01/19/17	03/07/17
04/22/17	and	05/12/17	02/17/17	04/05/17
05/13/17	and	06/03/17	03/09/17	04/25/17
06/04/17	and	06/23/17	03/30/17	05/16/17
06/24/17	and	07/14/17	04/20/17	06/06/17
07/15/17	and	08/03/17	05/11/17	06/27/17
08/04/17	and	09/29/17	06/01/17	07/18/17
09/30/17	and	10/20/17	07/27/17	09/12/17
10/21/17	and	11/10/17	08/17/17	10/03/17
11/11/17	and	12/01/17	09/07/17	10/24/17
12/02/17	and	12/22/17	09/27/17	11/13/17
12/23/17	and	01/31/18	10/19/17	12/05/17

[!] The dates in Column C do not apply to applications filed after the deadline.

EXEMPTIONS

A public entertainment premises license is not needed for:

- Festivals limited to 3 or less consecutive days and occurring one time per calendar year on land or within a building incidental to the principal use of the primary building site and located on the same lot with the principal use.
- Festivals held in public parks or playgrounds or public or quasi-public premises.
- Festivals which require issuance of permits or licenses by the state of Wisconsin, Milwaukee county, or any other governmental jurisdiction.
- Festivals which require occupancy permits from the Department of Public Works for occupancy of the city right-of-way.
- Any entertainment held on Dec. 31st or Jan. 1st each year.
- A theater or motion picture house where the only one providing motion pictures or theater performances is the owner of the premises.
- Organizations formed only for ballet performance and instruction, and have received tax-exempt status from the United States Internal Revenue Service.
- Billiard tables provided on the premises of bona fide clubs or social organizations not operating for private profit, which provide other membership privileges and activities, even though there is a charge for playing billiards.
- Any public show or exhibition conducted exclusively by charitable, eleemosynary, educational or religious organizations on their own premises.
- Any dance studio, which is a room, place or space where dancing classes are held and dancing instruction is given for hire.
- Television programming or recorded background music incidental to operation of the establishment located on the premises and is either:
 - In the case of a licensed alcohol beverage premises, operated by the licensee, manager or bartender.
 - In the case of a premises without an alcohol beverage license, operated by a regular employee of the establishment.
- Any public entertainment event held in the City Hall rotunda when authorized by the chair of the Common Council’s Public Works Committee pursuant to Common Council resolution file number 80-1039, adopted on February 10, 1981.
- The showing of motion pictures by an eleemosynary organization on land owned by the City or Milwaukee County, provided motion pictures are not shown more than twice monthly at a single location.

EVENT AREA(S)

Where will entertainment take place? Inside Outside Both Inside & Outside

Check all that apply for the area(s) on the premises where the entertainment will take place. At least one box must be checked.

- I own I lease I will obtain a special event permit
- I have permission from a special event organization

APPLICANTS FILING AFTER THE FILING DEADLINE - READ AND INITIAL

I am filing this permit application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

- _____ I affirm my understanding that any decision made by the local alderperson is final and not subject to appeal; and
- _____ I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS - READ AND INITIAL

_____ I understand that the filing of an application does not constitute authorization to hold any event, that the event for which the permit is sought cannot be held unless and until a valid temporary public entertainment permit and certificate of authorization have been issued, and that the permit and certificate cannot be issued unless and until the permit fee has been paid and the application has been approved. I further understand that temporary public entertainment permits and certificates of authorization are required to be posted in a conspicuous place in the premises for the duration of the event.

NOTARIZED SIGNATURE

SUBSCRIBED & SWORN TO BEFORE ME THIS

_____ day of _____, 20_____

Signature of Individual, Partner, Agent or 20% Shareholder

Notary Public, State of Wisconsin
My Commission expires _____

Notary Seal must be affixed

Office Use Only

Current Plan of Operation: