



## TEMPORARY PUBLIC ENTERTAINMENT PREMISES OR TEMPORARY DEVIATION FROM THE PLAN OF OPERATION FOR AN ALCOHOL BEVERAGE OR PERMANENT PUBLIC ENTERTAINMENT PREMISES LICENSE INFORMATION

*Office of the City Clerk License Division*

*200 E. Wells St. Room 105, Milwaukee, WI 53202*

*(414) 286-2238 e-mail address: [license@milwaukee.gov](mailto:license@milwaukee.gov) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)*

**PERMIT FEE:** \$50 for applications filed on or before the filing deadline; \$75 for applications filed after the filing deadline.

Make checks payable to: City of Milwaukee. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only.

### **A SEPARATE PERMIT IS NEEDED FOR EACH EVENT:**

A separate application and fee is required for each event for which a temporary public entertainment premises permit or temporary deviation from the plan of operation permit is being requested. **An event cannot exceed 4 days (except for a carnival which can be up to 14 days).**

▶ No more than 20 temporary public entertainment permits shall be issued for the same premises in any license year.

▶ No more than 4 temporary public entertainment permits shall be issued for the same premises in any calendar month.

### **FILING DEADLINES: See Column B in Table 1 located on pg 2.**

A temporary public entertainment or temporary deviation from the plan of operation permit may be considered for granting to any applicant who files an application after the filing deadline, provided the applicant affirms his or her understanding that any decision made by the local alderperson is final and not subject to further appeal.

**DEFINITION:** Public Entertainment means any entertainment of any nature or description to which the public generally may gain admission, either with or without the payment of fee. Any entertainment operated commercially for gain by membership, season ticket, invitation or other system open or offered to the public generally shall be deemed to constitute a public entertainment. This definition includes dances, shows, and exhibitions provided for a fee including plays, skits, musical revues, children's theater, dance productions, musical concerts, opera and the production or provision of sights or sounds or visual or auditory sensations which are designed to or may divert, entertain or otherwise appeal to members of the public who are admitted to the place of entertainment, which is produced by any means, including radio, phonograph, jukebox, television, video reproduction, tape recorder, piano, orchestra or band or any other musical instrument, slide or movie projector, spotlights, or interruptible or flashing light devices and decoration. This term includes a carnival, motion picture house or theater, and when offered to the public for a fee, bowling, billiard or amusement machines as defined in s. 107-13.

**EXEMPTIONS TO ENTERTAINMENT LICENSES:** No public entertainment premises license shall be required for the following:

- On New Year's Eve and New Year's Day, any alcohol beverage establishment holding a Class "B" tavern, Class "B" fermented malt beverage or Class "C" wine license is permitted to provide live music and allow dancing on the premises without an entertainment license, and without any restrictions relating to permitted hours of entertainment.
- A theater or motion picture house at which the only person or organization providing motion pictures or theater performances is the person or organization that owns the premises.
- Organizations formed exclusively for the purpose of ballet performance and instruction and which 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 means a room, place or space in which dancing classes are held and dancing instruction is given for hire.
- Recorded background music which is 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.

**APPROVAL PROCESS:** The alderperson representing the district where the premise for which the permit is sought is located shall determine whether or not to grant each temporary public entertainment permit.

**APPEAL OF DENIAL:** An applicant may appeal the decision of the district alderperson to the Licenses Committee of the Common Council.

Regular meetings of the Licenses Committee are generally scheduled once each month, with the exception of August, during which there are no regular meetings scheduled.

If no regular meetings of the Licenses Committee are scheduled during the period of time between the filing of an

application and the date(s) of the event for which the permit is sought, a possibility exists that an application that has been denied may not be able to be scheduled for an appeal before the event.

**See Column B in Table 1 located on page 2** for filing deadlines related to scheduling appeals of application denials.

**ISSUANCE REQUIRED:** The filing of an application does not constitute authorization to hold any event. The event for which the permit is sought cannot be held unless and until a valid permit has been issued and posted in the premises. The permit cannot be issued unless and until the permit fee has been paid and the application has been approved.

**NOTARIZED SIGNATURES:** Notarized signatures of the individual, a partner, agent/officer of a corporation or agent/member of an LLC is required.

All commissioned notaries public, including attorneys, must impress their notary seal on the notarial certificates they issue. Applications submitted without the required seal will be returned.

**PERMIT DISPLAY:** Temporary public entertainment permits or temporary deviation from the plan of operation permits are required to be posted in a conspicuous place in the premises for the duration of the event.

**PERMITTED HOURS:**

Class B and Class C Establishments:

Sun. – Thurs.: 6 a.m. to 2 a.m.; Fri. – Sat.: 6 a.m. to 2:30 a.m

Class A Establishments:

8 a.m. to 9 p.m.

Public Entertainment:

Indoor Closing Hours:

Alcohol beverage 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.

**PARTIAL FEE REFUND:** If an application is withdrawn or denied, applicants are eligible for a partial refund, provided requests for refunds are made no later than one year from the date of withdrawal or denial of the application.

If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of the license was granted.

**CITY OF MILWAUKEE ORDINANCE REGULATIONS**

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

**Table 1. Temporary Public Entertainment /Temporary Deviation From the Plan of Operation Permit Application, Filing Deadlines.**

(A)			(B)	(C)
If you want a temporary entertainment/temporary deviation from the plan of operation 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:
9/28/2013	and	10/18/2013	8/21/2013	9/10/2013
10/19/2013	and	11/8/2013	9/11/2013	10/1/2013
11/9/2013	and	11/29/2013	10/1/2013	10/21/2013
11/30/2013	and	12/20/2013	10/22/2013	11/11/2013
12/21/2013	and	1/25/2014	11/13/2013	12/3/2013
1/26/2014	and	2/14/2014	12/18/2013	1/7/2014
2/15/2014	and	3/7/2014	1/8/2014	1/28/2014
3/8/2014	and	4/5/2014	1/28/2014	2/17/2014
4/6/2014	and	4/25/2014	2/26/2014	3/18/2014
4/26/2014	and	5/16/2014	3/19/2014	4/8/2014
5/17/2014	and	6/6/2014	4/8/2014	4/29/2014
6/7/2014	and	7/25/2014	4/30/2014	5/20/2014
6/28/2014	and	9/26/2014	5/21/2014	6/10/2014
9/27/2014	and	10/17/2014	8/20/2014	9/9/2014
10/18/2014	and	11/8/2014	9/10/2014	9/30/2014
11/9/2014	and	11/28/2014	10/1/2014	10/21/2014

[!] Dates listed in Column C of Table 1 are not applicable to applications filed after the filing deadline.



## TEMPORARY PUBLIC ENTERTAINMENT PREMISES OR TEMPORARY DEVIATION FROM THE PLAN OF OPERATION FOR AN ALCOHOL BEVERAGE OR PERMANENT PUBLIC ENTERTAINMENT PREMISES LICENSE APPLICATION

Office of the City Clerk License Division  
200 E. Wells St. Room 105, Milwaukee, WI 53202  
(414) 286-2238 e-mail address: license@milwaukee.gov www.milwaukee.gov/license

Date of Request: _____			
<b>Licensee Information</b>			
Licensee: (Name of individual; each partner; or agent, if a corporation or LLC)	Home Phone:	Date of Birth:	
Home Address: (Include city/state/zip)			
Corporation or LLC Name: (if applicable)			
Business/Trade Name:	Business Phone:		
Business Address : (include zip code)	Aldermanic District #:		
Mailing Address: (if different from business address)			
<b>Event Information</b>			
Temporary Request for: <input type="checkbox"/> Entertainment <input type="checkbox"/> Change in Hours <input type="checkbox"/> Change in Age Restriction <input type="checkbox"/> Other: _____			
Event Name: _____			
Event Address: _____			
<b>Types of Entertainment Requested</b> (check all that apply)			
<input type="checkbox"/> Karaoke	<input type="checkbox"/> Patrons Dancing	<input type="checkbox"/> Disc Jockey	<input type="checkbox"/> Instrumental Musicians
<input type="checkbox"/> Dancing by Performers	<input type="checkbox"/> Bands	<input type="checkbox"/> Patron Contests	<input type="checkbox"/> Wrestling
<input type="checkbox"/> Comedy Acts	<input type="checkbox"/> Battle of the Bands	<input type="checkbox"/> Magic Shows	<input type="checkbox"/> Theatrical Performance
<input type="checkbox"/> Wrestling	<input type="checkbox"/> Adult Entertainment/ Strippers/Erotic Dance	<input type="checkbox"/> Other: _____	
Will sound amplification equipment be used? <input type="checkbox"/> No <input type="checkbox"/> Yes   If yes, describe: _____			
<b>Requested Dates and Hours</b>			
MUST BE CONSECUTIVE DATES   If dates are not consecutive, then separate applications are required to be filed.			
<b>Date:</b> _____	<b>Start Time:</b> _____	<b>End Time:</b> _____	
<b>Date:</b> _____	<b>Start Time:</b> _____	<b>End Time:</b> _____	
<b>Date:</b> _____	<b>Start Time:</b> _____	<b>End Time:</b> _____	
<b>Date:</b> _____	<b>Start Time:</b> _____	<b>End Time:</b> _____	
Entertainment Indoor Closing Hours – Alcohol beverage establishment: same as alcohol license hours. Non-alcohol establishment: 1:00 am Sun to Thurs; 1:30 am Fri-Sat			
Entertainment Outdoor Closing Hours – 10:00 pm Sunday – Thursday; 12:00 am Friday and Saturday; unless otherwise approved by Common Council			

Office Use Only: Filed \_\_\_\_\_ Initials \_\_\_\_\_ App# \_\_\_\_\_ If late, copy given to Mgr  Yes Initials \_\_\_\_\_  N/A  
Paid \_\_\_\_\_ CC Approval \_\_\_\_\_ CC Denial \_\_\_\_\_ Issued \_\_\_\_\_ By: Initials \_\_\_\_\_

