



TEMPORARY PUBLIC ENTERTAINMENT PREMISES PERMIT 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 www.milwaukee.gov/license

Who needs a permit?

Any individual or business holding public entertainment within the city on a temporary basis must obtain a permit.

Public entertainment is any entertainment to which the public generally may gain admission. This 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.

Current Licensees

Businesses that currently hold an annual Public Entertainment Premises License that are requesting to hold additional entertainment must file a Temporary Change of Plan Permit Application instead.

Exemptions

- Any entertainment held on Dec 31st or Jan 1st each year.
- Any public show or exhibition conducted exclusively by charitable, nonprofit, educational or religious organizations on their own premises.
- 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.
- The showing of motion pictures by a nonprofit organization on land owned by the City or Milwaukee County, provided motion pictures are not shown more than twice monthly at a single location.

License Period

An event may not exceed four consecutive days. Exception: festivals may be held for up to 14 consecutive days between 8 am and midnight. A separate application and fee is required for each event. The dates of the event must be consecutive.

Outdoor entertainment must end at 10 pm Sunday-Thursday and 12 am Friday-Saturday

Limit: 20 permits per year, with no more than 4 permits per month

Fee

\$50 if filed before deadline
\$75 if filed after deadline

See page 2 for filing deadlines.

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.

Approval

The district alderperson for the location for which the permit is requested will approve or deny the application.

Denied applications may be appealed if filed prior to the filing deadline. Applications filed after the deadline may not be appealed.

Additional Permits Needed

Applicants are encouraged to contact the Permit Desk at (414) 286-8210 or developmentcenterinfo@milwaukee.gov to determine if additional permits are needed for an event.

Tents/Stages

If you will be putting up any tents 400 sq ft or larger or any other temporary constructions such as a stage, additional permits must be obtained from the Department of Neighborhood Services. Contact the Permit Desk at (414) 286-8211, 809 N. Broadway 1st floor.

Public Property

If an extension of your premises encroaches upon public property, you must obtain a Special Event Permit from the Department of Public Works. Contact the Special Event Permit Office, (414) 286-3329, 841 N. Broadway, Rm 516 <http://city.milwaukee.gov/SpecialEvents.gov>

Posting of Permit

Filing of an 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.

Regulations

Milwaukee Code of Ordinances 108

Table 1. Filing Deadlines.

(A)			(B)	(C)
If you want a temporary change of plan 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:
12/21/19	and	01/24/20	10/17/19	12/03/19
01/25/20	and	02/14/20	11/21/19	01/07/20
02/15/20	and	03/06/20	12/12/19	01/28/20
03/07/20	and	03/27/20	01/03/20	02/19/20
03/28/20	and	04/17/20	01/23/20	03/10/20
04/18/20	and	05/30/20	02/13/20	03/31/20
05/31/20	and	06/19/20	03/26/20	05/12/20
06/20/20	and	07/16/20	03/30/20	06/02/20
07/17/20	and	08/03/20	04/16/20	06/23/20
08/04/20	and	09/25/20	06/04/20	07/21/20
09/26/20	and	10/16/20	07/23/20	09/08/20
10/17/20	and	11/07/20	08/13/20	09/29/20
11/08/20	and	11/27/20	09/03/20	10/20/20
11/28/20	and	12/18/20	09/24/20	11/10/20
12/19/20	and	01/31/21	10/15/20	12/01/20

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



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(414) 286-2238 e-mail address: license@milwaukee.gov www.milwaukee.gov/license

Date of Request:	Aldermanic District #:
LICENSEE INFORMATION	
Licensee (Name of Individual, All Partners, or Agent of Corporation or LLC):	
Corporation or LLC Name: (if applicable)	
Business/Trade Name:	Business Phone:
Business Address : (include zip code)	
Mailing Address: (if different from business address)	
Email Address:	
EVENT INFORMATION	
Event Name: _____	
Event Address: _____	
TYPES OF ENTERTAINMENT BEING REQUESTED (check all that apply)	
<input type="checkbox"/> Disc Jockey <input type="checkbox"/> Bands <input type="checkbox"/> Magic Shows <input type="checkbox"/> Theatrical Performance <input type="checkbox"/> Karaoke <input type="checkbox"/> Patrons Dancing <input type="checkbox"/> Wrestling <input type="checkbox"/> Motion Picture (movie by admission) <input type="checkbox"/> Dancing by Performers <input type="checkbox"/> Comedy Acts <input type="checkbox"/> Patron Contests <input type="checkbox"/> Special Event Campground <input type="checkbox"/> Battle of the Bands <input type="checkbox"/> Instrumental Musicians <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: _____	
REQUESTED DATES & HOURS – MUST BE CONSECUTIVE DATES	
If the dates are not consecutive, then separate applications must be filed.	
Date: _____	Start Time: _____ End Time: _____
Date: _____	Start Time: _____ End Time: _____
Date: _____	Start Time: _____ End Time: _____
Date: _____	Start Time: _____ End Time: _____
<i>Entertainment Outdoor Closing Hours: 10:00pm Sunday-Thursday; and 12:00am Friday & Saturday.</i>	

Office Use: Filed: _____ Initials: _____ App# _____ Late CC Mgr: Yes Initials _____ n/a Pd: _____
 DNS: Approved _____ CC: Approved Denied _____ Issued: _____ Initials: _____

EVENT AREA(S)	
Where will entertainment take place? <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both Indoors & Outdoors	Office Use
Will you be putting up any tents that are 400 sq. ft. or larger and have 2 or more sides? <input type="checkbox"/> NO <input type="checkbox"/> YES Will you be putting up any temporary construction, such as a stage? <input type="checkbox"/> NO <input type="checkbox"/> YES If you answered "yes" to either/both questions, contact Neighborhood Services (see information sheet for details).	<i>If "Indoors" or "Yes" Q to DNS</i> <input type="checkbox"/>
Check all that apply for the area(s) on the premises where the entertainment will take place. At least one box must be checked. <input type="checkbox"/> I own <input type="checkbox"/> I lease <input type="checkbox"/> I will obtain a special event permit <input type="checkbox"/> 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.	
SIGNATURE	
_____ Signature of Sole Proprietor; a Partner; or if a Corporation or LLC, the Agent must sign	

Office Use Only
Current Plan of Operation: <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>