



## \$50 MIN.\*

### APPLICATION FEE

If filed at least 45 days before the event. Additional charges will be assessed depending upon the nature of the event



## EVENT DURATION



## CH. 6

### CODE REFERENCE

[westallis.municipalcodeonline.com](http://westallis.municipalcodeonline.com)

### WHO NEEDS A PERMIT?



Anyone who organizes a gathering of at least 21 people that impedes the normal use of public property. Examples of a special event include but are not limited to a block party, church festival, concert, parade, carnival, or other large gathering on public property (right-of-way or land owned or controlled by a federal, state, or local government.)

Class 1 Event - means a special event that includes at least one of the following features: alcohol is available for consumption, electronically amplified outdoor sound is utilized, or more than 400 square feet of ground is covered by a tent or other temporary structure that provides shelter from the elements.

Class 2 Event - an organized gathering on public property that does not meet the definition of a Class 1 Event.

Please note: Service of alcohol will require an [alcohol license](#), use of a tent may require a [permit](#), and food service may require a food license from the Health Department (414-302-8600).

### WHO DOES NOT NEED A PERMIT?



The following do not require a special event permit:

- An event organized by an entity that has taxing authority (Federal, state or local governments, school district, etc.)
- A funeral or funeral procession;
- The premises that has an extension of an existing Class "B" license under Wis. Stat. § 125.26(1);
- The coordinator who has been issued a park use permit under West Allis Policy and Procedure #2107 Park Regulations and Permits for the event; or
- The special event is authorized by the West Allis Police Department Community Services Unit.

### \*FEES



*Application Fee:* If the application is filed 45 days before the event, the nonrefundable \$50 special application fee is due at the time of application. If the application is filed within 45 days of the event, a \$200 expedited application processing fee is due at the time of application.

*Estimated Charges Fee:* The estimated charges fee must be received at least 7 days before the event. Estimated charges are calculated based on projected direct costs for providing the staffing and equipment for the special event as requested by the sponsor and/or deemed necessary by the department to protect the public health, safety, and welfare. The departments shall consider the following when estimating the costs: the anticipated peak attendance, if alcohol is available for consumption, if there is outdoor amplified sound; layout, sight lines, nearby population density, parking availability, and other relevant factors.

*Service Charge Settlement:* Within 30 days after the event each department that incurred staffing and equipment costs for the special event may file with the city clerk an invoice showing the actual direct costs for staffing and equipment provided on premises during the special event. The organizer shall pay or be refunded the difference from the estimated charges fee. Failure to timely pay will result in 1% interest per month added to the balance and may result in denials of future special event applications.

**CONTINUED ON NEXT PAGE** ➡



## REQUIREMENTS



*Certificate of Insurance:*

For a Class 1 special event, a certificate of insurance for the duration of the special event indicating endorsements and liability coverage amounts consistent with city policy.

*Consent Form:*

For a special event that closes a street, a street closure consent form signed by occupants of at least 50 percent of the residential and commercial units on the closed portion of the street

## DISQUALIFIERS



A person is not eligible for a special event permit if any of the following applies:

- In the 3 years prior to the date of application, the sponsor or coordinator failed to comply with the special event permit requirements.
- The special event permit application contains false information.
- The estimated charges computed by any City department remain unpaid.
- Any delinquent fees, charges, or other debts to the City owed by the sponsor, coordinator, or any person who has an ownership interest in the sponsor remain unpaid.
- There is a different special event permit for the same premise during overlapping times and dates.

## CONDITIONS



- The sponsor or at least one coordinator shall be on the special event premises at all times that the special event is open for attendees.
- The Police Department, Fire Department, or Department of Public Works may increase or decrease the staffing or equipment on the premises during the special event based on the actual number of attendees in order to protect the public health, safety, and welfare, and the City may charge the sponsor up to the direct costs of an increase in staffing or equipment under this paragraph.
- The coordinator shall keep a copy of the special event permit and any other applicable permit or license on the premises for the duration of the special event.
- The coordinator shall answer any calls to the cell number listed on the application during set up, when the event is for attendees, and during clean up.
- The sponsor and coordinator shall comply with all local, state, and federal laws.

## ISSUANCE



Once the estimated charges fee, and applicable requirements are received by the City Clerk, the special event permit shall be issued.

*Indemnification.* The sponsor shall indemnify and hold harmless the City against any and all liability and loss from personal injury or property damage resulting from or arising out of, in whole or in part, the use or occupancy of rights-of-way by the sponsor or its employees, agents, or contractors arising out of the rights and privileges granted by a special event permit.

*Transferability.* Special event permits are not transferable.