City of Milwaukee

# CARNIVAL SITE PERMIT INFORMATION SHEET

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV

## LICENSE PERIOD:

Duration of Event; no carnival shall operate at any site in the city of Milwaukee between the hours of midnight and 10 a.m., or for more than 7 consecutive days.

## APPLICATION:

Submit application to City Clerk License Division, City Hall, 200 E. Wells St., Room 105, Milwaukee, WI.

Applicants seeking carnival site permits are required to submit applications to the City Clerk License Division **no later than 45 days before the event** for which the permit is sought is to be held. A carnival site permit may be issued to an applicant who files his or her application fewer than 45 days before the event for which the permit is sought provided the applicant waives his or her right to an appeal of any decision made by a Common Council member.

## FEE:

The $50 fee **must be submitted with application.** Make checks payable to: CITY OF MILWAUKEE.

## ALTERNATIVE DATES:

Applicants may at the time of application specify on the application alternative dates for which the permit is sought in the event of inclement weather. Whenever a permit holder wishes to invoke the alternative dates specified on the application, the permit holder shall submit to the License Division the carnival site permit issued for the original dates and a sworn written statement that no event was operated on the dates specified on the permit. A new carnival site permit will be issued.

## REQUIREMENTS:

Sections Comm Ch. 34.04 (1) and Comm Ch. 2.20 of the Wisconsin Administrative Code require that amusement rides be registered with the Department of Commerce each calendar year. Amusement rides shall not be operated in the city of Milwaukee unless and until the carnival operator has been issued a registration certificate. Please contact the Department of Commerce, Building and Safety Division at (608) 266-2780 to verify that a current registration certificate has been issued to your carnival operator.

You may need a temporary occupancy permit available from the City of Milwaukee, Development Center, Permit Desk, 809 N. Broadway, 1st floor, (414) 286-8211. The occupancy permit must be issued in the name of the same legal entity as the carnival site permit applicant.

The granting of the permit is subject to the approval of the Common Council member representing the district in which the site for which the permit is sought is located. In making his or her determination, the Common Council member shall consider factors established under s. 87-14-4-b, MCO.

If your organization plans to serve beer or wine, you must hold a Class "B" Special license and those dispensing the beer or wine must be licensed to do so as a bartender or a temporary bartender. Individuals without a bartender license may work only under the direct supervision of a licensed bartender.

**REFUND OF LICENSE FEE**: If an application is withdrawn or denied, you are eligible for a refund in the amount of $25, provided the refund is requested 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 granting of the license.

## DUPLICATE LICENSE FEE:

The fee for a duplicate license is $8. You must bring a current photo Identification.

REGULATIONS RELATING TO CARNIVAL SITES ARE LOCATED IN SECTION 87-14 OF THE MILWAUKEE CODE OF ORDINANCES AND MAY BE VIEWED ONLINE AT **WWW.MILWAUKEE.GOV/ORDINANCES** or purchased from the Legislative Reference Bureau in City Hall, Room B-11.

City of Milwaukee

# CARNIVAL SITE PERMIT 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

Note: Applicants seeking carnival site permits for events taking place on and after January 1, 2006, are required to submit applications **no later than 45 days before the event** for which the permit is sought is to be held.

| | Date of Application: | Aldermanic District: |
|---|---|---|
| Dates during which the carnival will be set up, maintained or operated:<br>Note: No carnival shall operate at any site in the city of Milwaukee for more than 7 consecutive days. | Start Date: | End Date: |
| Alternative dates due to inclement weather ( optional ): | Start Date: | End Date: |

Is the application being filed **fewer than 45 days before the event** for which the permit is sought? ☐ Yes ☐ No

If "yes," sign below to acknowledge the following:

I understand that a carnival site permit may be issued to an applicant who files his or her application fewer than 45 days before the event for which the permit is sought provided the applicant waives his or her right to an appeal of any decision made by a Common Council member. I hereby waive my right to an appeal of any decision made by a Common Council member related to this application for a carnival site permit.

_____ _____
Signature of Responsible Person Date

| | |
|---|---|
| Full Name of Responsible Person Representing Organization (Last, First & Middle Initial): | Permanent Address (include City, State & Zip Code): |
| Home Telephone Number: ( ) - | Date of Birth of Applicant: |
| Name of Organization: | Organization Telephone Number: ( ) - |

Address of Organization (include City, State, Zip Code):

Address where carnival will be operated (include City, State, Zip Code):

Specific location of where the carnival will operate on the grounds of the above address (i.e. parking lot, playground, etc.)

Hours during which the carnival will operate:

Note: No carnival shall operate at any site in the city of Milwaukee between the hours of midnight and 10 a.m.

Name of Carnival Operator to be employed and Trade Name:

Have you applied for a temporary occupancy permit? ☐ Yes ☐ No

If "no," contact the Milwaukee Development Center at 809 N. Broadway, 1st Floor, (414) 286-8211.

Does your organization plan to serve beer or wine at the event? ☐ Yes ☐ No

If "yes," you must hold a Class "B" Special license and persons dispensing the beer or wine must be licensed to do so as a bartender or a temporary bartender. Persons without a bartender license may work only under the direct supervision of a licensed bartender.

OVER

Declarations of Applicant:

I declare that all statements made in the foregoing permit application are true and correct, and agree to notify the City Clerk within 10 days whenever there is a substantial change in any information that is reported in the application form.

I have knowledge of the provisions of the s. 87-14, Milwaukee Code of Ordinances, related to the regulation of carnival site permits, and, in the event a carnival site permit is issued, I hereby agree to abide by all the laws, rules, and regulations related to the operation of carnival sites.

I understand that I am responsible for verifying that the carnival operator has been properly registered with the Wisconsin Department of Commerce.

The undersigned shall not willfully refuse to provide the services offered under this permit, or refuse to employ, or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; and not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.

_____ _____

Signature of Responsible Person Date

**Office Use Only:**

**Aldermanic Approval of Permit:**

☐ **Granted**

☐ **Denied** If "denied," indicate below any factors established under s. 87-14-4-b, MCO, considered in making determination.

☐ The appropriateness of the location and site for which the permit is sought and whether the event for which the permit is sought will create undesirable neighborhood problems.

☐ The hours during which the carnival would be operated on the site and the likely effect of the carnival on the surrounding area.

☐ Whether previous permits granted to the same applicant or to other applicants for the same site have resulted in neighborhood problems including, but not limited to, complaints of loud music, noise, litter, disorderly assemblages, loitering or public urination.

☐ Whether the applicant has been charged or convicted of any felony, misdemeanor, municipal offense or other offense, the circumstances of which substantially relate to the activity for which the permit is sought.

☐ Other factors which reasonably relate to the public health, safety and welfare.

_____ _____

Signature of Alderperson Date

☐ **Verified** waiver statement signed by applicant if filed **fewer than 45 days before the event** for which the permit is sought.

☐ **Forwarded** copy of completed application to MPD-LIU

**Initials:**_____ **Filed:**_____ **License #:**_____ **Issued:**_____