



Bucyrus Commons

Special Event Application

Application materials and fees must be submitted at least 45 days prior to the event.

Organization/Group	Email
Applicant	Phone #
Address	City/State/Zip
Event Date(s)	Event open to the general public? Yes No
Event Time(s):	Setup begins: Event Take-Down ends:
Describe event:	
Estimated attendance expected: _____	
Event type (check all that apply): <input type="checkbox"/> Festival <input type="checkbox"/> Outdoor Market <input type="checkbox"/> Run / walk / bike / skate (circle any that apply) <input type="checkbox"/> Parade <i>*Also complete PARADE Addendum Form</i> <input type="checkbox"/> Street/Alley use <i>*Also complete STREET/ ALLEY FUNCTION Addendum Form</i> <input type="checkbox"/> Other _____	Rentable Facilities - Check all that apply <input type="checkbox"/> Open-Air Pavilion (5,800 sqft) <input type="checkbox"/> Concession building (200 sqft) <input type="checkbox"/> Stage (790 sqft) <i>*All events include access to restrooms and lawn space</i>
Event Day On-Site Contacts	
Name: _____ Phone: _____	
Alt Name: _____ Alt Phone: _____	

Terms of Acceptance and Signature

I, the applicant for this Special Event Permit Application, warrant the truthfulness of the information provided in this application to the best of my knowledge. This permit is subject to the South Milwaukee Municipal Code of Ordinances, and all rules and regulations governing streets rights-of-way. I agree that during the use of the public property, I and the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or special needs. I hereby release, discharge, hold harmless and agree to the City of South Milwaukee, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled activity and the conduct or actions of any individual participating in or attending the scheduled activity.

Signature: _____

Date: _____

OFFICE	Refundable Deposit	\$100
Date Received:	Base Fee	+
	Concession Building	+
	Amphitheater	+
	Other Fees	+
Total Fees		

More information available at www.smwi.org/bucyruscommons
 Submit completed application and supporting documents to
 City of South Milwaukee • Administration Office • 2424 15th Avenue, South Milwaukee, WI 53172

Check All That Apply	Office Use Only
<p>Site Plan Required when using street, parking lanes, public parking lot, or alley <input type="checkbox"/> Street closure <input type="checkbox"/> Parking Lane closure</p> <p>Site plan will show event boundaries, barricade locations, portable toilet locations.</p>	<p><input type="checkbox"/> Provided <input type="checkbox"/> NA</p>
<p>Structures <input type="checkbox"/> Tents <input type="checkbox"/> Booths <input type="checkbox"/> Tables/Chairs <input type="checkbox"/> Fencing <input type="checkbox"/> Power generators <input type="checkbox"/> Other: No staking items on turf.</p>	
<p>Utilities <input type="checkbox"/> Electrical <input type="checkbox"/> Water <input type="checkbox"/> Propane/Flame <input type="checkbox"/> Power generators <input type="checkbox"/> None</p> <p>Electrical fees may be charged. Pavilion has 20 GFI 120 Volt outlets, 4 outlets on each pole. Stage has eight 20 Amp, 120 Volts receptacles</p>	
<p>Entertainment <input type="checkbox"/> Amplified Sound/PA System <input type="checkbox"/> Inflatable(s) <input type="checkbox"/> Performer(s)/Band(s) <input type="checkbox"/> Children's Activities <input type="checkbox"/> Amusement Rides <input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Common Council Approval Required</p> <p>Date: _____</p>
<p>Beverages Sale of beer/wine/malt beverages <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, contact City Clerk's Office for License)</i></p> <p>Having/consuming alcoholic beverages, not for sale <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Food Sale/Distribution of Food <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, contact Health Department for License Verification)</i></p> <p>If public event, est # food vendors _____</p>	
<p>Portable Toilets Provided <input type="checkbox"/> Yes <input type="checkbox"/> No # providing _____</p> <p>Portable toilets may be required for larger events</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Portable Toilets Required</p>
<p>Garbage/Recycling Collection: Additional garbage and recycling containers may be required. List details of garbage & recycling collection/removal plan:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Additional Garbage & Recycling Required</p>
<p>Event Insurance: Events on city property/streets require a completed <i>Release and Waiver of Liability Indemnity Agreement</i>. Certain events require a Certificate of Liability Insurance listing the City of South Milwaukee as additional insured. See waiver form for required coverage.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No COL required</p>
<p>Event Security: If determined to be required by the Police Chief, applicant must submit a Security Control Plan to the City Administration Office to be approved by the SMPD. To be completed by Police Chief (or designee) to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the City Administration Office.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Uniform Officers required _____ # Required Cost \$ _____</p>
<p>Office Use Only</p> <p>Emergency Plan Required?</p>	

RULES & REGULATIONS

It is the City's intention to have the site prepared, but cannot guarantee full site readiness due to possible unforeseen circumstances. Permittees may inspect the site leading up to scheduled event date. City staff is not available to monitor the site during the event.

Alcohol The consumption of alcoholic beverages is allowed for private events when there are no sales involved. Events with sales require an approved license available through the Clerk's office. Applications must be submitted at least 45 days in advance of the event. All individuals requesting an alcohol permit must be 21 years or older.

Chairs and Tables The City does not supply chairs or other equipment. There are 9 heavy metal square picnic tables on site and an additional 10 lighter foldable picnic tables stored on site that may be rented for an additional \$20. Chairs on the lawn must not push into the ground to avoid turf damage. Existing tables may be relocated for the event and must be returned to original location. The city cannot guarantee the cleanliness of the tables. Any noticeable damage to tables following events may be charged to the permittee.

Clean Up Groups are expected to maintain the general cleanliness of the space and are responsible for removing all decorations and placing all refuse in appropriate trash receptacles. Clean-up must begin immediately following the event.

Concession Building Use There is an additional fee for access to this building. There are two large service windows, counters, a sink and refrigerator. The facility must be cleaned in a manner in which it was found. Basic cleaning supplies may be available. Applicants should provide their own cleaning supplies. Do not pour cooking grease down the sink or floor drains.

Decorations must be put up the day of an event. No glitter, silly string, confetti or lighted candles is allowed. Balloons must be weighted down. Releasing of balloons or other items that are meant to rise in the sky and float away are prohibited.

Electricity The event space is equipped with over 20 GFI 120 Volt outlets on the poles in the open-air pavilion, at the base of light poles on site and along the street curb. The amphitheater has eight 20 Amp, 120 Volts receptacles. The concession building has six GFI 120 Volt receptacles.

Event Organizer or designee must remain on site until all the breakdown and cleanup is complete.

Fire Place The open-air pavilion contains a no-heat gas fireplace that may be turned on for events.

Food and Food Trucks Food distribution, trucks, or catering is allowed and must meet local health department requirements for public events and activities. Food trucks or any type of vehicle is not allowed on the grass. For safety reasons, **glass bottles and glass cups are prohibited.**

Hours The space is open to general public use Sunday through Thursday 9:00 a.m. to 9:00 p.m. and Friday and Saturday 9:00 to 10:00 p.m. All events shall have the premises cleaned and back to original standing by 9:00 p.m. during the week and 10:00 p.m. on the weekends. Hours may change based on a proposed event.

Garbage and Recycling For small events, waste may be discarded in the City's garbage bins located on site. There are two 2.6 cubic yard garbage containers and five 36-gallon regular and recycle bins scattered on site. Garbage outside of the bins is prohibited. Public events may require additional garbage or dumpsters to accommodate waste, provided by the permittee. All waste material must be properly disposed of at the end of the event.

Grilling Gas grills are allowed on hard surfaces. Charcoal grills are prohibited within the event space.

Parking Twelve surface parking spaces including two ADA spaces are available on site along the public alley. Spaces are not reserved, but could be upon request. Additional parking is available in a public parking lot at 1101 Milwaukee Avenue and on-street parking.

Pets must be leashed at all times. Pet waste must be disposed of in a proper manner.

Public Notification Some public and private events may require notice to neighbors.

Restrooms and Portable Toilets There are 4 ADA restrooms that are unlocked immediately prior to approved event start time. Permittees are responsible for cleaning the restrooms, emptying garbage and for any additional toilet facilities needed. Portable toilet locations must be marked on the event site plan and require approval.

Security may be required pending review of the application by the South Milwaukee Police Department.

Signage for private events is only allowed to be put up the day of the event and must be removed after event finish.

Sound Amplified sound is allowed and may require approval by the Common Council. No sound system is provided.

Tents, Canopies and Inflatables are allowed and may not be staked down. The specific location must be clearly identified on a site map submitted with the application along with the size and dimension of each. Items may only be set up on the day of the reservation.