



## TEMPORARY PUBLIC ENTERTAINMENT LICENSE INFORMATION

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

### **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 a 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, public dance, 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 a place of entertainment, which is produced by any means, including radio, phonograph, 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.

### **EXEMPTIONS:**

No public entertainment club license shall be required for the following:

- a. Any premises holding an alcohol beverage license under ch. 90.
- b. 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.
- c. A permanent theater or any establishment holding a theater license issued pursuant to s. 83-1.

d. Any public show or exhibition conducted exclusively by charitable, eleemosynary, educational or religious organizations on their own premises.

e. Any dance studio, which means a room, place or space in which dancing classes are held and dancing instruction is given for hire.

### **LICENSE PERIOD:**

A Temporary Public Entertainment License shall authorize the permit holder to operate public entertainment lasting no longer than 72 consecutive hours irrespective of the entertainment's schedule.

No applicant may receive more than 4 temporary public entertainment licenses in a calendar year.

### **TEMPORARY LICENSE FEE:**

\$50 for applications filed on or before the filing deadline; \$75 for applications filed after the deadline. Checks made payable to: *City of Milwaukee*. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. 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.

### **SIGNATURES:**

Notarized signatures of the individual, all partners, the agent or officer of a corporation, or the agent or a member of an LLC are required.

### **QUALIFICATIONS:**

The individual applicant, all partners, or the agent of a corporation or LLC must be residents of the State of Wisconsin.

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

A Temporary Public Entertainment License application may be considered for granting to any applicant who files an application after the

deadline, provided the applicant affirms his or her understanding that any decision made by the local council member is final and not subject to further appeal.

**APPROVAL PROCESS:**

The alderperson representing the district in which the premises for which a license is sought is located shall determine whether or not to grant each Temporary Public Entertainment License.

**APPEAL OF DENIAL:**

Any applicant may appeal the decision of the district alderperson to the Licensing Committee of the Common Council.

Regular meetings of the Licenses Committee are generally scheduled once each month, with the except 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.

Regulations relating to Public Entertainment Licenses are provided in Chapter 108 the Milwaukee Code of Ordinances and are available online at <http://www.milwaukee.gov/ordinances>

**Table 1. Temporary Public Entertainment Application, Filing Deadlines.**

(A)			(B)	(C)
If you want a temporary public entertainment license for an event being held between			Then your permit application must be filed on or before:	In order for a denied application to be scheduled for appeal on the agenda of the Licenses Committee meeting held on:
12/25/2011	and	1/31/2012	11/14/2011	12/5/2011
2/01/2012	and	2/11/2012	12/13/2011	1/04/2012
2/12/2012	and	3/03/2012	1/3/2012	1/23/2012
3/04/2012	and	3/24/2012	1/24/2012	2/13/2012
3/25/2012	and	4/14/2012	2/14/2012	3/05/2012
4/15/2012	and	5/26/2012	3/6/2012	3/26/2012
5/27/2012	and	6/16/2012	4/17/2012	5/07/2012
6/17/2012	and	7/09/2012	5/09/2012	5/29/2012
7/10/2012	and	7/28/2012	5/29/2012	6/18/2012
7/29/2012	and	9/29/2012	6/20/2012	7/10/2012
9/30/2012	and	10/20/2012	8/21/2012	9/10/2012
10/21/2012	and	11/10/2012	9/11/2012	10/1/2012
11/11/2012	and	12/1/2012	10/02/2012	10/22/2012
12/02/2012	and	12/22/2012	10/23/2012	11/12/2012
12/23/2012	and	1/31/2013	11/12/2012	12/03/2012

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



## TEMPORARY PUBLIC ENTERTAINMENT LICENSE APPLICATION

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 200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
 (414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

Any application submitted incomplete or without the required fee will be returned.  
 Make checks payable to: City of Milwaukee.

- Check one:     Individual    (Fill out Section A, B, D & E)  
                   Partnership   (Fill out Section A, B, D & E)  
                   Corporation or LLC (Fill out Section B, C, D & E)

<b>Section A</b>	<b>INDIVIDUAL OR PARTNER 1:</b> Full Name (Last, First & Middle Initial)		<b>PARTNER 2:</b> Full Name (Last, First & Middle Initial)	
	Home Address (include city/state/zip):		Home Address (include city/state/zip):	
	Home Phone Number:		Home Phone Number:	
	Date of Birth:		Date of Birth:	
<b>Section B – Plan of Operation</b>	Business Name:		Business Phone Number:	
	Address Where Public Entertainment Will Be Held (include city/state/zip):			
	Aldermanic District:	Number of Parking Spaces on the Premises:	Legal Capacity of Premises:	Number of Customers Expected Each Day:
	Dates and Hours Public Entertainment Will Be Held (not to exceed 72 consecutive hours):			
	List any other license(s) held by applicant or issued at the premises:			
	Describe the type(s) of entertainment that will be provided:			
	Will sound amplification equipment be used? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, describe:			
	Describe the Security Plan for the Premises:			
	What are your plans to keep the grounds clean? (check all that apply) <input type="checkbox"/> Sweep <input type="checkbox"/> Pressure Wash <input type="checkbox"/> Pick Up Litter <input type="checkbox"/> Hired Maintenance <input type="checkbox"/> Building Owner's Responsibility <input type="checkbox"/> Garbage Cans Outside <input type="checkbox"/> Other: _____			
	Who is responsible to keep the grounds clean? <input type="checkbox"/> Licensee <input type="checkbox"/> Building Owner <input type="checkbox"/> Employees <input type="checkbox"/> Hired Maintenance How often? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Other: _____			
	How will noise issued be addressed? (check all that apply) <input type="checkbox"/> Security <input type="checkbox"/> Manager Approaches Customer(s) <input type="checkbox"/> Call Police <input type="checkbox"/> Signs Posted <input type="checkbox"/> Other: _____			
	Mailing Address, if different than address where entertainment will be held (include city/state/zip):			

**FULL NAME OF CORPORATION OR LIMITED LIABILITY COMPANY:**

*Agent or Local Manager:*

Full Name (Last, First & Middle Initial):	Home Address (include city/state/zip):	
Home Phone Number:	Date of Birth:	Stockholder <input type="checkbox"/> Percentage of Stock %

*President/Member*

*Vice President/Member*

Full Name (Last, First & Middle Initial):	Full Name (Last, First & Middle Initial):
Home Address (include city/state/zip):	Home Address (include city/state/zip):
Home Phone Number:	Home Phone Number:
Date of Birth:	Date of Birth:
Stockholder <input type="checkbox"/> Percentage of Stock %	Stockholder <input type="checkbox"/> Percentage of Stock %

*Secretary/Member*

*Treasurer/Member*

Full Name (Last, First & Middle Initial):	Full Name (Last, First & Middle Initial):
Home Address (include city/state/zip):	Home Address (include city/state/zip):
Home Phone Number:	Home Phone Number:
Date of Birth:	Date of Birth:
Stockholder <input type="checkbox"/> Percentage of Stock %	Stockholder <input type="checkbox"/> Percentage of Stock %

*List any additional stockholders owning 20% or more stock:*

Full Name (Last, First & Middle Initial):	Full Name (Last, First & Middle Initial):
Home Address (include city/state/zip):	Home Address (include city/state/zip):
Home Phone Number:	Home Phone Number:
Date of Birth: Percentage of Stock %	Date of Birth: Percentage of Stock %

Section C

Section D

Has anyone named on this application been convicted of violating any federal laws, state or local ordinances?  
 Yes  No If yes, name person(s), date(s), charge(s) and penalties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANTS FILING AFTER THE FILING DEADLINE:**

**I am filing this application after the filing deadline established for the date(s) of the event for which the license 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.

**Section E**

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 License has been issued, and that the license cannot be issued unless and until the license fee has been paid and the application has been approved. I further understand that Temporary Public Entertainment Licenses are required to be posted in a conspicuous place in the premises for the duration of the event.

I have knowledge of the City Ordinances currently regulating the license applied for herein, and being duly sworn under oath, depose and say that I am the person named above and that all statements made in the foregoing application are true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Individual/Partner/Agent, Officer of Corp. or Member of LLC

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires \_\_\_\_\_  
Notary seal must be affixed

\_\_\_\_\_  
Partner

**Local Alderperson:**

Check One:  Grant  Deny

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

License Division:

Filed \_\_\_\_\_ By: Initials \_\_\_\_\_ License # \_\_\_\_\_

Issued \_\_\_\_\_ By: Initials \_\_\_\_\_  Faxed to LIU by: \_\_\_\_\_