



CARNIVAL SITE PERMIT INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
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WWW.MILWAUKEE.GOV/LICENSE

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.

PERMIT FEE: \$50 for applications filed on or before the filing deadline; \$75, for applications filed after the filing deadline. Make checks 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.

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

A carnival site may be considered for granting to any applicant who files an application after the filing 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.

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.

APPROVAL PROCESS: The alderperson representing the district in which the premises for which the permit is sought is

located shall determine whether or not to grant each carnival site permit. In making his or her determination, the alderperson shall consider factors established under s. 87-14-4-b, MCO.

APPEAL OF DENIAL: An 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 exception 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.

STATE REGISTRATION REQUIRED: Comm Ch. 34.04 (1) and Comm Ch. 2.20, 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. Contact the Department of Commerce, Building and Safety Division, (608) 266-2780, to verify that a current registration certificate has been issued to your carnival operator.

ADDITIONAL PERMITS:

Contact the City of Milwaukee, Development Center, Permit Desk, 809 N. Broadway, 1st floor, (414) 286-8211, to inquire if additional permits are required.

If the carnival is for 4 days or more, you must obtain a festival permit from the Department of City Development.

You may need a temporary occupancy permit. The occupancy permit must be issued in the exact same legal entity name as the carnival site permit applicant.

Permits from the Department of City Development may also be required if you have tents 10 x 10 or larger or any temporary construction (stages).

ALCOHOL SALES: 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.

PARTIAL FEE REFUND: If an application is withdrawn or denied, applicants are eligible for a partial refund, provided requests for refunds are made 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 the license was granted.

Table 1. Carnival Site Permit Application, Filing Deadlines.

(A)			(B)	(C)
If you want a carnival site permit for an event being held between:			Then your permit application must be filed on or before:	In order for a denied permit 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	3/06/2012	3/26/2012
5/27/2012	and	6/16/2012	4/17/2012	5/07/2012
6/17/2012	and	7/9/2012	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	10/01/2012
11/11/2012	and	12/01/2011	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.

Ordinances regulating Carnival Site Permit are located in s. 87-14, Milwaukee Code of Ordinances, and may be viewed online at <http://www.milwaukee.gov/ordinances>

Will tents 10 x 10 or larger be set up during the carnival? Yes No

Will any temporary construction be set up, such as a stage? Yes No

If yes, additional permits must be obtained from the Department of City Development.

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 license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; 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 **after the filing deadline** established for the date(s) of the event.

Forwarded copy of completed application to MPD-LIU

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