



PUBLIC DANCE HALL 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

LICENSE PERIOD: Annual, July 1 to June 30

LICENSE FEE: \$175 (\$250, effective 1/1/10); must be submitted with application. Checks payable to: *City of Milwaukee.*

APPLICATION: Complete, sign and return application to City Clerk License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202. Use your full legal name. ***Incomplete applications as well as applications submitted without the required fee and notarized signature(s) will be RETURNED***

SIGNATURES: Full Legal Name and notarized signatures of the individual, all partners, the agent and officers of a corporation or members of a LLC are required. Use full legal name in completing the application forms. All commissioned notaries public, including attorneys, must impress their notary seal on the notarial certificates they issue. Applications submitted without the required seal will be returned.

REQUIREMENTS: No public dance hall license shall be granted to any persons or agents of corporations or limited liability corporations who are not 21 years of age or older and residents of the state of Wisconsin.

- **ADDITIONAL PERMITS/LICENSES:** A permit must be obtained from the City of Milwaukee Development Center, Permit Desk at 809 N. Broadway, 1st floor, (414) 286-8211.

Contact the Health Department, 841 N. Broadway, (414) 286-3674 to see if additional licenses are required. (Food licenses are issued by the Health Department.)

RESTRICTIONS:

- Closing hours in residential districts, 12:30 a.m. daily; business districts 1:00 a.m. weekdays and 1:30 a.m. on Saturdays and Sundays, and shall not reopen before 10:30 a.m.
- Whenever an owner of a licensed dance hall receives an application from any person, club or society requesting to lease or rent the hall for the purpose of holding a public dance, the owner is required to immediately report to the chief of police the name and address of the person, club or society, and the date when such public dance is proposed to be held.

The chief of police is required to make an investigation for the purpose of determining whether the dance should be held.

If a determination is made that the proposed dance ought not to be held, the chief of police is required to notify the owner of the dance hall in writing within 5 days after receipt of the notice of application for lease or rental. The owner of the dance hall must then refuse to permit the public dance to be held in the hall.

- Any person or corporation or person acting on behalf of any corporation, organization or society leasing or renting a public dance hall can be held personally responsible for the manner in which the dance is conducted and for the conduct of all persons in attendance who violate any city ordinance or state or federal law.
- The holder of a dance hall license is not required to secure a dance permit where the dance is conducted in the hall under the direct personal supervision of the dance hall licensee.
- Where the licensed dance hall premises are adjacent, contiguous or connect with premises licensed for the sale of alcohol beverages, no dance shall be conducted in the dance hall by or under the supervision of the dance hall licensee or the holder of the alcohol beverage license unless the dance hall is licensed as a tavern dance hall or tavern amusement premises.
- The dance hall shall not be leased or rented to the same club, state, county or local fair association or agricultural society, lodge or society for more than 12 occasions in any calendar year.
- An owner of a licensed dance hall is required to make an announcement 20 minutes prior to the beginning of curfew hours to provide for the exit of those persons subject to the curfew hours. All entertainment shall cease for the 20-minute period prior to curfew.

- As established under s. 106-23, MCO, the following are curfew hours for person under the age of 17 years:

September 1 through May 31

Sunday through Thursday: between 10 p.m. and 5 a.m.

Friday and Saturday: between 11 p.m. and 5 a.m.

June 1 through August 31

Each day between 11 p.m. and 5 a.m.

GRANTING: After recommended approval by the Licenses Committee, licenses are granted by the Common Council at regularly scheduled meetings, which are usually held once a month.

It generally takes about 5 to 6 weeks to process an application, provided you follow the above instructions in a timely manner.

Please note that no meetings are held during the month of August.

REPORT CHANGES: Whenever any fact set forth in the application changes, the licensee shall file a written notice of the change with the License Division within 5 days after the change occurs.

PLEASE NOTE: Any public dance halls which produce music by means other than prerecorded music are required to obtain a shows and exhibitions license pursuant to s. 84-40 of the Milwaukee Code of Ordinances.

REFUND OF LICENSE FEE: If an application is withdrawn or denied, you are eligible for a refund in the amount of \$100, 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.



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 WWW.MILWAUKEE.GOV/LICENSE

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

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

Section A	<u>INDIVIDUAL OR PARTNERSHIP:</u>		
	Full Legal Name (Last, First & Middle Initial)		Full Legal Name (Last, First & Middle Initial)
	Home Address (include City, State, Zip Code):		Home Address (include City, State, Zip Code):
	Home Phone Number: () -		Home Phone Number: () -
	Length of Residency:		Length of Residency:
Section B	Date of Birth:		Date of Birth:
	<u>Business Name:</u>		Other license(s) held by applicant or attached to the premises:
	Business Address (include City, State, Zip Code):		
	Building Owner Full Legal Name:		
	Owner Home Address:		Home Phone Number:
	Aldermanic District:	Business Phone Number: () -	Legal Occupancy of the Premises:
	Hours of Operation:	Number of Off Street Parking Spaces available at the premises:	Number of patrons expected on a daily basis:
	Will sound amplification equipment be used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:		
	Security plan for the premises:		
	Plan to maintain orderly appearance and operation of the premises with respect to litter and noise:		
Section C	<u>Full Name of corporation or limited liability company:</u>		
	Address, if different from business address (include City, State, & Zip Code):		
	<i>Agent Or Local Manager:</i>		
	Full Legal Name (Last, First & Middle Initial):		Home Phone Number: () -
	Home Address (include City, State & Zip Code):		
Length of Residency:		Date of Birth:	

Section C Continued	<i>President/Member</i>	<i>Vice President/Member</i>
	Full Legal Name (Last, First & Middle Initial):	Full Legal Name (Last, First & Middle Initial):
	Home Address (include City, State, Zip Code):	Home Address (include City, State, Zip Code):
	Home Phone Number: () -	Home Phone Number: () -
	Date of Birth:	Date of Birth:
	Length of Residency:	Length of Residency:
	<i>Secretary/Member</i>	<i>Treasurer/Member</i>
	Full Legal Name (Last, First & Middle Initial):	Full Legal Name (Last, First & Middle Initial):
	Home Address (include City, State, Zip Code):	Home Address (include City, State, Zip Code):
	Home Phone Number: () -	Home Phone Number: () -
Date of Birth:	Date of Birth:	
Length of Residency:	Length of Residency:	
Section D	Has anyone named on this application been convicted of violating any federal laws, state or local ordinances: <input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, name person (s), date(s), charge(s) and penalties: _____ _____	
	Has anyone named on this application been licensed to conduct a public dance hall in the city of Milwaukee? <input type="checkbox"/> Yes <input type="checkbox"/> No Location of such premises: _____	
Section E	The undersigned agrees to inform the City Clerk within ten days of any substantial changes in the information supplied in this application. 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.	
	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____ _____ Notary Public, State of Wisconsin My commission expires _____ Notary seal must be affixed	_____ Signature of Individual/Partner /Officer of Corp or LLC _____ Signature of Additional Partner

Office Use Only:

Initials: _____ Filed: _____ AD: _____ License #: _____ Granted: _____ Issued: _____