



Special Event: Applicant/Organizer Notification

Form modified:
01/09/2026

Special Event permit applicants/organizers shall be aware of and comply with the following. A summary is below and more specific information may be obtained by reading the Special Event ordinance or by contacting individual City departments when planning the event and seeking City approval.

- a) **Compliance with City Ordinances:** Special Events must comply with all applicable City ordinances and requirements, including but not limited to traffic rules, park rules, State health laws, fire codes, building codes, zoning, food service, merchant, and liquor licensing requirements. Special Event organizers shall use all reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements, unless otherwise waived.
- b) **Designated Contact:** The applicant/organizer shall identify a designated individual who can be contacted at any time regarding the event. They may be contacted by City representatives such as the Police, Fire, Health, Parks, Public Works, or City Attorney's Office to provide information or answer questions.
- c) **Duration and Hours of Operation:** No Special Event shall be open except between the hours of 8:00 a.m. and 12:00 a.m., unless such other hours of operation are specifically approved by the Council.
- d) **Parking:** The applicant/organizer shall take all reasonable precautions to minimize adverse effects on the neighborhoods that will be directly affected by parking and traffic related to the event. The police department shall post temporary parking-related regulations on public streets for Special Event only if it is determined to be necessary by the Police Chief, or their designee, for public safety.
- e) **Barricade Rentals:** The Wauwatosa Police Department may require applicants to supply barricades based on the nature of the special event. Event organizers must have sufficient volunteer staff to set up and take down barricades.
 - **Requirement:** If barricades will be required for a special event, the event organizer must provide a copy of down payment, paid invoice, or contract due at least 15 ahead of the event to verify that proper barricades, style and number, have been ordered.

- **Recommended Barricade Vendors:**
 - **Barricade Flasher**, Oak Creek
 - <https://www.barricadeflasher.com/>
 - 800-424-8964
 - **Mid State Traffic Control**, Johnson Creek
 - <https://www.manta.com/c/mmc4h5v/midstate-traffic-control-inc>
 - 608-516-6665
 - **Mega Rentals Inc.**, Madison
 - <https://megarentalsinc.com/>
 - 608-222-2247
- f) **Sanitary Facilities and Potable Water:** All sanitary facilities and potable water facilities shall be provided for as required in the applicable codes.
- g) **Illumination:** If the Special Event is to continue during hours of darkness, it shall comply with all applicable codes related to illumination.
- h) **Fire Dept. Protection:** All fire protection applicable to the Special Event activities on the premises, shall be provided by the applicant as required by the municipal Fire Prevention Code and the Wisconsin Administrative Code, including alarms, extinguishing devices, fire lanes, fire escapes and tent permits.
- i) **Refuse Removal:** The Special Event applicant/organizer shall be responsible for taking all reasonable efforts to pick up litter, refuse and recycling during the event, and for removing all litter, refuse and recycling created during the event within twenty-four (24) hours after the conclusion of the event. The event applicant/organizer is responsible not only for the event grounds, but will also take all reasonable measures for the removal of litter, refuse and recycling attributable to the event from the surrounding neighborhoods and properties. Refuse and recycling containers are available for rent from the City.
- j) **Notification:** The Special Event applicant/organizer is required by the City to provide reasonable advance notice to property owners, residents and/or businesses. The Special Event organizer shall include date, time, and location/route to all properties that border the location of the planned event and any other areas designated by the Police Department at least ten business days in advance of the special event.

The Aldermen of the district in which the Special Event is scheduled to occur shall be provided a copy of such notification prior to its delivery to property owners, residents and/or businesses as described above.

Additional notification must be made if the event impacts or may impact the following organizations. An attestation of all notifications must be filed at least 15 days before the event.

- **All Road Closures**
 - **Milwaukee County Transit:** Armond Sensabaugh, asensabaugh@mcts.org
- **State Street Road Closure**
 - **Emergency Medical Services Division Directors:** Dan Pojar, dan.pojar@milwaukeecountywi.gov & Jeffrey Trudell, Jeffrey.trudell@milwaukeecountywi.gov
 - **Medical College of Wisconsin:** Jason Buretta, jburetta@mcw.edu, Jessie Rodriguez, jrodrig@mcw.edu, Kevin Clark, keclark@mcw.edu
- **Events near a railway**
 - **CP Rail:** <https://www.cpkcr.com/en/community/community-event-notification>
- **Events on Honey Creek parkway**
 - **Zilber Hospice:** Margaret Armstrong, Margaret.armstrong@aah.org & Larry Bushner, larry.bushner@aah.org
- **Events near Hart Park**
 - **City of Wauwatosa Department of Public Works:** Sarah Grimalkin, sgrimalkin@wauwatosa.net, (414) 471-8422

- k) **Glass Containers Prohibited:** No person shall carry, possess, or drink any liquid beverage in a glass container while at a Special Event that receives a temporary liquor license. This applies during the time a Special Event permit is in force,

Note: authorized vendors may be required by law to maintain the product in original glass containers. In this case, prior to servicing a customer the liquid contents should be put into a non-glass beverage container.

- l) **Cancellation:** The City may cancel or suspend a Special Event regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

Any Special Event permit applicant aggrieved by a decision of the City staff with respect to cancellation/suspension of an application, imposition of conditions or determination of the extraordinary fees may, upon written request to the City Clerk, have the decision reviewed by the Government Affairs Committee of the Common Council prior to an event's scheduled date. Such review and determination of the Committee shall constitute final action.

- m) **Penalties:** In addition to other potential fines, penalties, and/or charges as described in the Wauwatosa Municipal Code, the violation of the terms of the Special Event permit shall be punishable by forfeiture of not less than \$500.00 and not more than \$1,000.00. Each day of violation shall be considered a separate offense. In addition, the City may enforce this

section by way of immediately revoking the permit, seeking injunctive relief, and all other remedies available at law and in equity.

The penalties set forth herein shall also apply to all persons, organizations, and entities that organize events which are required to obtain a Special Event permit but fail or refuse to do so. If any person violates any provision of this Ordinance, the City shall have the authority to institute the appropriate legal action or proceedings to ensure compliance and to thereby prohibit such person from violating these conditions.

The failure to obtain a Special Event permit before holding or conducting a Special Event, or the failure to abide by Special Event permit requirements, will constitute a violation of this section and may result in the termination of the event, denial of future permit applications, and/or issuance of a City Ordinance citation.