CITY OF MILTON
APPLICATION FOR SPECIAL EVENT PERMIT
FEE: None

For Office Use Only

I hereby make application with the City of Milton for a Special Event Permit as provided by City Ordinance #312. You must be current on all monies owed to the City of Milton per Ordinance #295.

Name of Organization MACC

Mailing Address: 144 Merchant Row Milton WI 53563
Number Street City State ZIP

Primary Contact Danielle L Stvarius
First Middle Last

Cell Phone: 6082958870 Home Phone 608-868-6222 Email: execdir@visitmilton.com

Event Schedule:
The schedule begins when event set-up starts and ends when clean-up of the event area is complete. The schedule should encompass all activities planned for the event, such as:

- Vending: When will vendors set-up, hours of operation, tear-down
- Music/Performances: Stage set-up, performance schedule, tear-down
- Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down
- Run/Walk/Parade, etc: When does staging start, start time(s), end time(s)

Address/Location of Event: N Goodrich Park

Event Name: MACC CBQ Date of Event: 8-16-20

Responsible Party: Danielle Stvarius – MACC

Estimated Attendees: 25 Estimated Time (Start-End): 8-14-20 @ noon - 8-16-20 around 4

**Please attach an event schedule with this application.

Event Site Map:
To ensure proper review of the event please attach an Event Site Map and a route (if applicable). Site plans should include, but are not limited to the following:

- Location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.
- A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity.

**Please attach a detailed event site map with this application.

Street Use:
Are you requesting any Road Closures? YES NO
If No, please skip this section.

Event Category
_____ Neighborhood Block Party _____Other: CBQ

Location Requested: Street Names and Block #s_____

_____

Do you need barricades? YES NO (**Please indicate on the Event Site Map where they will go)

If Yes, please contact the Department of Public Works at 868-6914 to make arrangements.

Alcohol:
Will alcohol be served/consumed: YES NO
If No, please skip this section.
If Yes, please fill out a Beer/Wine Sales Permit Application

**Please indicate on the Event Site Map where the locations of Serving, Storing, and Consumption of alcohol will be.

Have you applied for the Temporary Class "B" Retailers License? _____Yes _____No

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Milton as Additional Insured?
_____Yes _____No Indicate Application Date:_____

Sound:
Do you plan to use amplifying devices? YES NO
If No, please skip this section.

By Ordinance, public amplification is not allowed except by permission from the Chief of Police. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound.

Type of Amplified Sound:
____Band ____DJ ____Sound System ____Speeches/Announcements ____Karaoke

____ Other (please specifiy):_____

Times of Sound: _____ To:_____
(Cannot start before 9am) (Cannot end past 10pm)

Excerpts from applicable City Ordinances

70-4 – Loud and unnecessary noise prohibited.

70-4(b)(3): Radios, phonographs, similar devices. The using, operating or permitting to be played, used or operated any radio receiving set; musical instrument, phonograph or other machine or device for the producing or reproducing of sound in a loud and unnecessary manner. The operation of any set, instrument, phonograph, machine or device between the hours of 10:00 p.m. and 7:00 a.m. in a manner as to be plainly audible at the property line of the building or structure in which it is located shall be prima facie evidence of a violation of this section.

70-4(b)(4): Loudspeakers, amplifiers for advertising. The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.

70-4(c)(1): Permit required. The use of loudspeakers or amplifying devices on the streets or in the parks of the City of Milton is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit from the chief of police.

70-4(c)(3): Time restrictions. The chief of police shall not grant a permit to use a loudspeaker or amplifying device before the hours of 9:00 a.m. or after 10:00 p.m. no permit shall be granted to anyone who, in the opinion of the chief of police, uses said loudspeaker or amplifying device in such a manner or for such a purpose as to constitute a nuisance.

JS (initials) **I understand that any amplified noise allowed by this permit will end by 10:00 p.m.**

Having read and answered all of the above statements and questions, I hereby consent to investigation of such facts, and state that all of the above statements are true and correct to the best of my knowledge by the Milton Police Department.

Date: 6-18-20

Danielle Swarm

Applicant's Signature

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Date Received: _____ Initials: _____

Police Chief: _____ Date: _____

Fire Chief: _____ Date: _____

DPW Director: _____ Date: _____

City Clerk: _____ Date: _____

_____ Approved _____ Denied

_____ Approved with the following conditions: _____

_____