

WAUWATOSA POLICE DEPARTMENT

APPLICATION FOR SPECIAL EVENT / PARADE PERMIT

Pursuant to Section 7.50 of the Wauwatosa Municipal Code

DATE OF APPLICATION: _____

The Undersigned hereby applies for a SPECIAL EVENT / PARADE PERMIT pursuant to the provisions and limitations of section 7.50 of the Ordinances of said City of Wauwatosa, and hereby agrees to comply with the foregoing regulations affecting the conduct of said special event / parade, should this permit be granted to the undersigned. By signing you agree to the "permit conditions" listed on the back of this application.

Signature of Applicant

Date

Date of Event or Parade:		Official Name of Event or Parade:	
Name of Applicant:	Address, City, ST, Zip:	Telephone #:	
Name of Organization:	Address, City, ST, Zip:	Telephone #:	
Event Chairperson: <input type="checkbox"/> Same as Applicant	Address, City, ST, Zip:	Telephone #:	
Applicant Email:	Organization Email:	Chairperson Email:	
List person(s) in-charge and responsible for conduct at the event / parade			
Name:	Address, City, ST, Zip:	Telephone #:	
Name:	Address, City, ST, Zip:	Telephone #:	
Route: (Include START & END points)			
Approximate number of attendees:	Approximate number of vehicles:	Method of Travel (list all that apply): <input type="checkbox"/> Walk <input type="checkbox"/> Run <input type="checkbox"/> Wheelchair <input type="checkbox"/> Other: _____	
Event / Parade will occupy: <input type="checkbox"/> ALL of Street <input type="checkbox"/> PORTION of Street	Event / Parade START TIME:	Event / Parade END TIME:	
Location of assembly area(s):		Time units will begin to assemble:	
Additional Information / Comments:			
Please direct any questions about your event or parade before completing this application to: Wauwatosa Police Department – Community Support Division at 414-471-8430 ext. 5111			

PERMIT CONDITIONS

1. **Filing:** Not less than sixty (60) days before the proposed Special Event / Parade date
2. **Notice of Rejection:** The Chief of Police or his designee shall act upon the application within thirty (30) days after filing. If disapproved, the permit will be mailed to the applicant stating the reasons for the denial.
3. **Alternate Date / Time / Route:** The Chief of Police is empowered to authorize the Special Event / Parade on a date, time, and route differing from the initial applicant(s) request if necessary, due to road construction, prior permit(s) in the same area, or other recognized conflicts with the health, safety, and welfare of the community and special event / parade participants.
4. **Payment of Fee:** The Permit Fee shall be paid by the applicant made payable to the Wauwatosa Police Department no later than ten (10) working days following the conditional approval of the special event. If the fee is not paid, the application will be withdrawn.
5. **Duties of Permit Holder:** In addition to complying with all applicable conditions, laws, and ordinances contained in chapter 7.50 of the Wauwatosa Municipal Code, the applicant after receiving their permit shall distribute fliers containing specific information about the event, including date, time, and route, to all residents and properties upon said route at least seven (7) days in advance.
6. **Insurance:** Comprehensive general liability insurance, insuring the event and naming the City as an additional insured shall be required as a permit condition. Coverage shall be an amount not less than:

Bodily Injury (each occurrence) \$1,000,000.00; Bodily Injury (aggregate) \$1,000,000.00
 Property Damage (each occurrence) \$500,000.00; Property Damage (aggregate) \$1,000,000.00

For Office Use Only		
PERMIT COSTS		
Expense	Description	Cost(s)
Public Works	Barricades _____ Signs _____	
Police Overtime	Officers _____ X Hours _____	
Police Reserves	Officers _____ X Hours _____	
Other		
Total Permit Costs =		
Pre-Approval By:		Date:

APPLICATION SHOULD BE RETURNED TO:
 Wauwatosa Police Department
 ATTN: Chief of Police
 1700 N. 116th Street
 Wauwatosa, WI 53226-0426

Approved (conditionally) by the Chief of Police of the City of Wauwatosa this _____ day of _____ 20__

CHIEF OF POLICE

Note: The above approval is conditional, based upon payment of the Parade Permit Fee, no later than ten (10) working days following such approval.