

**DOWNTOWN
WEST ALLIS
INCORPORATED**

7231 W. GREENFIELD AVE., SUITE 201 · WEST ALLIS, WI 53214
PHONE (414) 774-2676 · FAX (414) 774-7728
WWW.WESTALLISDOWNTOWN.COM

Mayor Dan Devine and Common Council Members
City of West Allis, City Hall
7525 W. Greenfield Ave.
West Allis, WI 53214

February 15, 2023

Dear Honorable Mayor Devine and Common Council Members:

The Promotions Committee of the *Downtown West Allis Business Improvement District (DWABID)* has again committed to host and organize the following event:

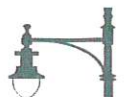
- *West Allis A la Carte: Sunday, June 4, 2023 from 11am to 6pm.*
- *Downtown West Allis Fair Food Crawl, Wednesday, August 2, 2023 from 4:30pm to 7:30pm.*
- *Downtown West Allis Classic Car Show: Sunday, October 1, 2023 from 10am to 3pm.*
- *Downtown West Allis Fall Food Crawl: Wednesday, November 8, 2023 from 4:30pm to 7:30pm.*

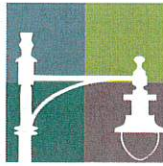
Each year these events attract visitors from the area as well as neighboring communities and with the positive feedback we receive, we anticipate an increase in the number of people coming to West Allis Downtown.

For both West Allis A la Carte and the Classic Car Show, we are asking permission to close Greenfield Avenue to traffic for these events. We ask that Greenfield Avenue from 70th to 76th street and the adjacent side streets, north and south to the alleys, be closed from the hours of **5:00am until 8:00pm on Sunday, June 4th and Sunday, October 1st. Alleyways will remain open.** With Greenfield Avenue closed, visitors are greeted with a festive-type atmosphere of live music, food vendors, children's games, artists and local organizations. We are also, once again, **requesting to declare, both, "West Allis A la Carte," and "Downtown West Allis Classic Car Show" as a Community Event.**

Other considerations for each of these events includes:

- ***West Allis A la Carte:*** As this event grows, we need to step up the timing of our preparations. **We would like to have two of the three tents set up on Saturday, June 3, 2023, the day prior to the event itself. (See attached map).** Because of the time limit we work in, getting the tents set up prior to our vendors' arrival will eliminate overcrowding during the event's set-up time.
 - In asking for your permission to close Greenfield Avenue to traffic for our event on Sunday, we are also asking to **close 72nd street – south of Greenfield and 73rd street – north of Greenfield starting at 2pm, June 3rd through 8pm the following day.** Each location will have one A 30' X 60' tent and will remain there until the end of the event on Sunday, June 4th.
 - No tables or chairs will be set up until Sunday, June 4th. We will be requesting barricades with flashing lights to ensure visibility during the nighttime hours.
 - We have already discussed this with businesses near these two locations as this will affect parking for their customers. The owners have given their permission to proceed with this.





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- **Downtown West Allis Classic Car Show:** Along with asking for your permission to close Greenfield Avenue, we would like the use of the City Hall parking lot for our registration site. We are also asking that the **two (2) municipal parking lots just east of 75th Street** (south side) be reserved for the overflow of participating vehicles. If we do not exceed capacity, we will open these two lots to the public for parking.
- Additional police presence is requested in the area, these two days, to monitor safety conditions. We invite the display of a Police vehicle and an Officer in or around Greenfield Avenue, during the closing and reopening of Greenfield Avenue.
- As in previous years, DWABID requests assistance from the City of West Allis for parking restrictions and the use of signs and supplies to ensure event safety. A letter and map outlining these requests will be submitted to the Department of Public Works at a later date.

As for both the Fair Food Crawl and the Fall Food Crawl we are requesting to declare both events as a "Community Event."

No street closings or additional support from the Department of Public Works is needed for these events.

Our organization holds a one-million-dollar event insurance policy with the City of West Allis listed as an additional insured. (See enclosed.)

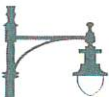
Downtown West Allis extends its thanks to Mayor Devine and the Common Council for their continued support and consideration in this matter. If you have any questions, please call 414-774-2676.

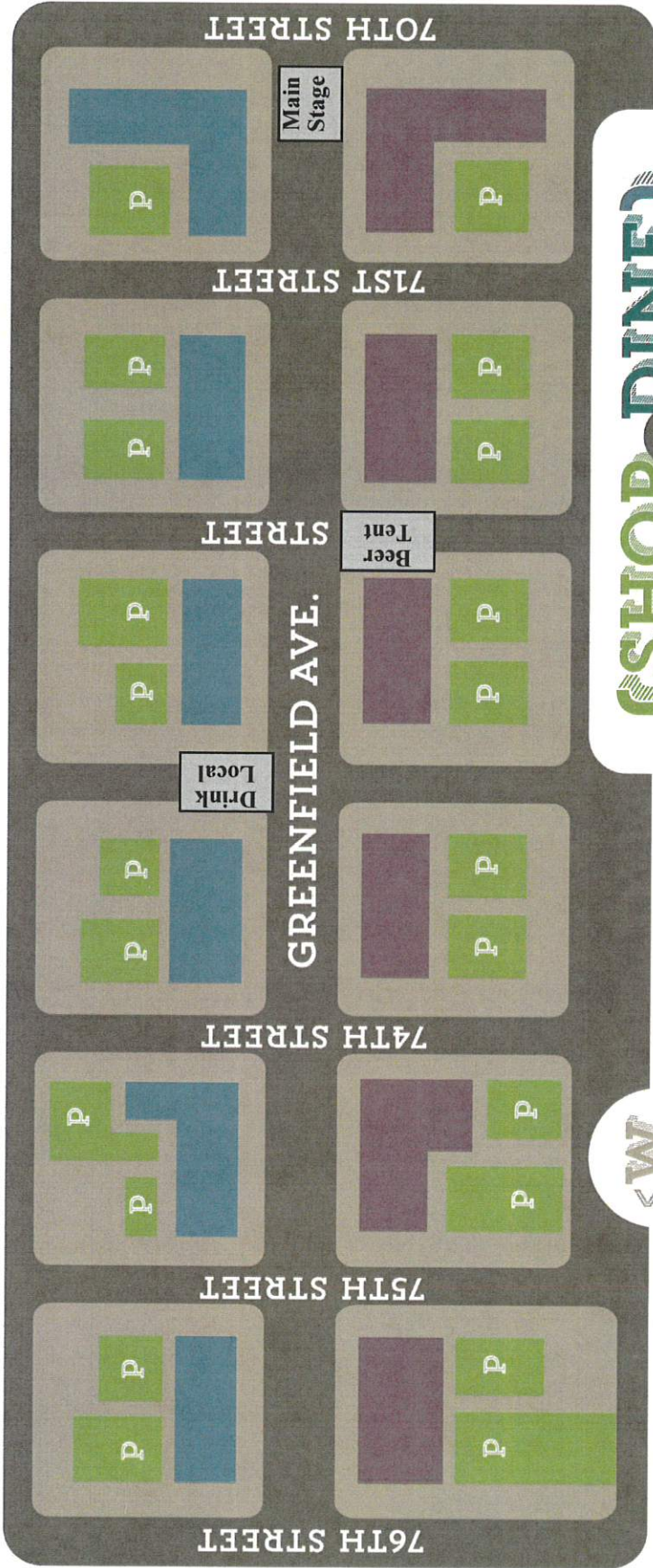
Sincerely,

Donald Falk
DWABID - Promotions Chair

Encl.

cc: David Wepking, Peter Feldhusen, Cindy Rausch, Alderperson Marty Weigel & Alderperson Tracy Stefanski





{SHOP & DINE} {WORK & PLAY}

14th Annual West Allis A la Carte Tent Layout

- Drink Local Tent: 30' X 60' Tent (Set up on Saturday, June 3rd)
- Beer Tent: 30' X 60' Tent (Set up on Saturday, June 3rd)
- Main Stage: 30' X 60' tent with stage (Set up on Sunday, June 4th)

All tents will be taken down by Sunday, June 4th at 7pm



CERTIFICATE OF LIABILITY INSURANCE

OP ID: SS

DATE (MM/DD/YYYY)

10/25/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Icon Insurance Service Corp 557 Cottonwood Ave Suite 108 Hartland, WI 53029 Sandra E Spanaus	CONTACT NAME: _____		
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____	
E-MAIL ADDRESS: _____			
PRODUCER CUSTOMER ID #: DOWNT-1			
INSURED Downtown West Allis BID Downtown West Allis Inc. Dianne Eineichner 7231 W. Greenfield Ave. West Allis, WI 53214	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hartford		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			83SBAAC2695	01/17/2023	01/17/2024	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	X				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
X	AUTOMOBILE LIABILITY		X	83SBAAC2695	01/17/2023	01/17/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
							\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			83WECAC2SE5	01/17/2023	01/17/2024	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City of West Allis is an additional insured for liability on all events provided by the insured.. Any and all events occurring in 2023

CERTIFICATE HOLDER**CANCELLATION**

City of West Allis City Hall 7525 W Greenfield Ave West Allis, WI 53214	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Sandra E Spanaus

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City Of West Allis; their officers, employees, agents, and volunteers are named as additional insured for GL, AL, & UMB coverages, but only as respects work performed by or on behalf of the named insured. Such insurance afforded shall be primary insurance and any insurance carried by certificate holder & additional insured shall be excess and not contributory insurance for general liability coverage. A waiver of subrogation is provided for the general liability, auto liability, professional liability, and umbrella liability coverage in favor of the additional insured. Severability of interest/cross liability wording is included for GL & AL Coverages.

NOTEPAD:

HOLDER CODE
INSURED'S NAME **Downtown West Allis BID**

DOWNT-1
OP ID: SS

PAGE 3
Date **10/25/2022**

The City will be indemnified and held harmless from any and all claims, damages, or judgements arising from the granting of the permit or the operation of the show or exhibition.