



07/05/2022

SPEV-22-52

Special Event, Block Party, Tent and Park Rental Permits

Status: Active**Date Created:** Jun 8, 2022**Applicant**

Maria Karczewski
rupenarket@gmail.com
7641 west Beloit road
West Allis, WI 53219
4146402501

Location

7641 W BELOIT RD
West Allis, WI 53219

Owner:

Maria Karczewski
2600 root river pkwy West Allis, WI 53227

Application Information

Special event permits are needed for church festivals, concerts, parades, carnivals, or other large gatherings.

Residential block party permit is needed when you wish to close a street and attendees are mostly people who live on the street.

Tent permits are required for all tents in excess of 400 square feet.

Park Rentals are required to reserve space at City Parks.

Timeliness of Application for Special Event

The application is being filed more than 30 days before the event.

Timeliness of Application for Park Rental

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Choose what type of permit(s) are you applying for?

Special Event

Because your park rental request is short notice, please call 414-302-8888 at least one full business day (M-F; 7AM-3PM) to see if rental exceptions can be made.

Applicant / Coordinator Information**Applicant Name (include suffix if applicable)**

Maria Karczewski

Mailing Address

7641 W Beloit Rd

State

WI

Phone Number

4146402501

City

West Allis

Zip Code

53219

E-Mail Address

rupenamarket@gmail.com

Event Information**Group or Organization**

Rupena's Inc

Park Rental Requested Date

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Event Name

Rupena's Craft Fair, food and drinks

Start Date

07/16/2022

End Date

07/16/2022

Enter Start and End Times by Day - (Ex. - Friday 5-9pm; Saturday 11am - 7pm; include times of set up and break down)

Saturday, 10:00AM-8:00PM

Will you be having a tent(s) in excess of 400 square feet?

No

A tent permit is required for each tent in excess of 400 square feet.

Other Licenses or Permits that may be needed for your special event:

Alcohol

Will there be alcohol available?

Yes

Will the alcohol be served by Department of Revenue permitted beer trucks?

No

If you answered no, you will need to apply for a Temporary Class B Picnic License or a Temporary Extension of Class B Premises Application.

Picnic Licenses may only be granted and issued only to the following (per secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.**
- (2) State, county, or local fair associations, or agricultural societies.**
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.**
- (4) Posts of veterans organizations.**
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.**

Do you meet the qualifications for a Picnic License?

No

If yes, click the link below to apply for a Picnic License.

<https://westalliswi.viewpointcloud.com/categories/1085/record-types/6466>

If you answered no, you are not allowed to sell/serve any kind of alcohol at your event if the event is open to the public.

I understand I also need to apply for a separate license for alcohol to hold my event and the event may only occur if I receive all of the required permits.

Food

Will temperature controlled food, such as hot dogs, potato salad or other prepared foods, be served?

Yes

Will there be mobile food vendors (food trucks)?

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Please list the names & phone numbers of the mobile food vendors (food trucks)

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I acknowledge that all vendors providing temperature controlled food will need to have an active temporary food permit prior to the event. Temporary food permits are valid for one year and can be used at multiple events. If vendors need to obtain a permit they can contact the health department.

Upload a vendor list including contact person and phone number (all vendors serving food will need to have an active temporary food permit.)



79AB4E98-FCDF-46F2-A19C-4DDC4670249E.jpeg

Uploaded by Maria Karczewski on Jun 8, 2022 at 10:19 am

Music/Entertainment**Will there be live music/entertainment or amplified sound be used?**

No

If you answered yes to live entertainment or amplified sound, you will need to apply for a Temporary Public Entertainment Permit in addition to this permit.

Additional Information**What is the maximum capacity of the people on the premises?**

200

When and what is the expected peak attendance?

300

List the location and description of location of the event:

7641 west Beloit road parking lot

Upload a diagram of the area for which you are requesting the permit? Tents and Food areas must be included if applicable.

772534AD-22A5-4E54-A75D-B48A77569528.jpeg

Uploaded by Maria Karczewski on Jun 8, 2022 at 10:21 am

Does this event involve closing the street, sidewalk or impede any other public property?

No

Are city staff needed to put up or take down barricades? (Additional costs may be assessed.)

No

The Street Closure Consent form is available here.
<https://www.westalliswi.gov/documentcenter/view/18151>

Special Event/Block Party Terms and Conditions

I understand that the sponsor or at least one coordinator shall always be on the special event premises at all times that the special event is open for attendees.



I understand that the Police, Fire, or Public Works Departments may increase or decrease the staffing or equipment on the premises during the special event based on the actual number of attendees in order to protect the public health, safety, and welfare, and the city may charge the sponsor up to the direct costs of an increase in staffing or equipment under this paragraph.



I understand that a copy of the permit and any other applicable permit or license must be kept on the premises for the duration of the event.



I understand that the coordinator shall always answer any calls to the mobile phone for the number listed on the application from a city official or employee during set up, clean up, and during the event.



I understand that the sponsor and coordinator shall comply with all local, state, and federal laws. I understand that a law enforcement officer may close the event if: the event causes such a disturbance of public order that it is reasonable to believe that the assembly will cause injury to persons or damage to property unless it is immediately dispersed; the event causes such a disturbance of public order that it is reasonable to believe that the assembly will cause injury to persons or damage to property unless it is immediately dispersed; he sponsor or coordinator fails to correct noncompliance with a condition of a special event permit after advanced warning to the sponsor or coordinator and reasonable opportunity to comply with that condition.



I understand that all estimated fees shall be paid 7 or more days in advance of the event or the application will be denied or the expedited fee of \$200 is required.



I understand that if the total actual direct costs exceed the deposit for estimated charges, I shall pay the invoiced amount within 30 days after the invoice date or be charged 1% interest per month. Balance must be paid in full, no partial payments. Failure to timely pay the remaining balance may result in denial of future permits.



Acceptance & Signature

I understand that I must submit the initial fee in order for my application to be processed. (You will receive an email with a link to pay, once you have submitted your application.)



READ CAREFULLY BEFORE SIGNING:

Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Applicant/Coordinator Signature

Maria Rupena Karczewski
06/08/2022

Failure to submit the required fee will result in your application not being processed. You will receive an email with the a link to pay the fee after you submit this application.

Clerk Administration Information

Application Correct and Complete?

Yes

The above question must be answered before any of the fields are available for departments to view and fill in.

Are other licenses/permits being applied for at the same time?

Yes

List Other Licenses/Permits:

Class B Tavern for One Day Event

Are there any other special event permit applications for the same premises during overlapping times and dates?

No

Are there any unpaid fees from prior events for this applicant?

No

Estimated Costs: The applicant must pay estimated costs at least 7 days before the event if 1) the total estimated costs are \$1000 or more, the applicant must pay OR 2) if one of the departments estimated costs are \$500 or more.

Total Estimated Costs

0

Settlement Costs: Departments must provide information on their final costs for the event, and the applicant must pay within 30 days of event.

Estimated Costs Paid (clerk enter when paid)

0

Final Direct Costs

0

Settlement Amount

0

Engineering

Pre-event information

Post-event information

Fire Department

Pre-event information

Post-event information

Health Department

Pre-event information

Post-event information

Public Works

Pre-event informationPost-event information

Police Department

Pre-event information**Will the Police Department estimated direct costs to provide staffing and equipment for the event exceed \$500?**

There are no direct costs for the Police Department for this event.

Post-event information**List Police Department Final Costs**

0

Attachments

No attachments

History

Date	Activity
Jun 8, 2022 at 10:10 am	Maria Karczewski started a draft of Record SPEV-22-52
Jun 8, 2022 at 10:12 am	Maria Karczewski altered Record SPEV-22-52, changed ownerCity from "" to "West Allis"
Jun 8, 2022 at 10:12 am	Maria Karczewski altered Record SPEV-22-52, changed ownerEmail from "" to "rupenamarket@gmail.com"
Jun 8, 2022 at 10:12 am	Maria Karczewski altered Record SPEV-22-52, changed ownerName from "" to "Maria Karczewski"
Jun 8, 2022 at 10:12 am	Maria Karczewski altered Record SPEV-22-52, changed ownerPhoneNo from "" to "4146402501"
Jun 8, 2022 at 10:12 am	Maria Karczewski altered Record SPEV-22-52, changed ownerPostalCode from "" to "53219"
Jun 8, 2022 at 10:12 am	Maria Karczewski altered Record SPEV-22-52, changed ownerState from "" to "WI"
Jun 8, 2022 at 10:12 am	Maria Karczewski altered Record SPEV-22-52, changed ownerStreetNo from "" to "7641 west Beloit Road"
Jun 8, 2022 at 11:04 am	Maria Karczewski altered Record SPEV-22-52, changed ownerEmail from "rupenamarket@gmail.com" to "mariarupena5@gmail.com"
Jun 8, 2022 at 11:04 am	Maria Karczewski altered Record SPEV-22-52, changed ownerPostalCode from "53219" to "53227"
Jun 8, 2022 at 11:04 am	Maria Karczewski altered Record SPEV-22-52, changed ownerStreetNo from "7641 west Beloit Road" to "2600 root river pkwy"
Jun 8, 2022 at 11:05 am	Maria Karczewski submitted Record SPEV-22-52
Jun 8, 2022 at 11:08 am	completed payment step Fee Payment on Record SPEV-22-52
Jun 8, 2022 at 11:08 am	changed the deadline to Jun 09, 2022 on approval step Clerk's Office Application Review For Completion and Accuracy on Record SPEV-22-52
Jun 8, 2022 at 11:08 am	approval step Clerk's Office Application Review For Completion and Accuracy was assigned to Jenny Slivka on Record SPEV-22-52
Jun 8, 2022 at 11:08 am	changed the deadline to Jun 09, 2022 on approval step Clerk's Office Application Review For Completion and Accuracy on Record SPEV-22-52
Jun 8, 2022 at 11:40 am	Jenny Slivka assigned approval step Clerk's Office Application Review For Completion and Accuracy to Gina Gresch on Record SPEV-22-52
Jun 8, 2022 at 9:29 pm	Gina Gresch changed Mailing Address from "7641 west Beloit road" to "7641 W Beloit Rd" on Record SPEV-22-52
Jun 15, 2022 at 12:30 pm	Gina Gresch changed Enter Start and End Times by Day - (Ex. - Friday 5-9pm; Saturday 11am - 7pm; include times of set from "Saturday 10am until 8pm" to "Saturday, 10:00AM-8:00PM" on Record SPEV-22-52
Jun 15, 2022 at 12:30 pm	Gina Gresch changed Application Correct and Complete? from "" to "Yes" on Record SPEV-22-52
Jun 15, 2022 at 12:30 pm	Gina Gresch changed Are other licenses/permits being applied for at the same time? from "" to "Yes" on Record SPEV-22-52
Jun 15, 2022 at 12:31 pm	Gina Gresch changed List Other Licenses/Permits: from "" to "Class B Tavern for One Day Event" on Record SPEV-22-52
Jun 15, 2022 at 12:31 pm	Gina Gresch changed Are there any other special event permit applications for the same premises during overlapping ti from "" to "No" on Record SPEV-22-52
Jun 15, 2022 at 12:32 pm	Gina Gresch changed Are there any unpaid fees from prior events for this applicant? from "" to "No" on Record SPEV-22-52
Jun 15, 2022 at 12:37 pm	Gina Gresch approved approval step Clerk's Office Application Review For Completion and Accuracy on Record SPEV-22-52
Jun 15, 2022 at 12:37 pm	approval step Engineering Review was assigned to Greg Bartelme on Record SPEV-22-52
Jun 15, 2022 at 12:37 pm	approval step Fire Review was assigned to Fire Department on Record SPEV-22-52
Jun 15, 2022 at 12:37 pm	approval step Police Review was assigned to Jessica Johnson on Record SPEV-22-52
Jun 15, 2022 at 12:37 pm	approval step Health Review was assigned to Lindy Wiedmeyer on Record SPEV-22-52
Jun 15, 2022 at 12:37 pm	approval step Public Works Review was assigned to Cindy Rausch on Record SPEV-22-52
Jun 15, 2022 at 12:53 pm	Jessica Johnson changed List Police Dept Estimated Costs: from "" to "0" on Record SPEV-22-52

Date	Activity
Jun 15, 2022 at 12:53 pm	Jessica Johnson changed Total Estimated Costs from "" to "0" on Record SPEV-22-52
Jun 15, 2022 at 12:54 pm	Jessica Johnson changed Will the Police Department estimated direct costs to provide staffing and equipment for the event from "" to "There are no direct costs for the Police Department for this event." on Record SPEV-22-52
Jun 15, 2022 at 12:54 pm	Jessica Johnson approved approval step Police Review on Record SPEV-22-52
Jun 16, 2022 at 8:18 am	Fire Department approved approval step Fire Review on Record SPEV-22-52
Jun 16, 2022 at 11:07 am	Greg Bartelme approved approval step Engineering Review on Record SPEV-22-52
Jun 16, 2022 at 4:36 pm	Cindy Rausch approved approval step Public Works Review on Record SPEV-22-52
Jun 30, 2022 at 7:33 am	Rebecca Grill assigned approval step Health Review to Kevin Smith on Record SPEV-22-52
Jun 30, 2022 at 10:54 pm	Gina Gresch added Will the alcohol be served by Department of Revenue permitted beer trucks? to Record SPEV-22-52
Jun 30, 2022 at 10:54 pm	Gina Gresch added Do you meet the qualifications for a Picnic License? to Record SPEV-22-52
Jun 30, 2022 at 10:54 pm	Gina Gresch assigned approval step Review Information from Departments to Gina Gresch on Record SPEV-22-52
Jun 30, 2022 at 10:55 pm	Gina Gresch changed List Police Department Final Costs from "" to "0" on Record SPEV-22-52
Jul 5, 2022 at 8:59 am	Kevin Smith assigned approval step Health Review to Peter Feldhusen on Record SPEV-22-52
Jul 5, 2022 at 9:02 am	Peter Feldhusen approved approval step Health Review on Record SPEV-22-52
Jul 5, 2022 at 11:09 am	Gina Gresch changed Estimated Costs Paid (clerk enter when paid) from "" to "0.00" on Record SPEV-22-52

Timeline

Label	Status	Activated	Completed	Assignee	Due Da
 Fee Payment	Paid	Jun 8, 2022 at 11:05 am	Jun 8, 2022 at 11:08 am	-	-
 Clerk's Office Application Review For Completion and Accuracy	Complete	Jun 8, 2022 at 11:08 am	Jun 15, 2022 at 12:37 pm	Gina Gresch	06/08,
 Police Review	Complete	Jun 15, 2022 at 12:37 pm	Jun 15, 2022 at 12:54 pm	Jessica Johnson	-
 Fire Review	Complete	Jun 15, 2022 at 12:37 pm	Jun 16, 2022 at 8:18 am	Fire Department	-
 Engineering Review	Complete	Jun 15, 2022 at 12:37 pm	Jun 16, 2022 at 11:07 am	Greg Bartelme	-
 Public Works Review	Complete	Jun 15, 2022 at 12:37 pm	Jun 16, 2022 at 4:36 pm	Cindy Rausch	-
 Health Review	Complete	Jun 15, 2022 at 12:37 pm	Jul 5, 2022 at 9:02 am	Peter Feldhusen	-
 Review Information from Departments	Active	Jul 5, 2022 at 9:02 am	-	Gina Gresch	-