Record No: SPEV-26-72

Special Event, Block Party & Tent Application

Status: Active

Submitted On: 7/21/2026

Event Type

Special Event Permits are needed for church festivals, concerts, parades, carnivals, or other large gatherings that will be impeding the public right-of-way.

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.

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

Special Event

☑

Residential Block Party

☐

Tent Permit

☐

Is this submittal for a City Sponsored Community Event?

No

Timeliness of Application for Special Event*

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

Special Event Information

Will any part of this event take place inside of a residential building or residential structure? *

No

Applicant / Coordinator Information

Applicant Name (include suffix if applicable)*

Danielle Jackson

Mailing Address*

7821 W. Lincoln Ave.

City*

West Allis

State*

Wisconsin

Zip Code*

53219

Phone Number*

4145416251

E-Mail Address*

principal@splcwa.org

I certify that I am at least 18 years of age.*

☑

Additional Coordinators: List the names, mobile phone numbers, and email addresses for any individuals authorized to ensure compliance with local, state, and federal laws (see section 6.032 of the West Allis Municipal Code)

Samuel Reinhardt, 414-316-7810, samr628@gmail.com

Please note: The applicant or at least one coordinator must be on the special event premises at all times that the special event is open for attendees.

Event Information

Group or Organization Name*

St. Paul's Lutheran School

Event Name*

100th Anniversary "Homecoming"

How many days is the event?*

1

Event Date*

09/27/2026

Enter start and end times for each day; include time taken to set up and break down (Ex. Friday 5-9pm; Saturday 11am - 7pm)*

Sunday 10am–2pm

If the event is postponed, list alternative dates if any.

n/a

Description of Event*

Our school is turning 100 years old. This event will shared with current and past families and staff to come and have a celebration following our regular worship service. We will be providing a light lunch. Attendees will be able to participate in conversation and fun (playset and yard games) on our playground and we wish to extend our footprint for this event on to South 79th Streets in between our building and the Auto Repair Shop. This purpose is two-fold 1) to allow for more space of movement for those in attendance 2) for nostalgic memories many students have for the decades St. Paul's held its recesses in that spot on the street.

Additional Information

What is the maximum capacity of the premises?*

400

When and what is the expected peak attendance?*

200

List the location and description of location of the event:*

On S. 79th Street. North border is Lincoln Ave. South border is the alley that goes east/west between 79th and 80th.

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

Yes

Closing the street or sidewalk will require Common Council approval.

If an application is submitted fewer than 7 calendar days prior to a Common Council meeting, we cannot guarantee it will be reviewed in time for Council consideration.

A schedule of upcoming Council meetings can be found here.

Do you need the street to be cleared during the set up, event, or take down?*

Yes

If yes, at least 50% of the residential and commercial units affected by the street closure must sign off. Gather signatures from at least one occupant of a unit using the Street Closure Consent Form and submit with your application. *

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Click here for a street closure consent form.

**Please note: each duplex and apartment unit counts toward the total number of signatures required. A new set of signatures is required for each event (signatures cannot be reused for multiple events).

Upload a map (drawn or copied) of the location and indicate where you are requesting that a street or alley be blocked off:*

9.27.26 St. Paul's Footprint.png

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

9.27.26 St. Paul's Footprint.png

How many residential units are on the closed portion of the street?*

0

How many commercial units are on the closed portion of the street?*

2

I certify that at least 7 days prior to the special event, I will provide notice to all occupants of the closed street through door hangers, mail, or another method that ensures all occupants are informed of the special event's date and time.*

Danielle R. Jackson
Jul 20, 2026

Do City staff need to deliver and pickup barricades? (Additional costs may be assessed.)

Yes

Provide the number and location of garbage and recycling containers at the event. *

1 of each located in a fenced area between our playground and building

Provide details regarding the timely removal of garbage and recycling materials during and after the event; include the name of the company removing the materials, if applicable. *

GFL Environmental. This event will not create excess garbage that our dumpsters cannot already fit.

Are you requesting an appearance from Police or Fire Department staff?*

No

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

Alcohol

Will alcohol be available? *

No

Food

Will any food be sold?*

No

Will there be mobile food vendors (food trucks)?*

No

Music/Entertainment

Will live music, entertainment, or amplified sound be used?*

No

Special Event/Block Party Terms and Conditions

I understand that the applicant or at least one coordinator must be on the special event premises at all times that the special event is open for attendees.*

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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 to protect the public health, safety, and welfare, and that I may be charged up to the direct costs of the increase in staffing or equipment.*

☑

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

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I understand that I and any coordinator must always answer any calls to the mobile phone listed on the application from a City official or employee during set-up, clean-up, and during the event. *

☑

I understand that I and any coordinator listed on this application 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 or if I or any coordinator listed on this application fails to correct noncompliance with a condition of a special event permit after advanced warning and reasonable opportunity to comply with that condition.*

☑

I understand that if all estimated fees are not paid 7 or more days in advance of the event, the application will be denied or an expedited fee of $200 may be charged.*

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I understand that if the total actual direct costs of the special event exceed the deposit for estimated charges, I must pay the invoiced amount within 30 days afterthe invoice date or be charged 1% interest per month. I understand that the balance must be paid in full, and that no partial payments will be accepted. I understand that failure to timely pay any balance in full may result in denial of future permits. *

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I understand that I am responsible to provide adequate garbage and recycling containers for attendees and to ensure timely and proper disposal of all garbage and recycling materials. *

☑

Acceptance & Signature

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 operatore 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*

Danielle R. Jackson
Jul 21, 2026

Attachments