



# Bucyrus Commons Event Rental Application

South Milwaukee City Administration Building  
2424 15<sup>th</sup> Avenue  
South Milwaukee, WI 53172  
414-762-2222 ext 135

More information available at [www.smwi.org/bucyruscommons](http://www.smwi.org/bucyruscommons)

Event Date(s):	Event open to the general public? _____ Yes _____ No	
Applicant:	Email:	
Organization/Group:	Phone #:	
Address/City/State/Zip	Estimated Attendance:	
Event Time(s):	Setup Begins:	Event Take-Down Ends:
Event Description:		
Closing Streets/Alleys? Provide a marked up site plan showing event boundaries <i>If yes, complete a Street/Alley Function Addendum Form</i>		
Yes _____ No _____		
The base fee includes access to 4 restrooms, concession building (sink, fridge), pavilion and lawn space. <i>Check all that apply:</i>		
<input type="checkbox"/> Access to stage (790 sqft) & stage room/power - <i>Additional fee</i>		
<input type="checkbox"/> 9 foldable Picnic Tables available upon request – <i>Included in rental fee</i>		
<input type="checkbox"/> Will there be inflatable(s) <i>Insurance required</i>		
<b>If a large event, portable toilets may be required.</b> If providing, mark on site plan		
Describe Structures at Event (tents, fences) and mark location on site map:		
<b>Selling Beer/Wine</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Sale of spirits/liquor prohibited. <i>If selling, contact City Clerk's Office for license. Carry-ins that are not for sale are permitted.</i>		
<b>Selling Food</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If selling, contact Health Department for License Verification. Food trucks are allowed.</i>		

## Terms of Acceptance and Signature

I, the applicant for this Special Event Permit Application, warrant the truthfulness of the information provided in this application to the best of my knowledge. This permit is subject to the South Milwaukee Municipal Code of Ordinances, and all rules and regulations governing streets rights-of-way. I agree that during the use of the public property, I and the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or special needs. I hereby release, discharge, hold harmless and agree to the City of South Milwaukee, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled activity and the conduct or actions of any individual participating in or attending the scheduled activity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE	
Refundable Deposit	\$100
Base Fee	
Stage	
Other Fees	
<b>Total Fees</b>	

**Event Insurance:** Events on city property/streets require a completed *Release and Waiver of Liability Indemnity Agreement*. Certain public events require a Certificate of Liability Insurance listing the City of South Milwaukee as additional insured.

**Cancellations and Refunds.** Notify the economic development office in writing of cancellation 30 days or more prior to the rental and receive 50% refund of permit fees. There are no refunds of permit fees if notified less than 30-days prior to rental. Refunds or rescheduling will not be available for any rentals cancelled without proper notification by the permittee. Refunds will not be given for cancellations due to severe inclement weather unless cancelled by the City of South Milwaukee. In that situation, events may be rescheduled at no additional fee.

## RULES & REGULATIONS

### ADDITIONAL INSTRUCTIONS ABOUT THE SITE AND ACCESS TO POWER IS PROVIDED AT KEY PICK UP

It is the City's intention to have the site prepared, but cannot guarantee full site readiness due to possible unforeseen circumstances. Permittees may inspect the site leading up to scheduled event date. City staff is not available to monitor the site during the event.

- Alcohol The consumption of alcoholic beverages is allowed for private events when there are no sales involved. Events with sales require an approved license available through the Clerk's office. Beverage applications must be submitted at least 45 days in advance of the event. All individuals requesting an alcohol permit must be 21 years or older.
- Chairs and Tables The City does not supply chairs or other equipment. There are 20 heavy metal square picnic tables on site and an additional 9 lighter foldable picnic tables stored on site that may be requested. Tables may be relocated for the event and must be returned to original location. The city cannot guarantee the cleanliness of the tables.
- Clean Up & Supplies Groups are expected to maintain the general cleanliness of the space and are responsible for removing all decorations and placing all refuse in appropriate trash receptacles. Clean-up must begin immediately following the event. Cleaning supplies are not provided other than bathroom replenish items and garbage bags in the concession building.
- Concession Building Use There are two large service windows, counters, a sink and refrigerator. The facility must be cleaned in a manner in which it was found. Cleaning supplies are not provided. Do not pour cooking grease down the sink or floor drains.
- Decorations must be put up the day of an event. No glitter, silly string, confetti or lighted candles allowed. Balloons must be weighted down. Releasing of balloons or other items that are meant to rise in the sky and float away are prohibited.
- Electricity The event space is equipped with over 20 GFI 120 Volt outlets on the poles in the open-air pavilion, at the base of light poles on site and along the street curb. The amphitheater has eight 20 Amp, 120 Volts receptacles. The concession building has six GFI 120 Volt receptacles.
- Event Organizer or designee must remain on site until all the breakdown and cleanup is complete.
- Fire Place The open-air pavilion contains a no-heat gas fireplace that may be turned on for events.
- Food and Food Trucks Food distribution, trucks, or catering is allowed and must meet health codes for public events and activities. Food trucks or any type of vehicle is not allowed on the grass. Deep frying food under the pavilion is prohibited. For safety reasons, **glass bottles and glass cups are prohibited**.
- Hours The space is open to general public use Sunday through Thursday 9:00 a.m. to 9:00 p.m. and Friday and Saturday 9:00 to 10:00 p.m. All events shall have the premises cleaned and back to original standing by 10:00 p.m. during the week and 11:00 p.m. on the weekends. Hours may change based on a proposed event.
- Garbage and Recycling For small events, waste may be discarded in the City's garbage bins located on site. There are two 2.6 cubic yard garbage containers and regular and recycle bins scattered on site. Public events may require additional garbage or dumpsters to accommodate waste. All waste material within the event grounds must be properly disposed of at the end of the event.
- Grilling Gas grills are allowed on hard surfaces. Charcoal grills are prohibited within the event space.
- Parking Twelve surface parking spaces including two ADA spaces are available on site along the public alley. Spaces are not reserved. Additional parking is available in a public parking lot at 1101 Milwaukee Avenue and on-street parking.
- Pets must be leashed at all times. Pet waste must be disposed of in a proper manner.
- Public Notification Some public and private events may require notice to neighbors.
- Restrooms and Portable Toilets There are 4 ADA individual restrooms within the Concession Building. Permittees are responsible for cleaning the restrooms and emptying garbage's. Portable toilet locations must be marked on the event site plan and require approval.
- Security may be required pending review of the application by the South Milwaukee Police Department.
- Signage for private events is only allowed to be put up the day of the event and must be removed after event finish.
- Sound Amplified sound is allowed and may require approval by the Common Council. No sound system is provided.
- Tents, Canopies and Inflatables are allowed and may not be staked down. The specific location must be clearly identified on a site map submitted with the application along with the size and dimension of each. Items may only be set up on the day of the reservation.