

## OUTDOOR ENTERTAINMENT PERMIT APPLICATION

- Additional permits or approvals may be required by other Departments (sign permits, temporary use permits, building permits, electrical permits, liquor license, etc.). You are responsible for obtaining those permits prior to approval of this application. Contact Community Development at 250-4735 for further information.
- Approved annual permits are valid July 1 – June 30, or upon issuance. Temporary permits are valid during the dates identified on the Permit. If there are any changes to a previously approved permit application, an amended approval will be needed.
- **IF YOUR APPLICATION SHOULD BE DENIED BY THE VILLAGE BOARD, THE FEES ARE NON-REFUNDABLE.**

<input type="checkbox"/>	Annual Permit	\$200
<input type="checkbox"/>	Temporary Permit: 1 <sup>st</sup> and 2 <sup>nd</sup> Permits within <u>Permit Year</u>	\$0
<input type="checkbox"/>	Temporary Permit – 3 <sup>rd</sup> Permit and subsequent	\$75
<b>Total:</b>		

Applicant Name	Phone Number	Email
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Applicant Business Name (if applicable)

Applicant Business Street Address	City	State	Zip
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Describe the area where the outdoor entertainment permit will be utilized, including the property address and a description of the area on the Property to be utilized. You MUST include a detailed, scale drawing of the area with dimensions, locations of speakers, televisions, performance location, and the like.

Describe the hours of outdoor entertainment. For Temporary Permits, List Dates and Hours of Event. For Annual Permits, List Proposed Days and Hours of outdoor entertainment (e.g., Between June 1 and September 30, Fridays 4pm to 8pm, Saturdays Noon to 9 pm). You MUST include a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment.

I hereby certify that the answers on this application are complete, true and correct to the best of my knowledge and belief and make application for an Outdoor Entertainment Permit in the Village of Germantown, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Germantown Municipal Code, and hereby agree to comply with

\_\_\_\_\_ Date \_\_\_\_\_

Applicant Date

*For Office Use Only:* Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Community Development Review: \_\_\_\_\_ Plan Commission Date (if applicable): \_\_\_\_\_

Police Chief Date Notified \_\_\_\_\_ Approve \_\_\_ or Deny \_\_\_ (Attach basis for denial). Police Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Date Notified \_\_\_\_\_ Approve \_\_\_ or Deny \_\_\_ (Attach basis for denial). Fire Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

500 foot Notice Mailing date \_\_\_\_\_ Public Safety Meeting Date \_\_\_\_\_ Approved/Denied (Circle One)

Village Board Meeting Date \_\_\_\_\_ Approved/Denied (Circle One) Permit Number: \_\_\_\_\_ Village Clerk Approval: \_\_\_\_\_

## OUTDOOR ENTERTAINMENT PERMIT

### POLICY & PROCEDURE

1. An Outdoor Entertainment Permit is required when the following types of entertainment are provided, wholly or in any part, including fixtures, attendees, and sound systems, outside of a fully enclosed permanent structure:
  - a. Amplified or non-amplified music, including live singers, musicians, bands, or orchestras, recorded music, karaoke, juke boxes, live DJ's, background music, radios, and the like.
  - b. Audio-visual broadcasts, including the presentation of live televised events such as a sporting event, television shows, movies and the like.
2. There are two types of outdoor entertainment permits:
  - a. Annual Permit: Allows the permittee to provide outdoor entertainment outside an enclosed structure during specified hours. The permit period is July 1 through June 30, with each year requiring a new permit.
  - b. Temporary Permit: Allows the permittee to provide activities outside an enclosed structure during a specified period or periods for special, limited occurrences.
3. Permit applications must be accompanied by a site plan and a scaled drawing or map showing the location of all speakers, televisions, performance locations, and the like.
4. Permit applications must be accompanied by a detailed plan of operation setting forth the dates, hours, location, type and scope of the operation for all outdoor entertainment activities. A complete plan of operation should include, as applicable: a description of the type of entertainment to be offered, a security plan (including the number of security personnel, how they will be utilized, how they are identified, etc.), a plan to handle control and clearance of the parking lot during hours of operation and at closing time, a plan for unruly patrons, intoxicated patrons, and physical disturbances, a plan of how alcohol sales and consumption will be addressed, a plan for litter and noise complaints, and contact information for an individual to address complaints at times entertainment is ongoing.
5. NO ALCOHOL BEVERAGES shall be served or consumed without appropriate licenses or permits.
6. All applications shall be referred to the Police Chief and Fire Chief for review and recommendation.
7. All property owners within 500 feet of the property to be subject to an Outdoor Entertainment Permit shall be notified of the pendency of application and the date(s), time(s) and location, when the request will be considered by the Public Safety Committee. This shall be done by first class mail, at least 15 days prior to the scheduled meeting.
8. The Public Safety Committee shall review the request, consider the recommendations of the Police and Fire Chiefs, and make a recommendation to the Village Board regarding issuance. The Village Board may impose conditions and restrictions on the permit found to be necessary to minimize the impact of the outdoor entertainment upon surrounding properties including limiting the dates and times of activities and requiring technologically reasonable steps to minimize noise and other impacts.