



CITY OF WAUKESHA
CLERK TREASURER'S DEPARTMENT
 201 Delafield Street, Waukesha WI 53188
 City Hall Room 104
 Tel: (262) 524-3550 Fax: (262) 524-3888
www.waukesha-wi.gov

OFFICE USE ONLY!

Clerk Initials: _____

Date: _____

Time: _____

Map received from applicant

Ordinance given to applicant

NEIGHBORHOOD BLOCK PARTY APPLICATION

- Application must be submitted to the Clerk's Office at least 14 days prior to date of proposed event or a late fee of \$25 will be charged.
- No more than two linear blocks of street in a residential district may be closed & parties are limited to no more than 200 participants.
- A clear, 15-foot path must be maintained at all times in closed streets for emergency vehicle access.
- Block parties may not take place Monday through Thursday, except for holidays; or between the hours of 10:30 p.m. and 9:00 a.m.
- Waukesha [Municipal Code 6.185](#) regulates block parties & Waukesha [Municipal Code 11.27](#) regulates drinking on public streets.
- Please visit the City website www.waukesha-wi.gov to view the municipal code book.

Applicant Information

Applicant's Name _____

Phone Number _____ Email _____

Address (include city/zip) _____

Block Party Information

Name of Event _____

Date of Event _____ Day of Week _____ (May not take place Mon – Thurs except for holidays)

Time you propose to close street _____ Time you propose to re-open street (no later than 10:30pm) _____

No more than two linear blocks of street may be closed. A map must be attached depicting proposed closing.

STREET TO BE CLOSED AND DESCRIPTION: _____

Will any items be placed within the public right-of-way? Yes No If yes, please list _____

Approximate Attendance (no more than 200) _____ Estimate based on? _____ # of Barricades Needed _____

Music? Yes No (Noise & music shall be limited to levels that will not cause unreasonable disturbance to residents in area.)

Aldersperson's Signature for Alcohol

Municipal Code 11.27 prohibits consumption of alcoholic beverages in City parking lots, on public streets & sidewalks. The alderperson may permit the consumption/possession of fermented malt beverages, wine or intoxicating liquors at residential block parties within his/her aldermanic district.

Are you requesting alcoholic beverages at this Block Party? Yes (see below) No

If yes, you must obtain your alderperson's signature before submitting this application to the Clerk's Office. Please use the below area or attach an email from your alderperson approving the consumption of alcoholic beverages.

FOR ALDERPERSON – I hereby authorize the consumption and/or possession of fermented malt beverages, wine or intoxicating liquors at the Residential Neighborhood Block Party described above if this permit is granted.

Aldersperson Name _____ Aldermanic District # _____

Signature _____ Date _____

Applicant Signature

I hereby make an application for a Neighborhood Block Party Permit as detailed above. I have read section 6.185 of the Waukesha Municipal Code which regulates block parties and I agree to abide by all ordinances and state laws. Any changes to the information provided must be provided to the Clerk's Office as circumstances change.

Signature _____ Date _____

FOR OFFICE USE ONLY!

Police _____ Fire _____ Engineering _____ Transit _____ PRF _____

Approved Denied Clerk Processing Permit _____ Date _____