William Brehm
Director
Stoughton Opera House
Board Member SOHFA
April 22, 2018

2018 Catfish River Music Festival

Application & Permit Packet

The 2017 Catfish River Music Festival is set to take place July 7th - July 9th and will be the fifth annual Stoughton Opera House fundraising event. The event will feature live music at the Rotary Park gazebo. A modest number of spaces will be made available for arts vendors (8-10) and food carts (3-5). Additionally, the Opera House is supporting the application by the

“ Normally, this would be the type of event that I would leave Stoughton to find someplace else - like one of the East Side festivals in Madison. This time around, I got to stay in Stoughton and hear similar music, hang out in a cool park, eat fun food, drink good beer, and enjoy being outside.”

- 2014 Survey Respondent

Stoughton Opera House Friends Association (SOHFA) for a temporary class B license to sell beer and wine during this event.

A street closing application has been filed for this event and a copy has been included here for your convenience. While the boundaries of activities in the street for this event will not extend beyond the corner of 6th and Jefferson, the street closing extends a block in either direction. Barricades and “No Through Traffic” signage will be placed at the intersection of Jefferson and 7th as well as 6th and South St. Final approval is pending receipt of signatures from neighbors.

While this is a free outdoor event, the entire event area will be enclosed with temporary fencing. There will be three gateway points for entry into and exit from the event area. Signage, trash barrels, and event staff will be positioned at each of these points to ensure compliance regarding open containers outside the event area.

The point of sale location for beer and wine sales can be seen in the included overhead image. The p.o.s. location will be double fenced with temporary fencing with one entry/exit point. IDs will be checked at the entry point to verify age as well as wristbands being provided. Those who purchase beer or wine will be allowed to travel throughout Rotary Park as well as the adjacent sidewalks and streets as long as they are within the designated event area.

Bike racks will be provided on 6th street to encourage alternatives to automobile transportation. Additionally, handicap parking will be provided in the small railed parking lot adjacent to City Hall.

The following pages contain the application for a special event and have been prepared for your review as well as that of council.

EVENT INFORMATION

Name: Catfish River Music Festival
Charitable: Yes - proceeds to benefit the Stoughton Opera House
Event type: Folk Music Festival
Dates: 7/6/18 - 7/8/18
Expected Attendance: 500-1500
Alcohol Sales: Yes - Stoughton Opera House Friends Association
Food Sales: Yes
Amplification: Yes
Dumpster: Yes
Electric Used: Yes - at gazebo
Digging: Yes - fence stakes
Parking: Parking is on-street, city lots, and special event parking
Security: Security will be provided by event staff, volunteer staff, paid security staff experienced in performance venues, as well as additional Stoughton PD officers already assigned to the general area due to other activities (the fair). There will also be overnight security of the event area.

Medical: A first aid station will be set-up and supervised throughout the event. Additionally, the EMS, PD, and Fire staff are within a close proximity.

Accessibility: This is a handicap accessible event.

Site-map: See included image

Schedule:

Thursday July 5th:

Noon-8pm - set-up (fencing, tents, tables, trash barrels, portapots, etc.)

Friday July 6th:

11am - additional set-up (barricades, beer p.o.s., food carts, vendors, etc)
5pm - event area opens
6pm-9:00pm - music in the gazebo
10:00pm - outdoor area shut-down

Saturday July 7th:

9am-12pm - Set-up event area
12pm-9pm - music in the gazebo
10pm - outdoor area shut-down

Sunday July 8th:

9am-12pm - Set-up event area
12pm-9pm - music in the gazebo
9pm-11pm - Clean-up event area

Monday July 9th:

Complete event clean-up

ADDITIONAL EVENT ORGANIZER CONTACT INFORMATION

Stoughton Opera House with Stoughton Opera House Friends Association

381 E. Main St.

Bill Brehm, Director SOH, Board Member SOHFA

608-347-8441
bbrehm@ci.stoughton.wi.us

STREET CLOSING REQUEST

Location: Jefferson Street (5th -7th) and 6th Street (South Street to King Electric alley)

Date: July 6,7 & 8, 2018 - 9am to 10pm

Time: July 6,7 & 8, 2018- 9am to 10pm

Reason: Catfish River Music Festival

Requested By: Stoughton Opera House

As an affected neighbor, my signature below acknowledges mu understanding and agreement of this request (use second sheet if needed).

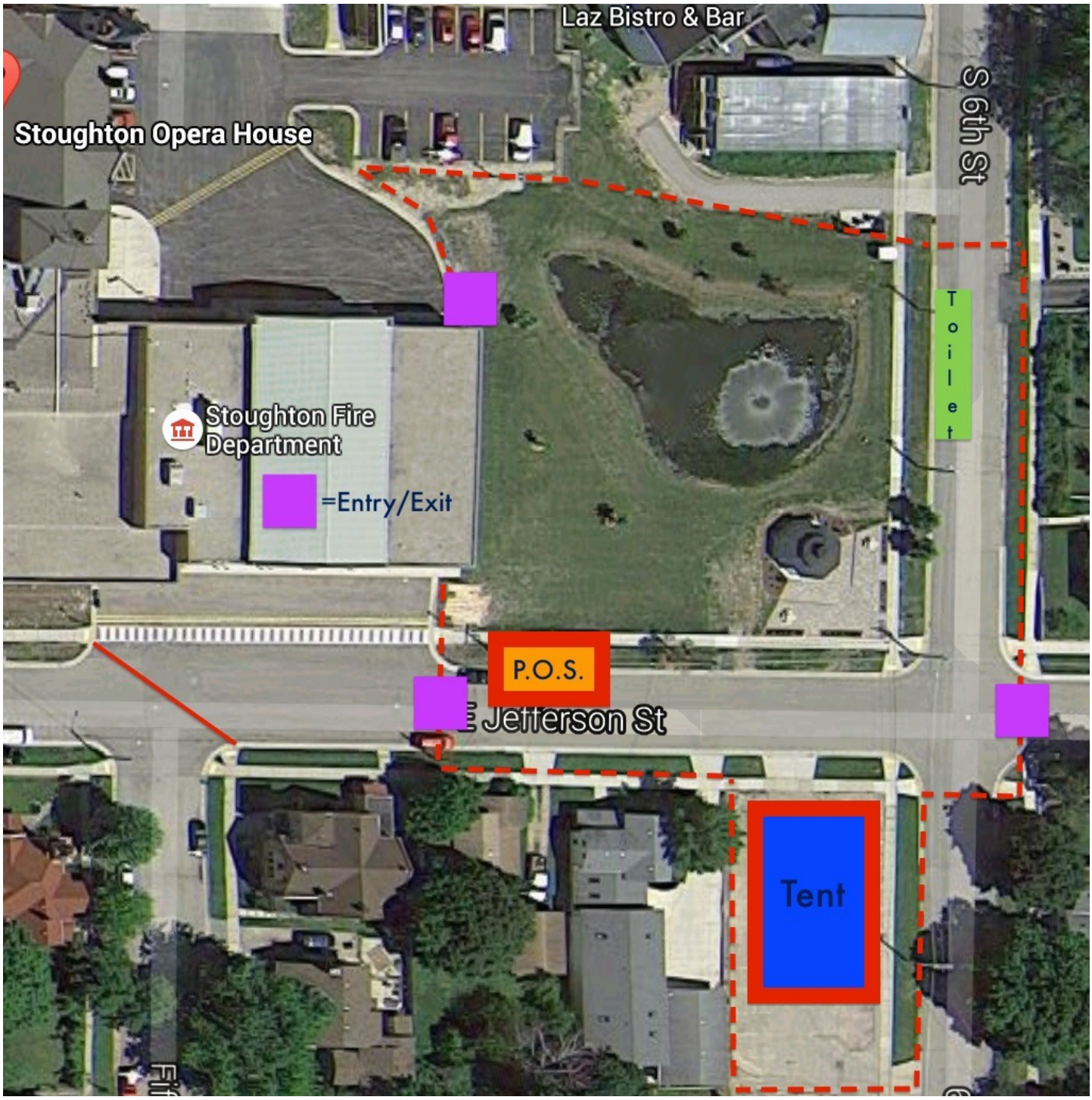
Name	Address	Signature

PENDING

For Use By City Staff

Signatures _____
Detour Route _____
Insurance Documents _____

Approved_____ Approved _____
Holly Licht - City Clerk *Brett Hebert – Director of Public Works*


Laz Bistro & Bar
Stoughton Opera House
S 6th St
Toilet
Stoughton Fire Department
=Entry/Exit
P.O.S.
E Jefferson St
Tent

CITY OF STOUGHTON

FEE: $30.00

SPECIAL EVENT LICENSE APPLICATION

I. APPLICANT

Name	Address	Home Telephone #	Work Telephone #
Jonathan Lewis (S.O.H.F.A. Board representative)			

II. ORGANIZATION

Name	Address	Telephone #
Stoughton Opera House Friends Association (S.O.H.F.A.)	1124 E. Main St.	873-5268

III. EVENT

Type of event: ☒ Outdoor ☐ Indoor ☐ Parade

Name of Event: Catfish River Music Festival

Date and time: From 7/6/2018 To 7/8/2018

Location: ROTARY PARK

Will there be any activity taking place that involves music, amplifiers, loudspeakers, etc?

☒ Yes (attach additional sheet with description and times of activities) ☐ No

License applying for: $10.00 individually or for both

☒ Temporary Class "B" beer ☒ Temporary Class "B" wine

Persons proposed to sell fermented malt beverages and/or wine (attach additional sheet if necessary)

Name	Address	Prior relevant experience(s)
SEE ATTACHED		

ATTACH: A sketch showing the layout for handling fermented malt beverages and/or wine.
A copy of the application or license of each person(s) who will be holding the beverage operator's license who requires the supervision of the sale of fermented malt beverages and/or wine.
A list of adjacent property owners and a copy of the form used to notify them of the event. (outdoor event only)

I, Jonathan Lewis (S.O.H.F.A. Board representative), agree to promptly pay the City for the City's
(applicant)

charges incurred either in regulating this license or remedying any unsatisfactory post-event maintenance by the above named person or organization as required.

Signature _____ Date _____

Office Use: Date Paid _____ Amount Paid _____ Receipt Number _____

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE $ 10.00 Application Date: 4/23/2018

☐ Town ☐ Village ☒ City of STOUGHTON County of DANE

The named organization applies for: *(check appropriate box(es).)*

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 7/6/2018 and ending 7/8/2018 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION *(check appropriate box)* ☐ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association

(a) Name Stoughton Opera House Friends Association (S.O.H.F.A.)

(b) Address 1124 E. Main St. - Stoughton, WI 53589
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 12/10/2014

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Jonathan Lewis

Vice President Mary-Carel Verden

Secretary Chris Ziemba

Treasurer Jonathan Lewis

(g) Name and address of manager or person in charge of affair:

Bill Brehm, 381 E. Main St. - Stoughton, WI 53589 - Director, Stoughton Opera House

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number See attached map

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Catfish River Music Festival

(b) Dates of event 7/6, 7/7, 7/8/2018

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Stoughton Opera House Friends Association (S.O.H.F.A.)
(Name of Organization)

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

ADDITIONAL INFORMATION

May be Granted and Issued only to:

(1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.

(2) State, county, or local fair associations, or agricultural societies.

(3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.

(4) Posts now or hereafter established of ex-servicemen's organizations.

Application:

(1) Filing: In writing, for each event, on Form AT-315.

(2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)

(3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)

b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

(4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.

(5) Publication: Not required.

Fee: Not to exceed $10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress.

Restrictions:

(1) License may not be issued to individuals.

(2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.

(3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.

(4) License may cover either a specified area or the entire picnic grounds.

(5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)

(6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)

(7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)

(8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)

(9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.

(10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.