Stoughton Coffee Break Festival – August 21, 2021

Request for Special Events License

Please find included in this packet the following articles for the Special Events License for the 2021 Coffee Break Festival.

1. **Special Events License Application**
2. **Class B License Application**
    a. **Check coming for applications**
3. **Certificate of Insurance**
4. **Indemnification Clause**
5. **Park Request Form**
6. **Amplified Sound Schedule**
7. **Aerial View of Mandt Park**
8. **City of Stoughton Best Practices**

Thank you for reviewing these documents to continue this wonderful tradition!

Callie LaPoint
Events and Visitor Services Manager
Stoughton Chamber of Commerce
visitorservices@stoughtonwi.com
608-873-7912

CITY OF STOUGHTON

FEE: $30.00

SPECIAL EVENT LICENSE APPLICATION

I. APPLICANT

Name	Address	Home Telephone #	Work Telephone #
Callie LaPoint	532 East Main St Stoughton, WI		873-7912

II. ORGANIZATION

Name	Address	Telephone #
Stoughton Chamber of Commerce	532 East Main St Stoughton, WI	873-7912

III. EVENT

Type of event: ☑ Outdoor ☐ Indoor ☐ Parade

Name of Event: Coffee Break Festival

Date and time: From 8/21/21 6:30am To 8/21/21 5:00pm

Location: Mandt Park, Stoughton

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)
Kim Taylor	1810 Green Rd, Stoughton	Coffee Break; every year
Marti Conant		Coffee Break; every year
Callie LaPoint		Viking Brew Pub, Ale Asylum

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, Callie J LaPoint (applicant), agree to promptly pay the City for the City's charges incurred either in regulating this license or remedying any unsatisfactory post-event maintenance by the above named person or organization as required.

Callie LaPoint — Signature

5/20/21 — Date

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

Tab to navigate within form. Use mouse to check applicable boxes, press spacebar or press Enter.

Instructions | Save | Print | Clear

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: 05/20/2021

☐ 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 08/21/2021 and ending 08/21/2021 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 ☑ Chamber of Commerce or similar Civic or Trade Organization ☐ Veteran's Organization ☐ Fair Association

(a) Name Stoughton Chamber of Commerce

(b) Address 532 E Main St *(Street)* ☐ Town ☐ Village ☑ City

(c) Date organized

(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 Tricia Suess, 211 S Water St, Stoughton

Vice President Joshua Holt

Secretary Ron Jake, 416 S Academy St, Stoughton

Treasurer Debra Pundt, 400 N Morris St, Stoughton

(g) Name and address of manager or person in charge of affair: Callie LaPoint, 532 E Main St, Stoug

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Mandt Park

(b) Lot Block

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

(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 Stoughton's Coffee Break Festival, 2021

(b) Dates of event August 21, 2021

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.

(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.

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Additional Information

May be Granted and Issued only to:

(1) Bona fide clubs.

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

(3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.

(4) Posts of veterans organizations.

(5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

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: Determined by the municipality, but may not 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. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

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, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.

(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.

STOUCHA-01 MTESSMER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
TRICOR, Inc. - DeForest
5008 Linde Lane
Suite 100
De Forest, WI 53532

CONTACT NAME:
PHONE (A/C, No, Ext): (608) 846-7725 FAX (A/C, No): (608) 723-6440
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : West Bend Mutual Ins Co	15350
INSURER B : The Hartford	19682
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Stoughton Chamber of Commerce Inc
532 E Main St
Stoughton, WI 53589

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			A341561	10/1/2020	10/1/2021	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE / X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			A341561	10/1/2020	10/1/2021	COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB / OCCUR			A341561	10/1/2020	10/1/2021	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			83WECAA6TV2	10/1/2020	10/1/2021	PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A					E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Coverage applies only to the extent provided by the policy and subject to all of the policy terms, conditions, exclusions, endorsements and all applicable laws.

Syttende Mai, May 14-16 2021

CERTIFICATE HOLDER

City of Stoughton
207 South Forest St.
Stoughton, WI 53589

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Janelle Higgins

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INDEMNIFICATION/HOLD HARMLESS

We, the Stoughton Chamber of Commerce, sponsor and/or co-sponsor of the 2021 Coffee Break Festival on August 21, 2021, shall indemnify, hold harmless, and defend the City of Stoughton, its officers, agents and employees, including but not limited to attorney's fees, which arise from or out of the specified event.

Callie LaPoint
Signature

5-20-21
Date

Callie LaPoint
Officer of the Stoughton Chamber of Commerce

Application Signature

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Stoughton. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant for her/himself, and for other persons, organizations, firms and corporation, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Stoughton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders shall submit a general liability insurance policy certificate in the amount of $1,000,000 naming the City of Stoughton as an additional insured party.

The applicant has read the Special Events ~~Explanation~~ packet. The applicant has completed all of the appropriate permit applications for this event.

Applicant Signature _____ Date 2-19-21

SPECIAL EVENT LICENSE
FOR AN INDOOR OR OUTDOOR EVENT

SPECIAL EVENTS IN PARKS

City of Stoughton Parks and Recreation

Version
1-28-2020

Event Information

Name of Event Coffee Break Festival **Park** Mandt Park

Charitable Event? ☐ No ☐ Yes, Proceeds donated to _____

Event Category ☐ Run/Walk ☐ Athletic Tournament ☐ Concert ☑ Festival ☐ Other _____

Date of Event August 21, 2021

Rain Date _____

Expected Attendance 2,000 (following current guidelines)

Alcohol Sales ☐ No ☑ Yes

Food/Beverage Sales ☐ No ☑ Yes

Amplification ☐ No ☑ Yes

Dumpster Needed? ☐ No ☑ Yes

Electric/Water Usage ☐ No ☑ Yes

Shelter Needed? ☑ No ☐ Yes

Digging Needed? (fence stakes, tents etc.) ☐ No ☐ Yes

Portable Restrooms Required yes

Number of ADA Portable Restrooms Required (Min of 1 or 10%, whatever is greater) 2

Mandt Park Only

Mandt Center Needed? ☐ No ☐ Yes

Mandt Center Restrooms Needed? ☐ No ☐ Yes

Grandstand Needed? ☐ No ☑ Yes

Racetrack Park Only

Concession Stand Needed? ☐ No ☐ Yes

Admission or parking fees are not allowed at Racetrack Park

Time of Event

Set-up 6 am Event Starts 9 am Event Ends 3 pm Take-down 4 pm

Does this require time in the park the day before your event? ☐ No ☑ Yes

Event Organizer Information

Name of Group Chamber of Commerce **~~Group~~ Contact Name** Callie LaPoint

Address 532 E Main St **City/State/Zip** Stoughton, WI 53589

Phone #1 608-873-7912 **Phone #2** _____

E-mail visitorservices@stoughtonwi.com

Is Host Organization a 501(c)-3? ☐ No ☐ Yes, #ES - _____

Special Event Fees

	Sanctioned Organization	*Non Profit*	*For Profit*
Event Fee	**$150**	**$250**	**$400**
Cleanup Dep. - (Refundable	**$500**	**$750**	**$1000**
Labor Charge/per hour	**$50 per hour**	**same**	**same**
Damage or loss of property	**Fees to be calculated**	**same**	**same**

*Sanctioned organizations must meet the qualifications in the Stoughton Athletic Field Policy and have a signed agreement form on file for the current year.

Permit Fees

Temporary Class “B” Picnic Beer/Wine License	**$10**	**$10**	**$10**
Beer Selling Charge	**No Charge**	**$200**	**$400**

Facility Fees

Grandstand or Grounds (Jr. Fair Exempt)	**No Charge**	**$400+10%gate**	**$550+10%gate**
Ball Field Lights	**$25/hour**	**same**	**same**
Scoreboard Controller	**$25/day**	**same**	**same**
Portable Scoreboard	**$25/day**	**same**	**same**
Electric Charges	**Use + $50 Meter Fee**	**same**	**same**
Water Charges	**Use + $50 Meter Fee**	**same**	**same**

Supply Fees

Diamond Dry	**City cost. Please contact for current price.**
Diamond Chalk	**City cost. Please contact for current price.**
Toilet Paper	**City cost. Please contact for current price.**
Trash Bags	**City cost. Please contact for current price.**

Event Fee (per day): $_____

Dumpster Fee (Event organizer fills dumpster) $_____

Beer Selling Charge $_____

Grandstand or Grounds (Jr. Fair Exempt) $_____

Ball Field Lights (Per diamond per hour) $_____

Scoreboard Controllers (Racetrack Park diamonds #1 and #2 only) $_____

Portable Scoreboard $_____

Electric Charges $_____

Water Charges $_____

Supply Charges $_____

Total $_____

Cancellation of any event, for any reason, shall result in charges for actual services, labor and materials provided as well as 20% of the event fee.

GENERAL INFORMATION

All Special Events held in Stoughton Parks require the approval of the Stoughton Parks and Recreation Department. Special Events are defined as events that include selling alcohol, vending, a run/walk component, fireworks, and/or the attendance is expected to exceed 200 people. Please include a one page description of the event with this application. The packet and description will be reviewed by the Stoughton Parks and Recreation Director and any applicable City committees. We recommend submitting your application a minimum of 45-60 days in advance to assure time for review and approval of your event. Also, keep in mind that you must have approval to use the park before you can begin marketing your event.

Park Hours

All Stoughton Parks close at 10 p.m. The park hours are established and regulated in accordance with the City of Stoughton Code of Ordinances. What this means for your special event is that all of the clean up of the event must be completed by 10 p.m.

Requests for extended hours will require administrative review and must be submitted no later than 30 days prior to the reservation date.

Parking, Security, Medical Needs, and Accessibility

As an Event Organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. We require all special events to have a plan, which covers parking, security, medical needs and handicapped accessibility. The plan description should include, but is not limited to the hiring of private security companies and licensed professional emergency medical services, crowd control, venue safety, communication plan in case of an emergency, site and route descriptions, etc. The plan may be subject to review by City of Stoughton Police and Fire Departments who may make additional recommendations.

As the event organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking and other regulations. Parking at events will not impede access to facilities for emergencies.

Remember to structure activities to ensure that they are barrier-free and offer equal opportunities for accessibility by persons who are disabled. When using the grandstand or other facilities, remember to keep aisles and exits open and observe capacity limits.

Event Set-up and Takedown

As the Event Organizer it is your responsibility to make proper arrangements for set-up and clean up of your event. This includes making proper reservations of the park and park shelter, and sufficient event staff and volunteers to set up, clean up and safeguard the park and the park property during your event.

For events at Racetrack Park, the Event Organizer is required to meet with City Staff for a pre-event and post-event inspection of the park and its facilities prior to setting up and after take-down. The Event Organizer is responsible for trash removal. Dumpsters are available on request. Some events will be required to pay a damage deposit. It is also your responsibility as the Event Organizer to reserve the appropriate park shelter. Submission of this Special Events packet or holding the event during the previous year does not guarantee your event the use of the park.

Special Event Permits for Alcohol Use

The Event Organizer is responsible for obtaining all permits that the City of Stoughton requires for special events containing the use of alcohol requiring a a temporary Class "B" retailer's license. See pages 8-15 for more information. Completed applications should be filed with the City Clerk.

Other City/County/State Requirements

As the Event Organizer, it is your responsibility to contact the following departments or sections concerning specific requirements of your event. Not all of these will be pertinent to your event.

- Diggers Hotline (800-242-8511) must be contacted, whenever erecting a tent or structure on parkland involves any excavation.
- Dane County Public Health for temporary restaurant guidelines and inspection requirements if serving food. (242-6511)

Certificate of Insurance

Please note that the City of Stoughton requires a "Certificate of Insurance" from you or your parent organization's insurance company. The Event Organizer shall submit a general liability insurance policy certificate in the amount of $1,000,000 naming the City of Stoughton as an additional insured party. The City of Stoughton Recreation Department must receive this certificate 30 days prior to the event date.

Parking Plan

As an event organizer, it is important that you plan for safe arrival, departure and parking of the event attendees, participants and vendors. The Parks staff does monitor and ticket illegally parked vehicles at the events. As the event organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking regulations. If your parking plan includes using neighborhood streets or neighboring businesses, churches, etc, you will need to include the approval of such agreements in this parking plan. See the Parks and Recreation Department for Mandt Park parking plan.

Security and Medical Plan

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. If your event will have over 200 attendees, you must submit a security and medical plan for your event. This description should include, but is not limited to the hiring of private security companies and licensed professional emergency medical services, crowd control, venue safety, communication plan in case of an emergency, etc.

Site & Route Plan

To ensure proper review of your event, please attach a site and route plan (if applicable).

Site and route plans should include, but are not limited to, the following information: location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking and any other related event components not listed above.

Your site plan will also include the areas within the requested park you will need for the event: including the parking lot, shelter, band shell, grandstand and any other specific park features.

If your event includes a run/walk component you will need to contact the Stoughton Police Department for route approval.

Electrical Usage

Any event needing electrical will meet with the Parks Maintenance Supervisor (873-6746) to go over the needs and capabilities of the park. This should be done before signing this agreement.

Portable Restrooms

Many of City parks have permanent restroom facilities. However, they are not designed for special event use. The City of Stoughton requires one portable toilets for every 100 people beyond what the permanent facility is designed for. This figure is based upon the maximum number of attendees at your event during peak time. For example, Racetrack Park is designed for 400 people at one time. If your event has 500 people at peak times, then you will be required to provide one portable restroom. For parks besides Racetrack Park, please contact us for the load capacity of the permanent restroom.

We are requiring a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Peak Event Attendance _____ - 400 (Racetrack Park Load Capacity) = _____ / 100 = _____ (Number of Required Portable Restrooms)

10% X Number of Required Portable = _____ (ADA Restrooms Required)

_____ ADA Restrooms (Min. of One)
_____ Total Restrooms Required

Calendar of Events

The Stoughton Chamber of Commerce maintains a calendar of upcoming special events in the City of Stoughton at www.stoughtonwi.com. Check for competing activities before choosing your date. If approved, your event will be added to the internet calendar if all of the permits and applications are approved. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event _____
Park Location _____
Public contact phone _____ Website _____
Admission Cost _____

Date of event _____ Beginning/End time of event _____
Two sentence description of event (for internet calendar)

_____

_____

Mandt Community Center Usage

The Mandt Community Center is a privately owned arena that sits within the borders of Mandt Park. The facility is available for rental or restroom usage by contacting the Mandt Community Manager at 873-7528.

Equipment Rental

To assist with your special event, the Stoughton Recreation Department rents some equipment for use by the Event Organization. The location of this equipment must be noted on the site and route plan you have attached to this application. The Event Organizer must have the ability to pick up and return all equipment.

Rented from Stoughton Junior Fair Board, but picked up by Event Organizer

Trash Barrels = $5 per barrel per day
Snow Fencing & Stakes = $10 per roll/w 4 fence stakes per day
Stage = $500 per day
Public address system = $500 plus deposit for microphone

Rented from Stoughton Parks & Recreation

Electrical pods = $50 fee for each ($1000 deposit)
Scoreboard controllers (Racetrack Park Diamonds #1 & #2) = $25 fee for each ($1000 deposit)
Portable scoreboard = $25 fee for each

Rented from Private Vendors

Portable toilets (Possible Vendors: Stoughton Lumber 873-4141, Bucky's Portable Restrooms 271-1291

Supplies

The City will provide everything needed for a regular day at the park. Any additional supplies such as extra toilet paper, diamond dry, etc are the responsibility of the event organizer. We can provide additional supplies at our cost and you will be billed after your event. Please let us know if there are any supplies needed prior to your event beginning and the parks staff can arrange for the park to be supplied sufficiently.

Application Signature

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Stoughton. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant for her/himself, and for other persons, organizations, firms and corporation, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Stoughton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders shall submit a general liability insurance policy certificate in the amount of $1,000,000 naming the City of Stoughton as an additional insured party.

The applicant has read the Special Events ~~Explanation~~ packet. The applicant has completed all of the appropriate permit applications for this event.

Applicant Signature _____ Date 2-19-21

SPECIAL EVENT LICENSE
FOR AN INDOOR OR OUTDOOR EVENT

General Information

Per City Ordinance 14-13, each applicant for a Temporary Class "B" Fermented Malt Beverage License and/or a Temporary "Class B" Wine License is required to first obtain a Special Event License. The steps in this process are as follows:

1. Complete:
    a. "Special Event License application"
    b. "Application for Temporary Class "B"/"Class B" Retailer's License"
    c. "Application for a TEMPORARY Alcohol Beverage Operator's License" for those individuals who will be serving alcoholic beverages and are employed by or donating their services to your nonprofit corporation. (One licensed operator **must** be on the premises whenever alcohol is being sold or served.)
2. Submit the applications listed above to the City Clerk, at least 30 days prior to the date of the event in order for your request to be placed on the next Public Safety Committee agenda. The Public Safety Committee normally meets at 6:00 p.m. on the 4th Wednesday of the month in Hall of Fame Room at Stoughton City Hall.
3. Make arrangements to meet with Police Chief Greg Leck (873-3374) before the Public Safety Committee meeting.
4. Give a presentation of your request to the Public Safety Committee.
5. The Public Safety Committee will forward a recommendation for approval or disapproval to the City Council at their next meeting*. The City Council meets the 2nd and 4th Tuesday of the month.
6. If your applications are submitted completely and correctly 30 days prior to the 4th Wednesday of the month, and you receive a recommendation from the Public Safety Committee at their first meeting, and approval or disapproval from the City Council at their first meeting following the Public Safety Committee, the process takes approximately one month between submission of application to issuance of license.

* **Please complete your applications and review the attached Standards CAREFULLY AND COMPLETELY. The submission of incomplete applications and/or the inability to satisfactorily address the Standards could delay the timeliness and/or approval of your request.**

SPECIAL EVENT LICENSE
FOR AN OUTDOOR EVENT

Standards

- ❒ Sale of fermented malt beverages and/or wine must be physically separate from locations where any other items are sold.
    - No food or other sales of any kind to underage individuals allowed from alcohol locations.

- ❒ Location of fermented malt beverage and/or wine sales shall not be accessible to the public except at the selling point.
    - The alcohol area must be separated by impassable walls or a double fence with only a single point of entrance and exit. Double fencing must be a minimum of six feet apart to prohibit the passing of alcoholic beverages to persons outside of the designated area.
    - The entrance and exit must be monitored at all times during sales or storage of fermented malt beverages and/or wine in the designated area.
    - No underage persons are allowed in the designated area.

- ❒ The applicant shall keep a book, as required by Wis. Stats. 125.07(7), available at the point of entrance to the designated area.
    - Please refer to the attached copy of Wis. Stats.125.07(6) and 25.07(7).

- ❒ The City shall provide and the applicant shall post conspicuous notices at the point of sale which prohibit the presence of minors and the sale of fermented malt beverages and/or wine to minors or intoxicated persons.

    - Notices shall be placed at the entrance and on each side of the designated area.

- ❒ The applicant shall meet with the Chief of Police or designee and City Clerk or designee prior to the application being submitted to the Public Safety Committee. The Chief of Police or designee shall provide instruction on the proper sale of fermented malt beverages and/or wine. The applicant and the Chief of Police shall arrange for routine onsite police protection and patrol.
    - Based on the size of the anticipated event, the Chief of Police will determine the adequate amount of police protection and patrol to be designated to the area.
    - The costs of police protection and patrol shall be the responsibilities of the applicant.

- ❒ You must provide proof that all property owners or occupants immediately adjacent to the event site have been notified of the type of event and the dates and hours of operation, and you must adhere to City Noise Ordinances.

SPECIAL EVENT LICENSE
FOR AN INDOOR EVENT

Standards

- ❒ The sale of fermented malt beverages and/or wine must be physically separate of all other locations where any other items are sold.
    - No food sales of any kind to underage persons from the alcohol sales point.

- ❒ Location of fermented malt beverage and/or wine sales shall not be accessible to the public except at the selling point.
    - In an indoor setting all fermented malt beverage and/or wine sale points must have a single entrance and exit.
    - The entrance and exit must be monitored at all times when fermented malt beverages and/or wine are being sold.
    - Storage of fermented malt beverages and/or wine must be locked or monitored at all times.

- ❒ The applicant shall keep a book, as required by Wis. Stats. 125.07(7), available at the point of entrance to designated area.
    - Please refer to the attached copy of Wis. Stats. 125.07(6) & 125.07(7)

- ❒ The City shall provide and the applicant shall post conspicuous notices at the point of sale prohibiting the presence of minors and the sale of fermented malt beverages and/or wine to minors or intoxicated persons.

    - The notices shall be placed at the entrance and on each side of the designated area.

- ❒ The applicant shall meet with the Chief of Police or designee and City Clerk or designee prior to the application being submitted to the Public Safety Committee. The Chief of Police or designee shall provide instruction on the proper sale of fermented malt beverages and/or wine. The applicant and the Chief of Police shall arrange for routine onsite police protection and patrol.
    - Based on the size of the anticipated event, the Chief of Police will determine the adequate amount of police protection and patrol to be designated to the area.
    - The costs of police protection and patrol shall be the responsibilities of the applicant.

SPECIAL EVENT LICENSE
FOR AN INDOOR OR OUTDOOR EVENT

Wis. Stats. 125.07(6) and (7)

(6) DEFENSES. In determining whether or not a licensee or permittee has violated subs. (1)(a) and (3)(a), all relevant circumstances surrounding the presence of the underage person or the procuring, selling, dispensing or giving away of alcohol beverages may be considered, including any circumstance under pars. (a) to (d). In addition, proof of all of the following facts by a seller of alcohol beverages to an underage person is a defense to any prosecution for a violation of this section:

(a) That the purchaser falsely represented that he or she had attained the legal drinking age.

(b) That the appearance of the purchaser was such that an ordinary and prudent person would believe that the purchaser had attained the legal drinking age.

(c) That the sale was made in good faith and in reliance on the representation and appearance of the purchaser in the belief that the purchaser had attained the legal drinking age.

(d) That the underage person supported the representation under par. (a) with documentation that he or she had attained the legal drinking age.

(7) BOOK KEPT BY LICENSEE AND PERMITTES. (a) Every retail alcohol beverage licensee or permittee may keep a book for the purposes of sub. (6). The licensee or permittee or his or her employee may require any of the following persons to sign the book;

1. A person who has shown documentary proof that he or she has attained the legal drinking age, if the person's age is in question.
2. A person who alleges that he or she is the underage person's parent, guardian or spouse and that he or she has attained the legal drinking age, if the licensee or permittee or his or her employee suspects that he or she is not the underage person's parent, guardian or spouse or that he or she has not attained the legal drinking age.

(b) The book may show that date of the purchase of the alcohol beverages, the identification used in making the purchase or the identification used to establish that a person is an underage person's parent, guardian or spouse and has attained the legal drinking age, the address of the purchaser and the purchaser's signature.

SPECIAL EVENT LICENSE
FOR AN INDOOR OR OUTDOOR EVENT

City of Stoughton Municipal Code

Chapter 14 SPECIAL EVENTS

Sec. 14-13 Definitions.

The following definition shall be applicable to this Chapter:
(a) Special Event. Any planned extraordinary occurrence on the public right-of-way or public premises including, but not limited to, parades, processions, bicycle or foot races, festivals or celebrations; any event occurring on public or private property in which alcoholic beverages are to be served which require the issuance of a temporary Class "B" retailer's permit or street use permit.

Sec. 14-14 Application and Permit Procedure.

(a) Permit Required.
No person/organization may hold a special event on the public right-of-way or public premises or be issued a Temporary Class “B” retailer’s permit without obtaining a special event permit (Addendum A). Applications for permits and copies of this ordinance are available from the City Clerk. All applications must be submitted at least 30 calendar days prior to the event. Any Special Event in which alcoholic beverages are to be sold will require a Special Event Permit. Annual events must obtain a permit each year the event is planned.

(b) Approval Procedure.
Completed applications shall be filed with the City Clerk. The City Clerk shall forward copies of the application to the Police Chief and Director of Public Works. The Police Chief shall review the application, determine if on-site Police Personnel will be required, including overtime or additional staff labor cost thereof and make recommendations for approval, denial or modification based upon expected number of participants, sale of alcoholic beverages, traffic and parking issues and consideration of prior events. The Director of Public Works shall review the application to determine any additional services or equipment necessary, including any costs thereof and make recommendations for approval, denial or modification. The approval of both the Chief of Police and the Director of Public Works constitutes approval of the Permit. The Permit fee shall not include reimbursement for fixed administrative costs incurred by the City (i.e., salaried employees, regularly scheduled hourly staff costs, insurance, etc.) and shall not exceed the amount as listed in the City Fee Schedule.

(c) Appeal of Permit Denials.
Any applicant who has been denied a special event permit or has had an application modified may, upon written request to the City Clerk, have the denial reviewed by the Public Safety Committee. The Public Safety Committee may affirm, reverse or modify the initial action on the application. Such determination by the Public Safety Committee shall constitute final action.

Sec. 14-15 Permit Requirements and Regulations.

(a) Route/Location.
All permit applications for special events shall include a detailed map of the proposed route for parades, races or processions and location for festivals or celebrations. Routes/locations for annual events must be submitted each year the event is planned. Recommendations for alteration of the planned route or location may be made by the Police Chief or Director of Public Works.\

(b) Fee/Refunds.
The applicant for the special event permit shall pay permit fee within five (5) days of the permit approval and prior to the event. The permit fee shall be estimated additional costs of the event to the City, Public Works and Police Department for additional labor and/or equipment during the event. Refunds due to overestimation of additional costs will be made within 25 working days after the event; no interest will be paid on refunded amounts, less actual costs incurred. Refunds of permit fee may be obtained upon written request if event is canceled. The applicant for the special event permit shall not be responsible for additional fees if actual costs for additional labor and/or equipment exceed the permit fee.

(c) Insurance.
Each applicant of a special event permit shall furnish the City Clerk with a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Clerk, and covering any and all liability or obligations which may result from the operations by the applicant, the applicant's employees, agents, or contractors and including worker's compensation coverage in accordance with Ch. 102, Wis. Stats. This certificate shall be written in comprehensive form and shall protect the applicant and City against all claims arising out of any act or omission of the applicant, its employees, agents, or contractors.

(1) The policy of insurance shall provide minimum combined single limits for bodily Injury and property damage of $1,000,000 or such other insurance limits as deemed adequate by the City Clerk or Public Safety Committee.
(2) The certificate of insurance, naming the City of Stoughton as an Additional Insured must be submitted to the City Clerk at least 5 working days prior to the event's occurrence.

(d) Indemnification. The applicant shall indemnify and save the City harmless from and against all liabilities, claims, demands, judgments, losses, and all suits law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person or damage to any property arising from the holding of such special event.

(e) Clean Up. It shall be the responsibility of the applicant to clear the route or location of the special event of any signs, litter, materials or equipment left as a result of the event within twenty-four (24) hours of the event's completion. Applicant will be responsible for any damage to any public premises other than normal wear and tear.

Sec. 14-16 Penalty.

Any person who shall violate any provisions of this Article shall be subject to a penalty as provided in Section 1-3 of this Code. Additionally, failure to comply with any provisions of this Article may result in the withholding of approval on any subsequent permit applications for this or other permits required by the City.

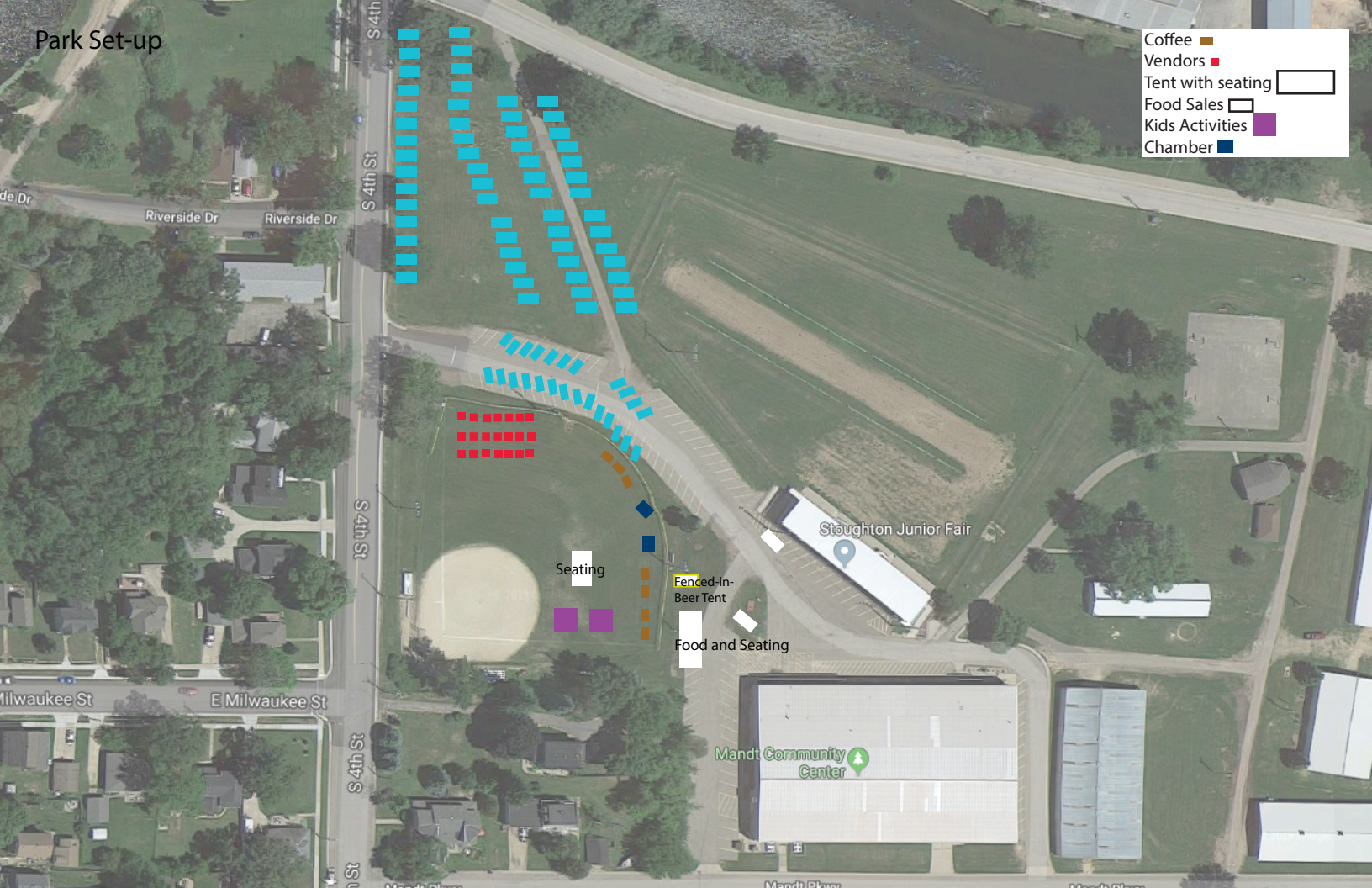
Sec. 14-17 Severability.

If any portion of this Section, or its application to any person or circumstances, is held invalid, the validity of this Section as a whole, or any other provision herein and its application to other persons or circumstances, shall not be affected.

Amplified Sound at Coffee Break Festival
August 21, 2021

A DJ will be used from 9am to 3:30pm. Announcements will be made throughout the day. The DJ booth is in the middle of the park, away from housing structures.

Park Set-up


Coffee
Vendors
Tent with seating
Food Sales
Kids Activities
Chamber
S 4th St
Riverside Dr
Riverside Dr
Stoughton Junior Fair
Seating
Fenced-in-
Beer Tent
Food and Seating
E Milwaukee St
Mandt Community
Center

Best Practices for Temporary Class "B" Liquor Licensing

Best Practices for Events & Festivals

1. Law requires a minimum of one licensed bartender (operator) on site & physically present, whenever alcohol is sold or served. Service to an intoxicated person is illegal. Servers should be comfortable denying service to anyone that appears intoxicated.
2. Use wrist bands in rotating patterns to identify customers age 21 and older for alcohol purchase. This is to verify that those entering are of age to drink and no underage person will be served.
3. When possible create a secure perimeter around the licensed area with a double fence (with a minimum 7-foot gap), a single entrance and photo ID check. This is important so that those underage cannot have access to the alcohol being served.
4. Require all servers to not consume any alcohol during their time working as servers. Require all servers to have no greater then a Blood Alcohol Content (BAC) 0.04 prior to the start of serving shift.
5. Require vendors to allow food purchased into the licensed area. This allows those customers an alternative to eat something while they are drinking.
6. Nonalcoholic drinks should be priced less than alcohol beverages. Offering water and other nonalcoholic drinks is also an alternative for customers to enjoy themselves without having to drink.
7. If possible, make toilet facilities available within the secure perimeter. This lessens the likelihood of alcohol leaving the service area.
8. Limit the use of beverage signage within the beer tent area (Miller, Budweiser, Craft beer, etc.). Make sure there is visible signage for responsible drinking, no one served under the age of 21, right to refuse service, etc.
9. The licensee is responsible for the event and all alcohol sales. Review procedure and Best Practices with all servers prior to any sales.