PD [signature]

FEE: $30.00
+ 10.00
$140 due

CITY OF STOUGHTON

SPECIAL EVENT LICENSE APPLICATION

I. APPLICANT			
Name	Address	Home Telephone #	Work Telephone #
Callie LaPoint	[redacted]	[redacted]	

II. ORGANIZATION		
Name	Address	Telephone #
Stoughton Chamber of Commerce	532 E Main St	608-873-7912

III. EVENT

Type of event: ☑ Outdoor ☐ Indoor ☐ Parade

Name of Event: Coffee Break Festival

Date and time	Location
From August 19, 2023 To August 19, 2023	Mandt 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)
Vik Malling	211 E Main St	Viking Brew Pub
Callie LaPoint	[redacted]	Syttende Mai, Wine Walk

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 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.

[signature] 2/15/23
Signature Date

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

S:\City Clerk\LICENSING\Forms\Special Event Permit Form

PW _____ Utility OK _____

Stoughton Coffee Break Festival – August 19, 2023

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. **City of Stoughton Best Practices**
3. **Certificate of Insurance**
4. **Indemnification Clause**
5. **Park Request Form**
6. **Amplified Sound Schedule**
7. **Aerial View of Mandt Park**

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

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

PD Daniel W. Jerbi

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: 02/15/2023

☐ 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 05/19/2023 and ending 05/20/2023 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, STOUGHTON, WI
(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 ABBEY WELSH [redacted], STOUGHTON
Vice President DANIELE THOMPSON [redacted] [redacted], STOUGHTON
Secretary KATHY AIKEN [redacted], STOUGHTON
Treasurer CHRIS JOHNSON [redacted], STOUGTHON

(g) Name and address of manager or person in charge of affair: CALLIE LAPOINT, 532 E MAIN ST STO

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 400 Mandt Parkway

(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 COFFEE BREAK FESTIVAL

(b) Dates of event AUGUST 19, 2023

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 CHAMBER OF COMMERCE
(Name of Organization)

Officer Abigail Welsh
Abigail Welsh (Feb 15, 2023 11:51 CST)
(Signature/date)

Officer
(Signature/date)

Officer Kathleen C. Aiken
Kathleen C. Aiken (Feb 15, 2023 13:33 CST)
(Signature/date)

Officer Christopher Johnson
Christopher Johnson (Feb 16, 2023 14:06 CST)
(Signature/date)

Date Filed with Clerk 2/16/2023

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.

(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.

2 - Temporary_Class_B_Retailers_License_Draft

Final Audit Report 2023-02-16

Created:	2023-02-15
By:	Callie LaPoint (visitorservices@stoughtonwi.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMu_ROsM8zWlpAWj1zqGbj9KYS2FJ_PnH

"2 - Temporary_Class_B_Retailers_License_Draft" History

Document created by Callie LaPoint (visitorservices@stoughtonwi.com)
2023-02 15 4:51:33 PM GMT IP address: 24.183.46.107

Document emailed to abbey@insurestoughton.com for signature
2023 02 15 4:52:34 PM GMT

Email viewed by abbey@insurestoughton.com
2023-02 15 5:50:39 PM GMT- IP address: 165.225.61.54

Signer abbey@insurestoughton.com entered name at signing as Abigail Welsh
2023 02 15 5:51:26 PM GMT IP address: 165.225.6 .154

Document e-signed by Abigail Welsh (abbey@insurestoughton.com)
Signature Date: 2023-02 15 5:51:28 PM GMT - Time Source: server IP address: 165.225.61.54

Document emailed to Daniele Thompson (dst@stmarie-law.com) for signature
2023-02-15 - 5:51:30 PM GMT

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Document e-signed by Daniele Thompson (dst@stmarie-law.com)
Signature Date: 2023 02 15 6:02:49 PM GMT Time Source: server IP address: 35.148.68.134

Document emailed to kathy.aiken@associatedbank.com for signature
2023-02-15 - 6:02:50 PM GMT

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2023-02 15 6:23:07 PM GMT IP address: 165.225.57.188

Signer kathy.aiken@associatedbank.com entered name at signing as Kathleen C. Aiken
2023 02 15 6:23:25 PM GMT- IP address: 165.225.57.188

Document e-signed by Kathleen C. Aiken (kathy.aiken@associatedbank.com)
Signature Date: 2023-02-15 - 6:23:27 PM GMT TimeSource: server IP address: 165.225.57.188

Document emailed to chris.johnson@twsl.com for signature
2023 02 15 6:23:28 PM GMT

Email viewed by chris.johnson@twsl.com
2023 02-16 - 8:04:00 PM GMT IP address: 207.250.87.150

Signer chris.johnson@twsl.com entered name at signing as Christopher Johnson
2023-02-16 - 8:06:01 PM GMT- IP address: 207.250.87.150

Document e-signed by Christopher Johnson (chris.johnson@twsl.com)
Signature Date: 2023 02-16 - 8:06:03 PM GMT TimeSource: server- IP address: 207.250.87.150

Agreement completed.
2023 02 16 - 8:06:03 PM GMT

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