SPECIAL EVENTS IN PARKS

City of Stoughton Parks and Recreation

Version
1-9-2023

Event Information

Name of Event Syttende Mai Festival **Park** Mandt Park, Yahara Trail

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

Event Category ☒ Run/Walk ☐ Athletic Tournament ☐ Concert ☒ Festival ☒ Other parade

Date of Event May 19-21, 2023

Rain Date _____

Expected Attendance 1,000 (Saturday run/walk) 500 (Sunday parade)

Alcohol Sales ☒ No ☐ Yes

Food/Beverage Sales ☒ No ☐ Yes

Amplification ☐ No ☒ Yes

Dumpster Needed? ☐ No ☒ Yes the Festival has dumpsters lined up through Johns Disposal

Electric/Water Usage ☐ No ☒ Yes

Shelter Needed? ☒ No ☐ Yes

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

Portable Restrooms Required 5

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

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 Friday, May 19 Event Starts 7am, May 20 Event Ends 5pm May 21 Take-down 5pm May 21

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

Event Organizer Information

Name of Group Stoughton 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 - 501-c6

Special Event Fees

	Sanctioned Organization	*Non Profit*	*For Profit*
Event Fee (Per Day)	**$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.

Callie J LaPoint _____ 2/15/23 _____

Applicant Signature Date

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.**

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.