

William Brehm
Director
Stoughton Opera House
May 18, 2014

2014 Catfish River Music Festival

Application & Permit Packet



The 2014 Catfish River Music Festival is set to take place July 3rd - July 6th and is envisioned to be the first of what is to become an annual Stoughton Opera House fundraising event. The event will feature live music at the Rotary Park gazebo as well as headliner performances in the Opera House during the evenings. A modest number of spaces will be made available by the Opera House for arts vendors (8-10), food carts (3-5), and local non-profits (6-8). Additionally, the Opera House is supporting the application by the Dane County Friends of Scandinavian Culture, Inc. for a temporary class B license to sell beer and wine during this event.

“ I believe creativity will be the currency of the 21st century. Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn’t really do it, they just saw something. It seemed obvious to them after a while.”

- Steve Jobs



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 approximately six 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, permission has been requested to use the Tobacco Junction rear parking lot as “Special Event Parking” during the event. A crossing guard with appropriate attire and signage will also be on duty throughout the event at the crosswalk at 5th and Main St. to ensure pedestrian safety.

The location of barricades and fencing in relation to Fire Station access as seen on the included overhead image reflects the recommendations of Fire Chief Lamers.

The following pages contain the Opera House application for a special event in a park and have been approved by the Recreation Department for review at Public Safety & Council.

EVENT INFORMATION

Name: Catfish River Music Festival

Charitable: Yes - proceeds to benefit the Stoughton Opera House

Event type: Folk Music Festival

Dates: 7/3/14 - 7/6/14

Expected Attendance: 500-1500

Alcohol Sales: Yes - Dane County Friends of Scandinavian Culture, Inc.

Food Sales: Yes

Amplification: Yes

Dumpster: No

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. There will also be volunteer 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 3rd:

8am-6pm - set-up (fencing, tents, barricades, tables, beer p.o.s., bike racks, portapots, etc.)

6pm-7:15 - music in the gazebo

7:30pm-10pm - music inside the Opera House

8:00pm - outdoor area shut-down

Friday July 4th:

8am-3pm - Additional set-up (food carts, vendors, non-profits, etc.)

3pm - event area opens

4pm-9:00pm - music in the gazebo

10pm (or immediately following fireworks) - outdoor area shut-down

Saturday July 5th:

8am-11am - Set-up event area

11am-7:30pm - music in the gazebo

7:30pm-10pm - music inside the Opera House

10pm - outdoor area shut-down

Sunday July 6th:

9am-12pm - Set-up event area

12pm-7:30pm - music in the gazebo

7:30pm-10pm - music inside the Opera House

7:30pm-10pm - Clean-up event area

EVENT ORGANIZER INFORMATION

Stoughton Opera House

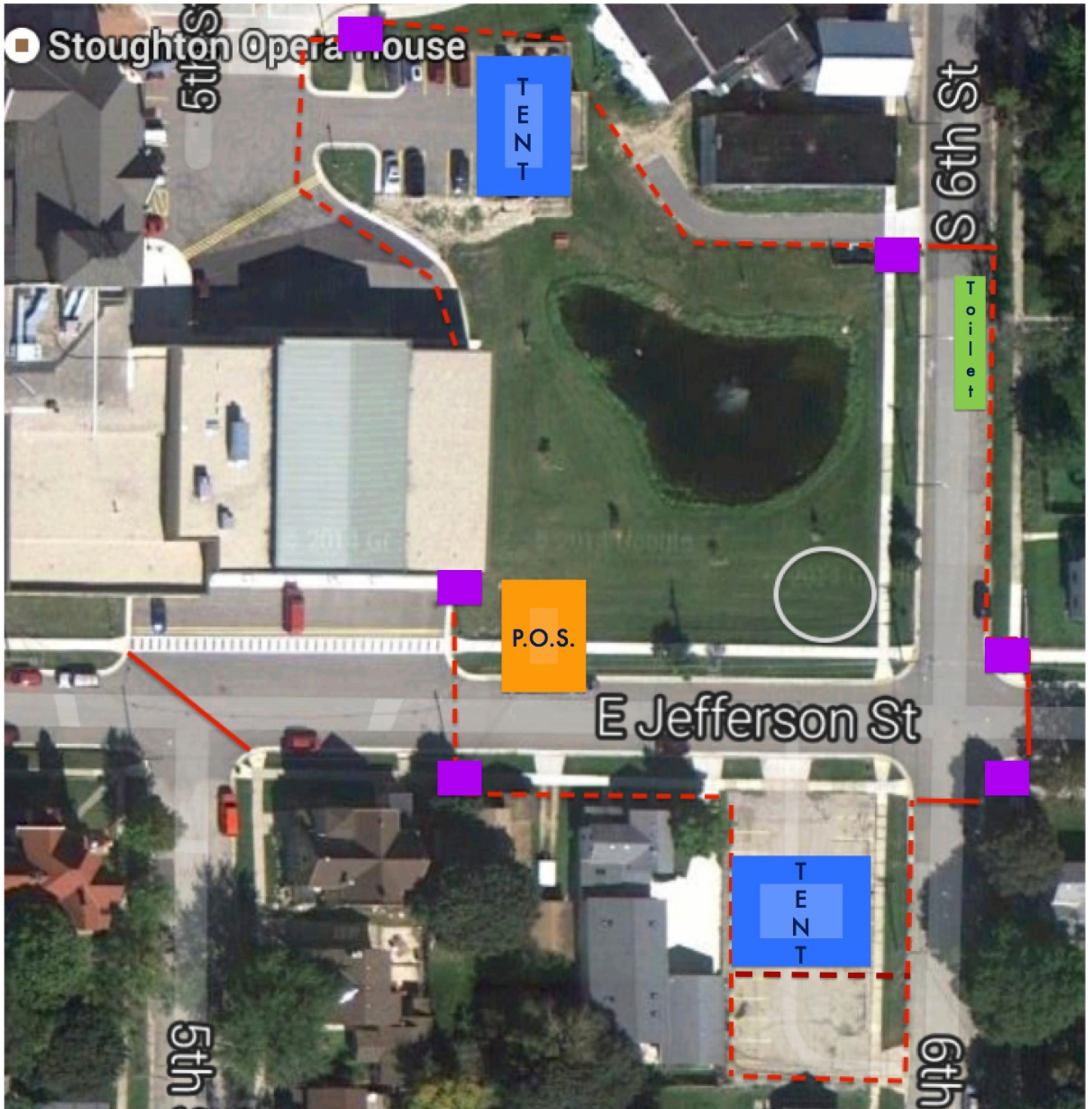
381 E. Main St.

Bill Brehm, Director

608-347-8441

bbrehm@ci.stoughton.wi.us

■ = Entry / Exit



STREET CLOSING REQUEST

Location: **Jefferson St (5th to 7th) and 6th St (South St to King Electric alley)**

Date: July 3rd 9am – July 6th 10pm

Time: July 3rd 9am – July 6th 10pm

Reason: Catfish River Music Festival

Requested by: **Stoughton Opera House**

As an affected neighbor, my signature below acknowledges my 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 _____
Maria Hougan – City Clerk

Approved _____
Karl Manthe – Street Superintendent

REFERENCE COPY

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: 5/19/14

☐ Town of ☐ Village of ☒ 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. Stat.

at the premises described below during a special event beginning JULY 3 and ending JULY 6 2014 and agrees to comply with all law, resolution, 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 Dane County Friends of Scandinavian Culture

(b) Address 1124 E. MAIN, STOUGHTON, WI 53589
 Street ☐ Town ☐ Village ☒ City

(c) Date organized 2008

(d) If corporation, give date of incorporation 2008

(e) Names and addresses of all officers:

President JONATHAN LEWIS, 1124 E. MAIN, STOUGHTON, WI 53589

Vice President JOHN BEUTEL, 450 HWY 51, STOUGHTON, WI 53589

Secretary RICHARD JOHNSTON, 26 GANTAUQUA, MADISON, WI 53719

Treasurer STEVE CHRISTENSEN, 319 N. HARKEN, STOUGHTON, WI 53589

(f) Name and address of manager or person in charge of affair: JONATHAN LEWIS (ABOVE)

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

(a) Street number ROTARY PARK, 381 E. MAIN ST, STOUGHTON, WI 53589

(b) Lot N/A Block N/A

(c) Do premises occupy all or part of building? No

(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 JULY 3-6 2014

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.

Officer Jonathan Lewis PhD PRESIDENT (Signature/date)
 Officer DANE COUNTY FRIENDS OF SCANDINAVIAN CULTURE (Name of Organization) (Signature/date)

Officer _____ (Signature/date)
 Officer _____ (Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____