CITY OF STOUGHTON, 207 S, FORREST STREET, STOUGHTON WI 53589

RESOLUTION OF THE COMMON COUNCIL

Authorizing and directing the proper city official(s) to approve a Temporary Class "B"/Class "B" Retailer's License and Special Event License to the Stoughton Opera House Friends Association

Committee Action: Public Safety Committee approved 6-0 on May 25, 20122

Fiscal Impact: None

File Number:	R-123-2022	**Date Introduced:**	June 14, 2022

WHEREAS, it is in the best interest of the City to approve an Application for a Temporary Class "B"/Class "B" Retailer's License and a Special Event License to the Stoughton Opera House Friends Association for the Catfish River Music Festival

WHEREAS, your Public Safety Committee met on May 25, 2022 to consider the terms of the Application for a Temporary Class "B"/Class "B" Retailer's License and a Special Event License, and recommends approval, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby directed and authorized to execute the Temporary Class "B"/Class "B" Retailer's License and a Special Event License based on no fines or fees due to the City of Stoughton, attached hereto and incorporated as part of this resolution, between the City of Stoughton and the Stoughton Opera House Friends Association

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Tim Swadley, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

William Brehm
Director
Stoughton Opera House
Board Member SOHFA
May 18, 2022

2022 Catfish River Music Festival

Application & Permit Packet

The 2022 Catfish River Music Festival is set to take place July 2nd - July 4th and will be the somethingth annual (7th) Stoughton Opera House fundraising event. The event will feature live music at the Rotary Park gazebo. A modest number of spaces will be made available for arts vendors (8-10) and food carts (3-5). Additionally, the Opera House is supporting the application

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

- Survey Respondent

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

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

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

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

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

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

EVENT INFORMATION

Name: Catfish River Music Festival
Charitable: Yes - proceeds to benefit the Stoughton Opera House
Event type: Folk Music Festival
Dates: 7/2/22 - 7/4/22
Expected Attendance: 500-1500
Alcohol Sales: Yes - Stoughton Opera House Friends Association
Food Sales: Yes
Amplification: Yes
Dumpster: Yes
Electric Used: Yes - at gazebo
Digging: Yes - fence stakes
Parking: Parking is on-street, city lots, and special event parking
Security: Security will be provided by event staff, volunteer staff, paid security staff experienced in performance venues, as well as additional Stoughton PD officers already assigned to the general area due to other activities (the fair). There will also be overnight security of the event area.

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

Accessibility: This is a handicap accessible event.

Site-map: See included image

Schedule:

Friday July 1st:

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

Saturday July 2nd:

11am - additional set-up (barricades, beer p.o.s., food carts, vendors, etc)
12pm - event area opens
12pm-9:00pm - music in the gazebo
10:00pm - outdoor area shut-down

Sunday July 3rd:
9am-12pm - Set-up event area
12pm-9:00pm - music in the gazebo
10:00pm - outdoor area shut-down

Monday July 4th:
9am-12pm - Set-up event area
12pm-9pm - music in the gazebo
9pm-11pm - Clean-up event area

Tuesday July 5th:
Complete event clean-up

ADDITIONAL EVENT ORGANIZER CONTACT INFORMATION

Stoughton Opera House with Stoughton Opera House Friends Association

381 E. Main St.

Bill Brehm, Director SOH, Board Member SOHFA

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

STREET CLOSING REQUEST

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

Date: July 2, 3, 4

Time: 9am July 2nd - 11pm July 4th

Reason: Catfish River Music Festival

Requested By: Stoughton Opera House

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

Name	Address	Signature

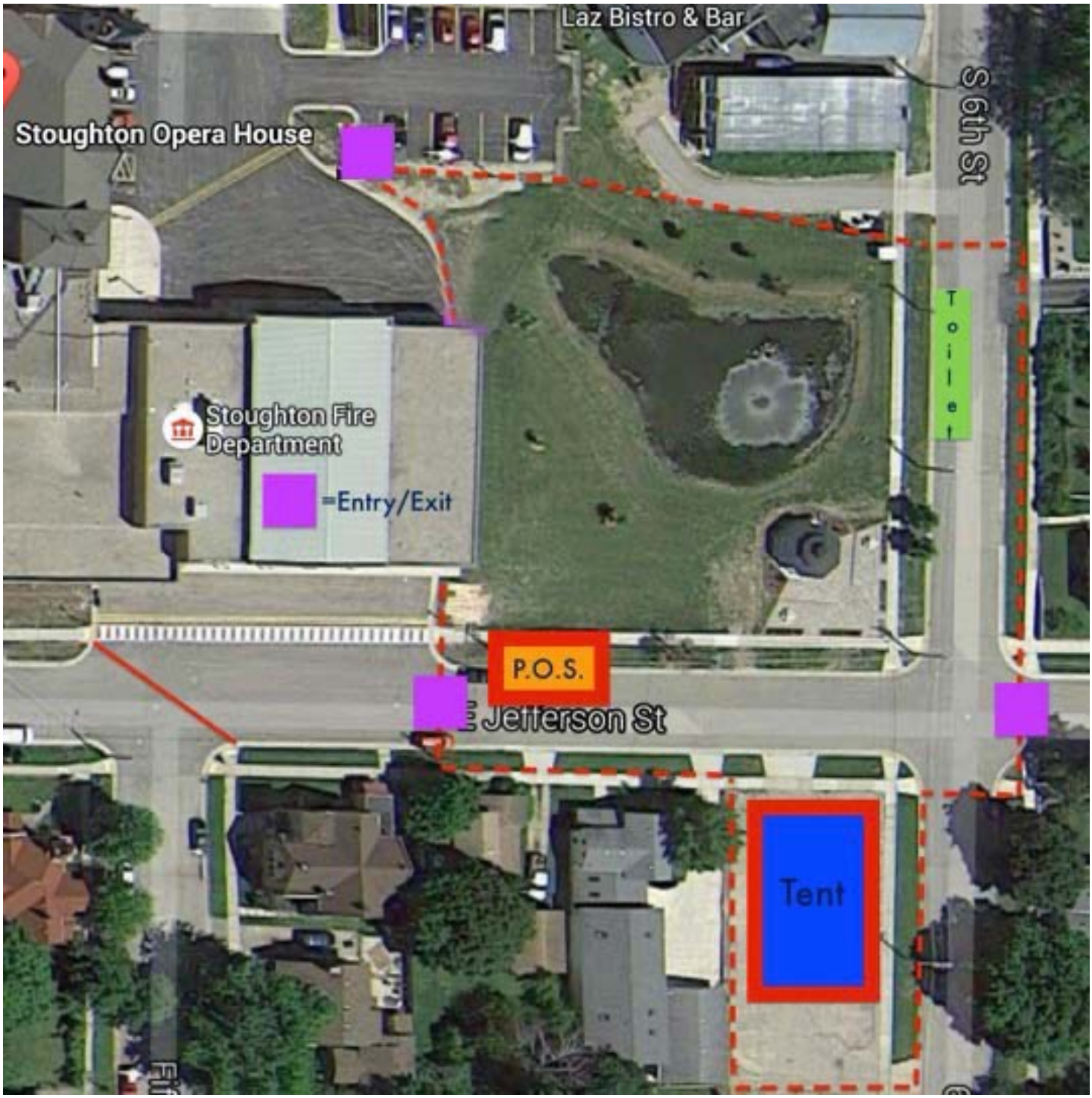
PENDING

For Use By City Staff

Signatures _____
Detour Route _____
Insurance Documents _____

Approved _____
Candee J. Christen - City Clerk

Approved _____
Brett Hebert – Director of Public Works


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

CITY OF STOUGHTON

FEE: $30.00

SPECIAL EVENT LICENSE APPLICATION

I. APPLICANT

Name	Address	Home Telephone #	Work Telephone #
William Brehm	122 N 5th St Madison, WI 53704	608-347-8441	608-347-8441

II. ORGANIZATION

Name	Address	Telephone #
S.O.H.F.A.	PO Box 202 Stoughton, WI 53589	608-347-8441

III. EVENT

Type of event: ☑ Outdoor ☐ Indoor ☐ Parade

Name of Event: Catfish River Music Festival

Date and time: From 11am July 2 To 10pm July 4

Location: Rotary Park

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

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

License applying for: $10.00 individually or for both

☑ Temporary Class "B" beer ☑ Temporary Class "B" wine

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

Name	Address	Prior relevant experience(s)
There are several licensed Opera House staff as well as SOHFA board members who will be selling. There are also other volunteers licensed in Stoughton who will be selling. Additional temp applications for individuals are pending.		
William Brehm	Opera House Staff	Licensed (Opera House Lounge)
Erin Flynn	Opera House Staff	Licensed (Opera House Lounge)
Julie McDougall	Opera House Staff	Licensed (Opera House Lounge)

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, William Brehm, agree to promptly pay the City for the City's
(applicant)

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

Signature _____ Date 5/18/2022

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

City of Stoughton
Operator's License
License No: OP 2021 85

WHEREAS, the local governing body of the City of Stoughton, County of Dane, Wisconsin, has, upon application duly made, granted and authorized the issuance of an "Operator's" License to:

Julie McDougall
122 S. Atwood Ave,
JANESVILLE, WI 53545

AND WHEREAS, the said applicant has paid to the Treasurer the sum of $50.00 for a one year; $75.00 for a two year license, $50.00 as required by the Municipality ordinances and has complied with all requirements

NOW THEREFORE, An "Operator's" License, pursuant to Sections 125.32(2) and 126.68(2) of the Wisconsin Statues, and local ordinances, is hereby issued to said applicant,

for the period from 8/10/2021 to 6/30/2022.

Given under my hand and the Great Seal of the City of Stoughton, County of Dane, this 10th day of August, 2021.

CORPORATE SEAL WI CITY OF STOUGHTON

Candee J. Christen

Candee J. Christen, Deputy City Clerk

City of Stoughton
Operator's License
License No: OP 2021 81

WHEREAS, the local governing body of the City of Stoughton, County of Dane, Wisconsin, has, upon application duly made, granted and authorized the issuance of an "Operator's" License to:

Erin Flynn
30 N 4th St
EVANSVILLE, WI 53536

AND WHEREAS, the said applicant has paid to the Treasurer the sum of $50.00 for a one year; $75.00 for a two year license, $50.00 as required by the Municipality ordinances and has complied with all requirements

NOW THEREFORE, An "Operator's" License, pursuant to Sections 125.32(2) and 126.68(2) of the Wisconsin Statues, and local ordinances, is hereby issued to said applicant,

for the period from 8/10/2021 to 6/30/2022.

Given under my hand and the Great Seal of the City of Stoughton, County of Dane, this 10th day of August, 2021.

CORPORATE SEAL WI CITY OF STOUGHTON

Candee J. Christen

Candee J. Christen, Deputy City Clerk

City of Stoughton
Operator's License
License No: OP 2021 128

WHEREAS, the local governing body of the City of Stoughton, County of Dane, Wisconsin, has, upon application duly made, granted and authorizea the issuance of an "Operator's" License to:

WILLIAM H. BREHM
122 N 5TH ST
MADISON, WI 53704

AND WHEREAS, the said applicant has paid to the Treasurer the sum of $50.00 for a one year; $75.00 for a two year license, $50.00 as required by the Municipality ordinances and has complied with all requirements

NOW THEREFORE, An "Operator's" License, pursuant to Sections 125.32(2) and 126.68(2) of the Wisconsin Statues, and local ordinances, is hereby issued to said applicant,

for the period from 8/24/2021 to 6/30/2022.

Given under my hand and the Great Seal of the City of Stoughton, County of Dane, this 24th day of August, 2021.

CORPORATE SEAL WI CITY OF STOUGHTON

Candee J. Christen

Candee J. Christen, Deputy City Clerk

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 $ _____ Application Date: 05/18/2022

☐ 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 07/02/2022 and ending 07/04/2022 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 OPERA HOUSE FRIENDS ASSOCIATION

(b) Address PO BOX 202, STOUGHTON, WI 53589
(Street) ☐ Town ☐ Village ☑ City

(c) Date organized 05/01/2014

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

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

Vice President MARY-CAREL VERDEN - 224 N. MONROE ST - STOUGHTON, WI 53589

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: WILLIAM BREHM
122 N. FIFTH ST - MADISON, WI - 53704

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 _____

(b) Lot _____ Block Rotary Park

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

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

3. Name of Event

(a) List name of the event CATFISH RIVER MUSIC FESTIVAL

(b) Dates of event JULY 2,3,4 2022

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.

S.O.H.F.A.
(Name of Organization)

Officer Jonathan Lewis
(Signature/date)

Officer Mary-Carel V
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

July 2, 3,

SPECIAL EVENTS IN PARKS

City of Stoughton Parks and Recreation

Version
1-28-2020

Event Information

Name of Event Catfish River Music Festival **Park** Rotary

Charitable Event? ☐ No ☒ Yes, Proceeds donated to Stoughton Opera House Friends Association (S.O.H.F.A.)

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

Date of Event July 2, 3, 4

Rain Date N/A

Expected Attendance 500-1500

Alcohol Sales ☐ No ☒ Yes

Food/Beverage Sales ☐ No ☒ Yes

Amplification ☐ No ☒ Yes

Dumpster Needed? ☐ No ☒ Yes We are arranging.

Electric/Water Usage ☐ No ☒ Yes At Gazebo.

Shelter Needed? ☐ No ☒ Yes Gazebo

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

Portable Restrooms Required Yes. We are arranging.

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

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 Noon - July 1 Event Starts Noon - July 2 Event Ends 10pm - July 4 Take-down 9pm-11pm July 4
10am - 4pm July 5

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

Event Organizer Information

Name of Group Stoughton Opera House ~~**Group**~~ **Contact Name** Bill Brehm

Address 381 E. Main St. **City/State/Zip** Stoughton, WI 53589

Phone #1 608-347-8441 **Phone #2**

E-mail bbrehm@ci.stoughton.wi.us

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 July 2, 3, 4 **$_____**

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.

There is a street closing permit pending for artist and production parking. Attendee parking will be on street and in public parking lots.

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.

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.

A first aid station will be set-up and supervised throughout the event.

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)

We are planning on 6 portable toilets plus 1 ADA portable plus the onsite bathroom in Rotary Park.

_____ 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 Catfish River Music Festival
Park Location Rotary Park and other designated festival spaces
Public contact phone 608-877-4400 Website catfishrivermusicfest.com
Admission Cost FREE

Date of event July 2, 3, 4 Beginning/End time of event noon-9pm each day
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.

	5/18/2022
Applicant Signature	Date

SPECIAL EVENT LICENSE
FOR AN INDOOR OR OUTDOOR EVENT