

ARTICLE XVIII. - SPECIAL EVENTS

Sec. 14-470. - Definitions.

The following definition shall be applicable to this article:

Special event means 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 or 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 license.

(Ord. No. 0-32-2014, § 1, 11-25-2014)

Sec. 14-471. - License required.

No special event may be held without a special event license from the city, issued in accordance with this section.

(Ord. No. 0-32-2014, § 1, 11-25-2014)

Sec. 14-472. - Approval procedure and appeal of denial.

- (a) *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 street superintendent. 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 street superintendent 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 street superintendent constitutes approval of the license.
- (b) *Appeal of license denials.* Any applicant who has been denied a special event license 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.

(Ord. No. 0-32-2014, § 1, 11-25-2014)

Sec. 14-473. - License applications.

- (a) *Application.* Applications for licenses and copies of this article are available from the city clerk. All applications must be submitted at least 30 calendar days prior to the event. Annual events must obtain a license each year the event is planned.
- (b) *Route/location.* All special event license applications 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 street superintendent.
- (c) *Permit fee and fee agreement.* Each application for a special event license shall be accompanied by a fee of \$30.00. Additionally, the city may require an applicant to enter into special event fee agreement on a case-by-case basis to cover costs the city incurs relating the applicant's special event.

- (d) *Insurance.* An applicant of a special event license may be required to 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 Wis. Stats. ch. 102. 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 \$1,000,000.00 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 five working days prior to the event's occurrence.
- (e) *Indemnification.* The applicant shall indemnify and hold 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. The city may require an indemnification agreement as a condition of issuing a permit.
- (f) *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 24 hours of the event's completion. Applicant will be responsible for any damage to any public premises other than normal wear and tear.

(Ord. No. 0-32-2014, § 1, 11-25-2014)

Sec. 14-474. - Penalty.

Any person who shall violate any provisions of this article or any license issued under 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 license applications for this or other licenses required by the city.

(Ord. No. 0-32-2014, § 1, 11-25-2014)

Sec. 14-475. - Severability.

If any portion of this article, 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.

(Ord. No. 0-32-2014, § 1, 11-25-2014)