

SPECIAL EVENT IN MANDT PARK

City of Stoughton Parks and Recreation

Version 10-17-06

Event Information

Name of Event _____

Charitable Event? No Yes, Proceeds donated to _____

Event Category Run/Walk Athletic Tournament Concert Festival Other _____

Date of Event _____

Rain Date _____

Have you held an event at Mandt Park before? No Yes

Expected Attendance _____

Alcohol Sales No Yes

Food/Beverage Sales No Yes

Amplification No Yes

Dumpster Needed No Yes

Electric/Water Usage No Yes

Shelter Needed No Yes

Mandt Center Needed No Yes

Mandt Center Restrooms No Yes

Grandstand No Yes

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

Time of Event

Set-up _____

Event Starts _____

Event Ends _____

Take-down _____

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

Event Organizer Information

Name of Group _____

Group Contact Name _____

Address _____

City/State/Zip _____

Work Phone _____ Home Phone _____ Cell Phone _____

Fax _____ E-mail _____

Is Host Organization a 501(c)-3? No Yes, #ES - _____

Special Event Fees

Special Event Fees

	<i>Non Profit Fees Resident</i>	<i>Non Profit Non-resident</i>	<i>For Profit</i>
Programmed Event Scheduling Fee:	\$100	\$150	\$200
Nonresident Surcharge	None	\$40	\$40
Dumpster Fee (Event organizer fills dumpster)	\$200	\$200	\$200
Cleanup Dep. - (Refundable) (>250 attendees)	\$250	\$250	\$250
Cleanup Dep. - (Refundable) (250-499)	\$500	\$500	\$500
Cleanup Dep. - (Refundable) (500-999)	\$750	\$750	\$750
Cleanup Dep. - (Refundable) (1000+)	\$1,000	\$1000	\$1000
Labor Charge/per hour	\$50 per hour	same	same
Damage or loss of property	Fees to be calculated	same	same

Permit Fees

Food Regulation (p. 10)	\$15	\$15	\$15
Soda, Water, Beverage (p. 10)	\$10	\$10	\$10
Temporary Class "B" Picnic Beer/Wine License	\$10	\$10	\$10
Beer Selling Charge (up to 1000)	No Charge	\$50	\$100
Beer Selling Charge (1001 and more)	No Charge	\$100	\$200

Facility Fees

Grandstand or Grounds (Jr. Fair Exempt)	No Charge	\$400+10%gate	\$550+10%gate
Ball Field Lights	\$25/hour	same	same
Electric Charges	Use + \$50 Meter Fee	same	same
Water Charges	Use + \$50 Meter Fee	same	same

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.

As the Event Organizer, it is your responsibility to research appropriate dates for your event. The Stoughton Recreation Department encourages you to check the event schedules of the large annual events to check for scheduling conflicts. See www.stoughtonwi.com/ (Community Calendar) for scheduled community events. We also recommend checking the Packer and Badger schedules and Stoughton School events calendar.

Special Event Fees

Attached on page 2 of this document are the current fees associated with special events in the Stoughton Parks. These fees include park rental, equipment rental, deposits, and late fees. (Other permit fees may apply.) All special events, for-profit and non-profit alike, are required to pay the fees associated with putting on a special event.

- No individual, group, or organization shall be granted permission to hold an event in a park if there is any unpaid balance from a previous event.
- Cancellation of any event, for any reason, shall result in charges for actual services, labor and materials provided as well as 20% of the scheduling fee.
- The fees are included in the packet to assist with your budget planning. City Staff will determine the fees for your particular 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. The Event Organizer is responsible for trash removal. Dumpster rental information appears on page 8 of this packet. 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.

Permits

The Event Organizer is responsible for obtaining all permits that the City of Stoughton requires for special events. You must include all pertinent information before staff will review this application. Permits, applications and regulations are attached to this packet.

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)

Conditions and Operations for a Beer Garden/Sales in a City Park

The Event Organizer must obtain:

1. **Temporary Class “B” (picnic) Beer/Wine License (application available in the City Clerk’s Office)**

2. Abide by all of the following regulations.

ϕ Each sponsoring organization shall have its beer garden area specifically delineated by a fence for selling, serving and consumption of beer. The fence shall completely enclose the area except for space for ingress and egress. A paid security staff person will check the identification of all persons entering the beer garden area.

ϕ The enclosing fence shall be two four-foot-high fences placed at least seventy-two (72) inches apart. The fence shall be snow fencing or an equally impenetrable material.

ϕ One or more paid security guards shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent beer from being carried out or passed out of the area. The Police Department is authorized to require additional security based on past experience or special concerns about the event.

ϕ Limit the sale of beer and wine coolers to two per customer, at one time. Beer vendors must stop serving one half hour before the end of the event. Vendors must stop sale of “beer tickets”, one hour before the end of the event.

ϕ Toilet Facilities: At least one portable toilet for men, one for women, and one handicapped-accessible unit shall be provided at each location.

ϕ No Glass Containers allowed in the park

ϕ Have only one exit/entrance to the serving area.

ϕ Each organization shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from designated areas.

ϕ No person under the age of twenty-one shall be in the area where alcohol is served.

ϕ At least one City of Stoughton licensed bartender shall be present at each outdoor area during all times of operation. Temporary operator’s (bartender) application’s are available from the City Clerk’s office.

INFORMATION FOR THOSE SEEKING A TEMPORARY CLASS “B” FERMENTED MALT BEVERAGE OR TEMPORARY “CLASS B” WINE LICENSE

Eligibility:

A temporary Class “B” (picnic) beer license and a temporary “Class B” (picnic) wine license may be issued only to “bona fide” clubs, fair associations or agricultural societies, churches, lodges or societies that have been in existence for at least six months and to veterans’ organizations. ss125.26(6) and 125.51(10)

The dictionary defines “bona fide” as authentic, genuine, done or made in good faith, without deception or fraud. “Club” is defined as a group of people organized for a common purpose, especially a group that meets regularly.

If a municipal official has a question about whether an application qualifies as bona fide and has been in existence for at least six months, the official should request the following written documentation:

- Confirmation that the organization has been in existence for at least six months prior to the date of application.
- A list of the officers.
- A copy of the bylaws or purpose for organization.
- Information about the holding of regular meetings.

An individual, partnership, or business corporation is not eligible for a picnic license.

Allowable sales or service:

The temporary Class “B” beer license authorizes the sale or service of fermented malt beverages (e.g. beer and wine coolers with a fermented malt base). The temporary “Class B” wine license authorizes the sale or service of wine. A licensee must hold both licenses to sell beer and wine at the same event.

Limitation on the number of picnic licenses which may be issued to the same organization:

There is no limit on the number of temporary Class “B” beer licenses that may be issued to an eligible organization in a calendar year. However, not more than two temporary “Class B” wine licenses may be issued to an eligible organization in any 12-month period. ss125.51(10)

Fee:

The fee for a temporary Class “B” beer license and/or “Class B” wine license is \$10.

Additional requirements:

The premise and all those serving alcohol must be under the immediate supervision of at least one person who has an operator’s license. Temporary Operator’s licenses are available from the Clerk’s Office. These are available only to those employed by or donating their services to nonprofit corporations. A person is limited to only one such license in a year and the license is valid for any period from one to 14 days. The fee is \$10.

Review Process:

After the completed application is filed with the City Clerk’s office, the Chief of Police will review, run record checks and make a recommendation to approve or deny. The application will then be reviewed by the Public Safety Committee at their next meeting and be forwarded to Council for a final decision to approve or deny. The Public Safety Committee meets only once per month and Council meets 2 weeks after that meeting, so the approval process can take 6 or 7 weeks. Please keep this in mind when planning your event.

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. This official certificate may be mailed or faxed.

Yes, Event Organizer will be submitting Certificate of Insurance

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.

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

- Electrical pods = \$50 fee for each (\$1000 deposit)

Rented from Private Vendors

- Portable toilets (Possible Vendors: Stoughton Lumber 873-4141, Bucky's Portable Restrooms 271-1291)

Vendor Name _____ How many? _____

Date of drop off _____ Date of removal _____

(Please note dates must be pre-approved by Parks Maintenance Supervisor.)

- Dumpster from Waste Management 273-2500 (approximately \$200)

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.

The organization may be required to submit a budgetary statement planned for the implementation of this event. This requirement is necessary before a special event permit will be considered or issued to the sponsors.

Applicant Signature

Date

APPROVED BY THE COMMON COUNCIL: October 24, 2006

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