

2026 CITY SPONSORED TOWN SQUARE PROGRAMMING
SERIES OF EVENTS TOWN SQUARE SPECIAL EVENT APPLICATION

SPECIAL EVENT APPLICATION	SERIES #1	SERIES #2	UPDATED SERIES #2 - MARCH 2026
DATE SUBMITTED 25-Oct		25-Oct	
SERIES NAME (add link to folder with documents) Summer Concert Series		Market, Music & Mingle Series	Farmers' Market After Hours
SERIES DESCRIPTION Concerts in the Square		Vendor market and small music on lower stage	Farmers' Market
CITY EMPLOYEE COORDINATING/HOSTING EVENT Stephanie Juhl		Stephanie Juhl	Stefanie Broere & Missy Kuckkan - MAIN STREET PROGRAM
SERIES DATES May 30, June 20, July 19 (daytime concert), September 12		June 18, July 23, August 27, September 17	June 12, July, 17, August 14, September 18, October 9
SERIES LOCATION Bentzin Family Town Square		Bentzin Family Town Square	Bentzin Family Town Square
CLOSING A STREET/ALLEY/RIGHT-OF-WAY/PARKING LOT Water Street from Main to Emmet		Water Street from Main to Emmet	Water Street from Main to Emmet
SERIES START TIME May 30, June 20, September 12 5pm-9pm; July 19 1-3pm		5-8pm	5-8pm
SERIES ENDS TIME May 30, June 20, September 12 5pm-9pm; July 19 1-3pm		5-8pm	5-8pm
EVENT SET UP TIME Noon for evening concerts; 9am for daytime concert		8am	8am
EVENT TAKE DOWN TIME 10pm evening concerts; 4pm daytime concert		9pm	9pm
TOTAL ATTENDANCE 300-500		250-350	
ALCOHOL CONSUMED OR SOLD yes		no	
VENDORS yes		yes	
SELLING FOOD yes		yes	
IF SELLING FOOD, PLEASE DESCRIBE. TBD - we usually have 2 food trucks/tents		TBD - we will have several for each market	TBD - food trucks
FOOD VENDORS - All food vendors must be properly permitted with the Watertown Health Department. Please indicate that this will be done with "Agree". Please keep a list of all food vendors and contact information for each event on file with Park/Rec			??
MERCHANDISE VENDORS - Vendor list should be added to folder atleast 10 days prior to event	NA	S240 will be completed for each market within 10 days of event	S240 will be completed for each market within 10 days of event
SECURITY/EMERGENCY ACTION PLAN - An EAP is required. Plans will be kept confidential. This EAP should be on file in the shared folders. On File		On File	??
WILL EVENT HAVE EMPLOYEES, VOLUNTEERS AND HIRED/VOLUNTEER ENTERTAINERS WHO ARE RESPONSIBLE FOR THE SUPERVISION OR CARE OF MINORS OR WHOSE DUTIES WILL REQUIRE CLOSE CONTACT OR ALONE TIME WITH MINORS? If yes, a verified list of names that have been checked against the online national sex offender public website is required 10 business days before the event. Place this list in the shared folder.	NA	NA	
ADDITIONAL PERMITS NEEDED	PLEASE INDICATE WITH "YES" OR "NO" IF YOU HAVE PLACED THE DOCUMENTS IN THE SHARED FOLDER	PLEASE INDICATE WITH "YES" OR "NO" IF YOU HAVE PLACED THE DOCUMENTS IN THE SHARED FOLDER	PLEASE INDICATE WITH "YES" OR "NO" IF YOU HAVE PLACED THE
AMPLIFIED SOUND			
TEMPORARY CLASS B LICENSE			
OUTDOOR OPEN CONTAINER			
TEMPORARY BEVERAGE OPERATOR LICENSE			
CARNIVAL	NA	NA	
DEPARTMENT APPROVAL - Departments should type their name and date signed. This section is for all series events listed above. If there is a comment or concern about the event please place that in the comments section. <i>Example - CLERK</i> FIRE DEPARTMENT POLICE DEPARTMENT HEALTH DEPARTMENT ZONING/INSPECTION PARK AND REC STREET & SOLID WASTE	COMMENTS/DATE/SIGNATURE THAT YOU HAVE REVIEWED <i>Reviewed 11/5/2025 Megan Dunneisen</i> <i>Reviewed 11/7/2025 Tanya Reynen</i> <i>Reviewed 11/07/2025 Laura Bohman</i> <i>Reviewed 11/24/2025 Sydney Bohman</i> <i>Reviewed 11/06/2025 Brian Zirbes</i> <i>Reviewed 11/5/2025 Stephanie Juhl</i> <i>Reviewed 11/05/25 Stacy Winkelman</i>		
DATE APPROVED BY PUBLIC SAFETY COMMITTEE	12/3/2025		