

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

SPECIAL EVENT APPLICATION		SERIES #1	SERIES #2
SERIES NAME (add link to folder with documents)	Summer Concert Series	Market, Music & Mingle Series	
SERIES DESCRIPTION	Concerts in the Square	Vendor market and small music on lower stage	
CITY EMPLOYEE COORDINATING/HOSTING EVENT	Stephanie Juhl	Stephanie Juhl	
SERIES DATES	May 30, June 20, July 19 (daytime concert), September 12	June 18, July 23, August 27, September 17	
SERIES LOCATION	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	
SERIES START TIME	May 30, June 20, September 12 5pm-9pm; July 19 1-3pm	5-8pm	
SERIES ENDS TIME	May 30, June 20, September 12 5pm-9pm; July 19 1-3pm	5-8pm	
EVENT SET UP TIME	Noon for evening concerts; 9am for daytime concert	8am	
EVENT TAKE DOWN TIME	10pm evening concerts; 4pm daytime concert	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	
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	
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	
AMPLIFIED SOUND			
TEMPORARY CLASS B LICENSE			
OUTDOOR OPEN CONTAINER			
TEMPORARY BEVERAGE OPERATOR LICENSE			
CARNVIAL	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.	COMMENTS/DATE/SIGNATURE THAT YOU HAVE REVIEWED		

	<i>Example - CLERK</i>	<i>Reviewed 11/5/2025 Megan Dunneisen</i>
	FIRE DEPARTMENT	Reviewed 11/7/2025 Tanya Reynen
	POLICE DEPARTMENT	Reviewed 11/07/2025 Laura Bohlman
	HEALTH DEPARTMENT	Reviewed 11/24/2025 Sydney Bohman
	ZONING/INSPECTION	Reviewed 11/06/2025 Brian Zirbes
	PARK AND REC	Reviewed 11/5/2025 Stephanie Juhl
	STREET & SOLID WASTE	Reviewed 11/05/25 Stacy Winkelman
DATE APPROVED BY PUBLIC SAFETY COMMITTEE		

Section 2.2 **Scheduled Events.** The City shall permit individuals wishing to host a Series of Events on the Property to apply for reserved days by one application submitted on or before October 31 of each year for all days the event is to be held the following year. The City shall approve the series before January 1 of the following year. Any applications received for events after October 31 of the year before the event may apply for a special event permit for a day not previously reserved under Watertown Ordinance § 428-7 or any subsequent special event process adopted by the City.