

2026 CITY SPONSORED TOWN SQUARE PROGRAMMING				
Single EVENTS TOWN SQUARE SINGLE EVENT APPLICATIONS				
SPECIAL EVENT APPLICATION	EVENT #1	EVENT #2	EVENT #3	EVENT #4
DATE SUBMITTED	Oct-25	Oct-25	Oct-25	Oct-25
SINGLE EVENT NAME	Boo Bash 2026	Holiday Tree Lighting 2026	Fall Family Festival (name TBD)	Kids Fest 2026
EVENT DESCRIPTION	Trick or Treating in the square	Annual Tree Lighting Ceremony	Market, Concert, Food	Kids activities
CITY EMPLOYEE COORDINATING/HOSTING EVENT	Stephanie Juhl	Stephanie Juhl	Stephanie Juhl	Stephanie Juhl
DATE OF EVENT	31-Oct-26	14-Nov-26	17-Oct-26	12-Jul-26
LOCATION OF EVENT	Bentzin Family Town Square	Bentzin Family Town Square	Bentzin Family Town Square	Bentzin Family Town Square
CLOSING A STREET/ALLEY/RIGHT-OF-WAY/PARKING LOT	yes	yes	yes	yes
START TIME	12pm	5:30pm	11am	11am
ENDS TIME	3pm	7:30pm	9pm	2pm
EVENT SET UP TIME	9am	10am	8am	9am
EVENT TAKE DOWN TIME	4pm	8:30pm	10pm	3pm
TOTAL ATTENDANCE	1000	650	300	300
ALCOHOL CONSUMED OR SOLD	no	no	no	no
VENDORS	yes	no	yes	yes
SELLING FOOD	yes	no	yes	yes
IF SELLING FOOD, PLEASE DESCRIBE.	TBD	free donated treats	TBD	TBD
FOOD VENDORS - All food vendors must be properly permitted/reviewed 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				
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	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.	TBD	TBD	TBD	TBD
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 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	NA	NA	NA	NA
OUTDOOR OPEN CONTAINER	NA	NA	NA	NA
TEMPORARY BEVERAGE OPERATOR LICENSE	NA	NA	NA	NA
CARNVIAL	NA	NA	NA	NA

DEPARTMENT APPROVAL - Departments should add any comments and type their name and date reviewed for EACH event				
Example - CLERK	Reviewed 11/5/2025 Megan Dunneisen	Reviewed 11/5/2025 Megan Dunneisen	Reviewed 11/5/2025 Megan Dunneisen	Reviewed 11/5/2025 Megan Dunneisen
FIRE DEPARTMENT	Reviewed 11/7/2025 Tanya Reynen	Reviewed 11/7/2025 Tanya Reynen	Reviewed 11/7/2025 Tanya Reynen	Reviewed 11/7/2025 Tanya Reynen
POLICE DEPARTMENT	Reviewed 11/24/2025 Laura Bohlman	Reviewed 11/24/2025 Laura Bohlman	Reviewed 11/24/2025 Laura Bohlman	Reviewed 11/24/2025 Laura Bohlman
HEALTH DEPARTMENT	Reviewed 11/24/2025 Sydney Bohman	Reviewed 11/24/2025 Sydney Bohman	Reviewed 11/24/2025 Sydney Bohman	Reviewed 11/24/2025 Sydney Bohman
ZONING/INSPECTION	Reviewed 11/6/2025 Brian Zirbes	Reviewed 11/6/2025 Brian Zirbes	Reviewed 11/6/2025 Brian Zirbes	Reviewed 11/6/2025 Brian Zirbes
PARK AND REC	Reviewed 11/5/2025 Stephanie Juhl	Reviewed 11/24/2025 Kristine Butteris	Reviewed 11/24/2025 Kristine Butteris	Reviewed 11/24/2025 Kristine Butteris
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.				