

CITY OF WATERTOWN

Special Events Guide

Welcome to the City of Watertown Special Event Guide, your comprehensive resource for organizing a memorable and successful event within our community. Watertown is not just a city; it's a canvas for creativity and a stage for celebrations. Whether you're planning a festival, concert, parade, or any other special event, this guide is designed to streamline the process and ensure your event is a success.

Our city, with its historic downtown, beautiful parks, picturesque river views, and welcoming community, provides the perfect backdrop for a wide array of events. We understand the importance of each gathering, and we are committed to supporting event organizers like you in bringing your vision to life. From the initial concept to the final applause, the City of Watertown is here to guide you through every step of the special event planning process.

Inside this guide, you will find detailed information on obtaining necessary permits, navigating logistical considerations, accessing city resources, and engaging with local partners to make your event truly special. Our goal is to make the planning experience seamless and enjoyable, allowing you to focus on creating unforgettable moments for your attendees.

Thank you for choosing Watertown as the backdrop for your special event. We look forward to collaborating with you to make your vision a reality. Let the planning begin and let the City of Watertown be your partner in hosting an exceptional event.

City of Watertown Review Staff Contacts

A preliminary conversation with City staff may save valuable time and provide you with initial guidance in the development of your special event plan.

City Clerk/Finance Office – *filing information; beer/wine, carnival.*

General Office Number 920-262-4010

Parks, Recreation & Forestry Department – *City parks and facilities/reservations, amplified sound, concessions, parking at city parks*

General Office Number 920-262-8080

Police Department – *public safety, traffic control, highway/street closure, fencing, parking, emergency action planning*

General Office Number 920-261-6660

Fire Department – *fire prevention, fire and building codes, emergency action planning*

General Office Number 920-261-3610

Health Department – *food vendors*

General Office Number 920-262-8090

Street Department – *traffic control, street use/closures, barricades, waste management/recycling*

General Office Number 920-262-4080

Zoning/Engineering – *construction, building codes*

General Office Number 920-262-4060

City Attorney – *insurance requirements*

General Office Number 920-262-4033

What is a Special Event?

A special event is a temporary planned occurrence on public or private property that involves **at least one** of the circumstances listed below:

- Produced or sponsored by a person or organization for which the event is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur;
- Exclusive use of all or part of City-owned facilities, within the City boundaries, such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals;
- Cannot be held completely within the confines of an existing building, park;
- Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
- Will have over 300 people attending the event (or multiple events as part of a series) on private property.
- Will require extraordinary services by any City Department

Examples of special events include,

- running/jogging/walking events,
- carnivals
- craft fairs
- concerts
- festivals

Things To Consider When Planning a Special Event

As you begin the preliminary plans for your event, think carefully about the impact you will have on the community. The following are some common impacts that thoughtful planning can help reduce:

- Street use, as determined by the police department, will incur traffic issues that may require rerouting.
- Does your street use block or impede access to police stations, fire stations, churches, schools, businesses, or residences?
- Are you planning to serve/sell alcohol at your event? If so, how will that use affect participant safety and enjoyment of the event as well as security and insurance costs?
- Will you have music? If so, what type of music will you have and how will the noise impact the surrounding neighborhood? What kind of audience behavior does this kind of music typically bring about?
- Are there other events planned in the City on the same day as yours or immediately before or after yours? If so, multiple events in a small timeframe may be denied due to limited resources available to assist with the events.

Who Should I Contact First?

The Special Event permit application process is coordinated through the City Clerk's office. This office is located in City Hall, 106 Jones St., Watertown, WI. The application may be obtained from the City Clerk's office or from the City's website at www.watertownwi.gov.

The application, including any applicable filing fees, may be mailed or dropped off during public service hours (M-F 8am–4:30pm). The City Clerk's address is 106 Jones Street, PO Box 477, Watertown WI 53094.

Application Process

1. Complete the special event permit and file the application and associated fees with the office of the City Clerk. The application fee is separate from other fees, licenses, park rentals, and any extraordinary services costs.
2. The application is due 45 days prior to the event. The application fee will double for applications received after the deadline. You are encouraged to submit applications well in advance of the event, but no application will be accepted more than one year prior to the event.
3. After your application is submitted and the City Clerk has determined that it is complete, the application will be forwarded to the City Departments for review. The City Departments will determine the potential impacts, the city services requested and the City services required.
4. As soon as possible, the City Clerk will present the application, estimate extraordinary services fees and supporting documents to the Public Safety and Welfare Committee for review. You are welcome to attend the meeting too! After reviewing, the Public Safety and Welfare Committee will move to approve, conditionally approve, or deny the application.
 - In addition to permit and license fees, you will be responsible for reimbursement of extraordinary services including, but not limited to, personnel services, equipment and facilities provided for the event when municipal services were increased or disrupted because of the event.
 - The Extraordinary Services Fee Schedule is available to help you determine the approximate costs of the extra services your event may require.
5. You will be notified of the Public Safety and Welfare Committee's decision within 10 business days.
6. You will pay 50% of the estimated extraordinary services prior to the Special Event. An invoice will be sent to you and the amount will be due on or before 10 business days prior to the event. Failure to pay the amount voids your special event permit. After the event is over, you will receive a final bill for the extraordinary services, less the 50% you have already paid.

City Facilities/Parks

The City establishes rental rates for City facilities and parks. Event organizers intending to use a city park, or whose event precludes normal occupancy and use of a park, must reserve it separately. Contact the Parks, Recreation & Forestry Department at 920-262-8080.

The size of your event may dictate which of the City's parks are best suited for your event. Park Department staff will discuss your needs and find the best park to make your event successful.

Public Street/Right-of-Way

If your event requires use or closure of a public street or right-of-way, City staff will review your request to ensure that all safety measures are met, and the use/closure(s) will not adversely affect traffic flow or transit routes. There may be some limitations on the use of certain streets during peak traffic hours or construction season. We advise you contact the Engineering Department to ensure your route will not be affected by a construction project. If you are aware of a known conflict, plan ahead with an alternate route. A legible, detailed map of the event location, proposed street use/closure(s) and intended

route, if applicable, must be presented at the time of application. A turn-by-turn list is also helpful.

If your event includes multiple activities that include closure of street, alley or other public way i.e. two parades or a combination of parade and run/walk, a map for each event must be submitted with the special event application providing the necessary details for each.

The closure of any state highway requires the City to file a DOT permit; however, these closures are not recommended. Parades or other processions that pass through a state highway require police personnel to control the intersection and intersections must remain open to traffic. If requesting to close a highway, be sure to discuss it with the Police Department to file all necessary requirements.

Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants but also those who live, work and shop in the area surrounding the event location. Changes in traffic flow must be considered in the planning process. In the case of large events, consider establishing parking in other sites and shuttling participants to the event.

Alcohol: If you intend to sell or serve beer and/or wine, a Temporary Class B (picnic) Retail License is required and must be filed with the Special Event Application. There are eligibility requirements for a temporary alcohol license; individuals and businesses do not qualify. The fee is \$10.00 and additional liquor liability insurance is required. Your event may also require an Outdoor Open Container Permit.

Additional Information:

- Only beer (fermented malt beverage) and wine are allowed with a Temporary Class B license. Intoxicating liquors/distilled beverages are prohibited.
- Licensee must purchase alcohol from a wholesaler or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers; and keep invoices for two years.
- Licensed beverage operators (bartenders) are required to be present at all times to oversee the sales and consumption of alcohol. Beverage operator licenses are issued by the City Clerk's Office; individuals must apply in person.

Tips to organize a safe and successful event:

- Sale of beer and/or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, physical description and photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages.
- Limit sales/service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Provide adequate security at your event, especially if it is open to the public.
- Drinking alcoholic beverages on City streets is prohibited; therefore, carrying open containers outside of the area should be monitored.
(See additional alcohol information sheet for more)

Food

If you intend to offer food at your event, food-related permits may be required from the Watertown Health Department. Contact them at 920-262-8090 for more information.

Food Vendors

Vendors are required to hold a food-related permit issued by the City of Watertown (or State of Wisconsin) and may be required to hold a Wisconsin Seller's Permit. A complete list of all food vendors shall be filed with the City Clerk no less than ten (10) business days before the event including their food permit I.D. number and seller permit number.

Merchandise Vendors.

Vendors selling goods (not food related) are exempt from a Transient Merchant Permit when vending on the grounds of a permitted special event (other than parade routes) with permission from event organizers. Vendors may be required to have a Wisconsin Seller Permit. A complete list of all merchandise vendors shall be filed with the City Clerk no less than ten (10) business days before the event including their seller permit number.

Amplified Sound

An Amplified Sound Permit is required if the event is located in a city park. Amplified Sound Permits can be obtained from the Park and Rec Department. Noise is regulated in the City of Watertown; see Sec. **§410.40E** of the Municipal Code.

Organizers should notify nearby properties of the event so they are aware of the event and know what can be expected in regard to noise. If the City receives complaint regarding noise from your event, the Police Department has the right to require event organizer to reduce the sound volume. If the organizer fails, the organizers shall be subject to penalty as provided by the City noise ordinance. The event may also be shut down.

Animals

Does the event involve any show or exhibition of animals? A special use permit (550-52J) and Health Department animal permit (228-10) may be required.

Circus or Carnival

If your event will have a circus or carnival including amusement a carnival or circus permit is required and may be obtained in the City Clerk's office.

Fireworks

If you intend to display fireworks or pyrotechnic special effects at your event, a Firework Permit is required to be filed with the City Clerk subject to Mayor approval and subject to insurance requirements.

Fire Prevention and Safety Procedures

Establishing fire prevention and safety procedures at your event is an essential component of the event planning process. Items of concern include: general fire and public safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases or potentially hazardous cooking appliances.

Parking

Contact the Police Department at 920-261-6660 for information on parking availability and options.

Security and Emergency Action Plan

When planning a special event, you must consider a security plan. The security plan should include, but is not limited to: plans for crowd control, alcohol containment, and protecting event participants. The Watertown Police Department may make additional recommendations after review of the plan and/or require special duty police officer staffing at your event.

Duration and hours of operation

The duration of any special event must not exceed four consecutive days and any permit issued under this section must specify the days upon which the event shall occur. No special event is to be open to the public except between the hours of 7:00 a.m. and 11:00 p.m. on any day of the week, occurring within the duration of the special event. Such permit must also specify the hours during which pre-event setup and post-event takedown operations may occur and no such operations may be conducted other than as so specified.

Compliance with other code provisions

No special event is to occur unless all other necessary municipal permits, licenses and approvals applicable to the special event activities have been granted and any permit granted under this subsection must be conditioned upon the applicant obtaining all such other licenses, permits and approvals.

Medical Services

When planning a special event, first aid needs should be considered.

- How many people will be attending? Medical demands vary depending on anticipated attendance. An event hosting 200 people will have different first aid needs than an event with 5,000 or more participants.
- Is your event being held during the daylight hours or will it run into the evening hours when it is dark? If it is held during nighttime hours, is there good lighting?
- What are the demographics of the anticipated crowd? Does your particular group have any potential health issues that should be taken into consideration?
- What time of the year is your event being held? Do you anticipate hot weather, cold weather, wet conditions?
- What is the length of event? A few hours, a full day or several days?
- Is there a single location for your event? Will there be multiple venues?
- Have you encountered any first aid related problems with the event in past?
- Is this an athletic or sporting event? How strenuous or dangerous is the activity?

Depending on the answers to the previous questions will determine the appropriate level of medical services for your event. However, it is recommended that every special event have a first aid kit easily accessible on the event site(s).

Health, Safety and Security

Ensuring that appropriate risk management practices are in place is a priority for the City of Watertown. Some areas of risk management that should be observed by special event organizers are:

- Develop volunteer management practices – identify who is in charge and communicate this to all volunteers. Monitor event volunteers to ensure work is being completed.

- A verified list of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event that have been checked against the online national sex offender public website must be submitted to the City Clerk no later than 10 business days before the event.
- Be clear about the role of the Watertown Emergency Services (Police and Fire) at your event and enhance communication throughout the event. Consult with emergency personnel for input and advice while developing the emergency action plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced areas.
- Have emergency plans specific to the events activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning and damage to a person or property.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Do a “walk through” of the event looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas.

Insurance

The special event requires insurance if the event includes at least one of the following:

- Alcohol - more than 200 people per day or - involves a road closure
- The applicant must furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats.
- The certificate must provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance must be written in comprehensive form and must protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance must provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.
- If the event sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
- Said insurance policies shall be in force and effect at the time such event is to take place, and shall, by the acceptance of the permit, be deemed to agree to indemnify, defend and hold the City of Watertown harmless for all damages of any variety.
- Said policy must be endorsed naming the City of Watertown, its elected and appointed officials, officers, employees or authorized representatives or volunteers as additional insured.
- If an event organizer is self-insured, it must provide evidence of alternative proof of coverage, in a form acceptable to the City Clerk. The City shall be named an additional insured.

Indemnity

In addition to insurance, organizers of special events shall be required to sign an agreement in which they agree to indemnify the City of Watertown, and its departments, and hold the City and its departments, employees and agents, harmless from any liability to a person resulting from any damage or injury to property or any person which occurs in connection with the permitted event proximately caused by any actions or inactions of the event's organizer, their officers, employees or agenda, or any person under their control insofar as permitted by law.

Sanitation

All sanitary facilities and potable water facilities will be provided for the special event by the event organizer.

Waste Management/Recycling

The City requires proper collection and disposal of solid waste and recyclables. Event organizers are responsible for managing all waste and recyclables generated at the event. Trash receptacles for each shall be placed at various locations and emptied during the event to prevent overflow. If food vendors are part of the event, waste management will require more effort and expense on the part of the organizer.

Event Clean Up

Cleanup of the event grounds is the responsibility of the organizer. All waste, recycling and other event materials must be removed within twelve (12) hours of the event; unless additional time is approved. All portable objects such as tents, fencing and portable toilets must be removed within twenty-four (24) hours of the event's conclusion; unless additional time is approved. If the event is held on City property and additional clean-up is required at the conclusion of the event, a clean-up fee will be invoiced to the event organizer.

Extraordinary Services

If a special event requires more than the reasonable and necessary services provided by the City that specifically result from the event, the applicant may be required to pay the actual costs for the use of equipment, resources or services. This may include, but is not limited to, police personnel and services, fire personnel and services, traffic control, parks services, street department personnel and services and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services and the proper administration of this ordinance and policies. Extraordinary services do include the provision of police protection against hostile individuals targeting the event's message or intentions. The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable.

If any traffic control materials are missing or returned damaged, applicable fees for replacement/repair will be invoiced.

Modification of a Permit Application

Any Special Event Permit granted by the City is based on information provided by the applicant in the permit application. Such information constitutes conditions and limits on the special event if the permit is granted.

The event coordinator shall notify the City immediately if any information in the permit application is no longer complete or accurate, and provide a revised Special Event application containing the updated information along with any adjustment of fees as necessary. No additions may be made to the application within fifteen (15) days of the event; unless there are unforeseen circumstances. The City will promptly review the revised application and notify the organizer if the permit will stand, be revoked, be modified or be subject to any additional conditions, limitations or changes.

Enforcement

The enforcement of special event permits shall be under the jurisdiction of the Police Department and Fire Department who shall have the power to inspect any event at any time to determine compliance.

Event Cancellation

The Mayor, or in their absence the Police Chief and Fire Chief jointly, may cancel a special event, regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, such as Act of God, War or pandemic, or if applicant's proposed activities would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

ATTACHMENTS:

- Special Event Insurance Requirement
- Insurance Endorsement Example
- Temporary Class B Licenses, Additional Information, Rules, etc.
- Fire Department – Fire Safety
- Extraordinary Service Fee Schedule
- Park, Recreation & Forestry Information and Fee Schedule
- Special Event Ordinance/Parade Ordinance/Outdoor Open Container Ordinance

City of Watertown

Special Event Insurance Requirements

The applicant shall provide primary coverage insurance for the event if **at least one of the following is taking place: alcohol, more than 200 people per day, or a road closure**. Any insurance or self-insurance maintained by the City of Watertown, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than ten (10) days prior to the start of the event, provide proof of insurance as follows:

1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.
 - a. Commercial General Liability.
 - (i) \$1,000,000 general aggregate – per event;
 - (ii) \$1,000,000 products – completed operations aggregate;
 - (iii) \$1,000,000 personal injury and advertising injury;
 - (iv) \$1,000,000 each occurrence limit.
 - b. Insurance must include:
 - (i) Premises and operations liability;
 - (ii) Contractual liability, including coverage for the joint negligence of the City of Watertown, its officers, council members, agents, employees, authorized volunteers and the named insured;
 - (iii) Personal injury;
 - (iv) Explosion, collapse and underground coverage;
 - (v) Products and completed operations;
 - (vi) The general aggregate must apply separately to the event and location.
2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident
3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$50,000.00 in coverage.
 - ❖ All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
 - ❖ The City of Watertown, and its officers, council members, agents, employees, and authorized volunteers shall be additional insured on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
 - ❖ All policies shall require a 10 day written notice to the City of Watertown of cancellation, non-renewal or material change in the insurance coverage.
 - ❖ Insurance must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
 - ❖ All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Watertown.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

ADDITIONAL ALCOHOL INFORMATION

Temporary Class B Retail Licenses May be Granted and Issued Only To:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.
- (5) Chambers of commerce or similar civic or trade organizations.

Application: Filed with the City Clerk. Applications must be complete and legible.

Class "B" (Beer):

Allows sales, service and consumption of beer (fermented malt beverage)

"Class B" (Wine):

Allows sales, service and consumption of wine. Note: No more than two (2) wine licenses may be issued to an eligible entity within a 12-month period.

Wisconsin Sellers Permit: Wis. Stats. sec. 77.54 (7m) provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore not required to hold a seller's permit.

Fee: \$10.00 per license. No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to twenty (20) licenses to the same licensee for a single event, if each license is issued for the same date and time.

Special Event Permit: Events that sell or serve alcohol beverages qualify as a special event, and a Special Event Permit is required. See Chapter 30 of the La Crosse Municipal Code. All applications relative to the event, including the Temporary Class B, must be filed as a package no less than sixty (60) days before the event to avoid late fee.

Restrictions:

- (1) License may not be issued to businesses or individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering of the organization. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (125.26(6) and 125.51(10), Wis. Stats.).
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (125.33(7), Wis. Stats.) and 30 days for wine (125.69(4)(b), Wis. Stats.).
- (7) Licensed operator(s) must be present at all times (125.26(6), 125.32(2)-Beer; 125.51(10), 125.68(2)-Wine; 125.17).
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area (125.32(6), Wis. Stats.).
- (9) No more than two (2) wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12-month period. A municipality may issue up to twenty (20) wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensee must purchase alcohol from a wholesaler or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers; and keep invoices for two years.

NOTE: Many coolers, seltzers, hard sodas presently on the market have a fermented malt beverage base allowing sale under a beer license.

RULES FOR TEMPORARY CLASS “B” BEER & TEMPORARY “CLASS B” WINE APPLICANTS

There must be at least one licensed beverage operator (bartender) at the event at all times.

A 14-Day Temporary Beverage Operator license is available for persons employed by or donating their services to nonprofit corporations (i.e. events licensed with a Temporary Class B). The application fee is \$20.00 and is issued by the City Clerk. We encourage application be made no less than ten (10) business days prior to an event to allow adequate time to process. **A person is allowed only two (2) 14- day temporary beverage operator licenses per year.*

Anyone selling or serving (bartending) without a valid beverage operator license must be within eyesight and earshot of a licensed beverage operator at all times.

A licensed operator must be capable of supervising and controlling the alcohol sales at the event/venue. The duties of a licensed server include, but are not limited to, ensuring that the alcohol beverages are securely maintained, that no underage persons are on the licensed premise without the appropriate adult parent/guardian/spouse, that no underage persons are served alcohol, that false IDs are confiscated and turned over to police and that no person is overserved.

Applicants issued a Temporary Class “B” Beer/”Class B” Wine license **must** buy the alcohol beverage products for their events from a licensed **wholesaler** or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers.

If at any time you have any questions, please call the City Clerk’s Office at 920-262-4006

FIRE SAFETY

City of Watertown, Wisconsin

This guide provides information regarding the fire and life safety regulations that are needed for a safe event. The Watertown Fire Department view these events as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all of the team members, a safe and enjoyable event is more likely to occur.

Definitions

For the purposes of this resource, the following definitions shall apply:

Cooking Booth - Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.

Vendor Booth - Any booth other than a cooking booth.

Tent - A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables, or both.

Responsibilities

Event Organizer - The Event Organizer assumes overall responsibility for the set-up and running of the event and insures compliance with Fire and Life Safety guidelines.

- The Event Organizer shall know:
 - The location(s) of fire department access lanes (20 ft. minimum width).
 - The location of stages, non- food booth vendors, food vendors and display areas.
 - Location of emergency exits.
 - A list of food vendors with the type of food and cooking method.
 - The Event Sponsor shall distribute to each vendor a copy of this guidebook.

Event Vendors - Event vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the event sponsor to insure compliance with Fire and Life Safety regulations.

- The Event Vendors shall:
 - Keep fire lanes, fire department connections and building access clear and unobstructed.
 - Be prepared for a fire inspection starting 2-4 hours prior to opening for business.
 - Correct any violations prior to opening for business.
 - Maintain all fire and life safety requirements for the duration of the event.

General Fire Safety Requirements

Fire Hazards and/or Concerns

- Finished ground shall be maintained clear of all combustible materials and vegetation.
- No smoking within booth, tent, or any structure at all times.
- Remove trash accumulations regularly.
- No open flames devices (except for cooking purposes) of any kind shall be present within the booth or any structure.
- There shall be no storage of flammable or combustible liquids within 10' of any booth/tent/structure.
- Heaters – Electric or Fuel Fired

- Devices must be of approved type from an approved testing laboratory and labeled as such.
- A 3' clearance around all sides must be maintained at all times.
- Combustible materials shall be kept away from heat sources.

Electrical Power

- Generators shall be placed only in approved locations.
- When refueling generators, a 50' clearance shall be maintained from any part of the event to include all booths/tents/structure.
- Extra fuel shall be stored within a container that is correctly labeled
- Smoking and open flames shall be prohibited within 25 feet of refueling operations.
- Extension cords and power strips shall be of a grounded type, a minimum of 14 gauge, rated for the intended use, and approved for exterior use.
- Generators, if used, shall be kept at least 5' away from booth and shall be protected from contact with and properly vented to prevent the accumulation of CO.

Fire Extinguishers

- All booths must have a minimum of one 2A:10:BC fire extinguisher.
- Shall be stored in a manner to be quickly accessible and kept safe from contact with.
- The type of booth will dictate any further fire extinguisher requirements. For example, all cooking booths shall have a K Class fire extinguisher.
- Know where fire extinguishers are located and how to use them.
- All fire extinguishers located within any booth shall have current inspection/service tags affixed to them.

Special Amusements / Rides / Attractions

- The Watertown Building and Fire Department shall be contacted 2 weeks prior to the event to discuss the types of attractions to be used and the requirements for use.
- Plans shall detail materials used, exit locations, fire protection features, and any operating features along with the proper fees that cover the review and inspection

Access for Fire Department / Emergency Apparatus

During large events it is especially important to maintain access for Fire/Emergency apparatus. This not only includes Suppression (engines and trucks) vehicles, but Medical Units as well. To insure a safe event, all fire access code shall be enforced.

Access thru the event:

- A Fire Lane of not less than 20 feet in width and no overhead obstructions lower than 13.5 feet shall be maintained as designated by the Fire Department.
- Dead end fire lanes in excess of 150 feet shall have provisions for turning the apparatus. The radius for the turns shall be approved by the Fire Department.
- As required by the Fire Department, signs shall be provided designating Fire Access/No Parking.
- All existing Fire Lanes shall be enforced.

Access to Buildings:

- Access to building exits, openings, & walkways shall be provided. The width of the exits, openings, and walkways shall also be approved by the Watertown Fire Department. Please note: The access to buildings may vary depending on the building and the venue.
- Access to the following shall not be obstructed:

- All exterior doors and openings.
- Fire Control Rooms.
- Fire Pump Rooms.
- Parking structures.

Access to Water Supplies:

- All existing requirements for access to Fire Hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles. [15 feet per side] Any vendors blocking access to water supplies shall be relocated immediately.
- The access to the following shall not be obstructed:
 - Fire Hydrants.
 - Fire Department Connections.
 - Post Indicator Valves.
 - Outside Screw and Yoke valves.
 - All Fire Code sections pertaining to blocking of hydrants and connections. shall be enforced.

Exiting Requirements

This section will address two types of events:

- First: Restricted access events located in Parks or other open areas
- Second: Events that block street access

Restricted Access Events

This type of event typically takes place in a Park or other large open area. The designated area for the event is confined by temporary fencing, natural barriers, or other structures. The number of exits, exit width, & exit spacing shall be determined and approved by the Watertown Fire Department. Below is the minimum standards, however, changes greater or less than, shall be at the discretion of the Watertown Fire Department.

- Number of exits:
 - A minimum of two exits shall be provided for the event.
 - Additional exits may be required per the Watertown Fire Department.
- Exit Spacing:
 - Exits spacing shall be approved by the Watertown Fire Department.
- Exit Width:
 - Exit width shall be understood to be a panel’s width of temporary fencing, to provide an opening of no less than 6 feet clear width.
 - Aisle width in any tent shall be a minimum of 36 inches.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters.
 - Exit signs shall measure no less than 18 x 24 inches.
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ “thick letters.
 - Signs shall be placed at the top center of the exit panel.
- If a tent is being used at night with all side walls in place, illuminated exits signs with

emergency lighting will be required.

Blocked Streets

This type of event blocks off a main street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

- Exit Placement:
 - Exits shall be placed at both ends of the street closure. Cross streets shall also have Emergency Exit access.
- Exit Width:
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters.
 - Exit signs shall measure no less than 18 x 24 inches.
 - Sign lettering shall measure 12 inches in height with minimum of 1 ½ "thick letters.

Cooking Booth Requirements

Construction and Location

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
- All cooking devices shall be isolated from the general public not less than 48 inches or must be protected by non-combustible barriers between the devices and the public.
- The cooking equipment shall be placed on noncombustible surface materials with a well stabilized cooking surface.
- The cooking equipment shall be kept a horizontal distance of not less than 24 inches from any combustible material.
- Flooring materials used within cooking booths and cooking equipment shall be noncombustible or fire retardant. (Exception: 3/8" plywood or similar material.)
- Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frame shall not obstruct exit path.
- Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.
- Cooking areas shall have a minimum 3 foot separation from the serving booth.

Propane Cylinders

- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage. The preferred method would be nested together and strapped or secured to a free-standing pole and strapped by one or more restraints. (Not a Tent Support).
- Propane tanks shall be located so that they are not accessible to the public. Propane tanks shall be located at least 15 feet from any cooking equipment.
- All propane gas hoses or tubing shall be in good condition and approved for the intended service.
- All propane gas hose including flexible connectors or tubing shall be installed as to be protected from physical damage. (such not to constitute a tripping hazard).
- Cylinders not connected shall be stored or nested away from areas of cooking location.
- Turn off tanks when not in use.
- A maximum of 3 -100 lb. cylinders shall be used at one time for each cooking booth.

Special Fire Extinguisher

- A listed and labeled Class K fire extinguisher must be provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) that produce grease-laden vapors.
- Each cooking booth must also have a minimum of one dry 2A:10BC chemical fire extinguisher.
- Fire extinguishers shall be securely mounted adjacent to the exit of the booth and must be visible and accessible at all times.
- All fire extinguishers must be serviced within the last year, with a service tag attached.

Vendor Booth Requirements

Construction & Location

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
- Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frame shall not obstruct exit path.
- Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from any cooking booth.
- Grouping of vendor booths shall be limited to cover no more than 1400 ft² with no dimension longer than 100 lineal feet.
- All vendor booth operators shall comply with all the general requirements stated within this guide.

Please contact the Fire Department if you have any questions regarding these requirements or any fire prevention questions for your event. Our goal is to assist you in having a successful event through fire safety preparedness and fire prevention information and education.

CITY OF WATERTOWN EXTRAORDINARY SERVICES FEE SCHEDULE (REV 2024)

Special Event Application Fee	\$50 -1st app for the year \$35 - each subsequent app for the year	ADMINISTRATIVE FEE There shall be an administrative fee of 15% of the total costs of the services for the processing, review and invoicing of the special event fees. FEE WAIVED FOR NONPROFIT ORGANIZATIONS
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DEFINITION

Extraordinary Services - Measurable financial costs which are ABOVE AND BEYOND the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

DEPARTMENT	REGULAR COST - annual wages, legally-required benefits and city portion of health/dental premiums	OVERTIME COST - Regular Cost X 1.5	COST (flat fee)	DESCRIPTION OF COST
Per Hour Rates				
POLICE				
Police Chief/Deputy Chief	74.52			<i>**Police wages will increase in accordance to their union contract**</i> Police Services for Special Event for Extraordinary Services
Police Captain	66.77			Police Services for Special Event for Extraordinary Services
Police Sergeant	57.51	86.26		Police Services for Special Event for Extraordinary Services
Police Officer	56.90	85.35		Police Services for Special Event for Extraordinary Services
Auxillary Officer	16.56			Police Services for Special Event for Extraordinary Services
Special Equipment			At cost	Special equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost.
STREETS				
Street Manager/Supervisor	53.52			Streets Department Services for Special Event for Extraordinary Services
Street General Labor	39.45	59.18		Streets Department Services for Special Event for Extraordinary Services
Solid Waste General Labor	36.21	54.31		Streets Department Services for Special Event for Extraordinary Services
Placement of temporary signs			\$2 per sign	"No Parking" signs
Traffic Cones			\$1 per cone	
Class I & II Barricades			\$5 each	Fencing in certain areas, smaller in size
Class III Baricades and Signs			\$12 each	Type 3 barricades are most often used for road closings because of their bigger size and visibility
Special Equipment			At cost	Special equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost.

DEPARTMENT	REGULAR COST - annual wages, legally-required benefits and city portion of health/dental premiums	OVERTIME COST - Regular Cost X 1.5	COST (flat fee)	DESCRIPTION OF COST
Per Hour Rates				
PARK & REC				
Recreation Managers	44.45			
Parks General Full Time	37.77	56.66		
Parks General Part Time	13.00			
The below are charged by Park & Rec with a Park Reservation. See separate Park & Rec Policy.				
Park Rental			Per fee schedule	
Picnic Tables			\$10 each	When requested for outside of a park or additional are needed
Banquet tables			\$10 each	When requested for outside of a park or additional are needed
Benches			\$4 each	When requested for outside of a park or additional are needed
Trash Cans			\$4 each	If additional are needed
Bleachers (portable)			\$60 per set	
Excessive Cleaning	100.00			2 -hour minimum charge
FIRE DEPT				
Fire Chief/Deputy Chief	73.50			Fire Department Services for Special Event for Extraordinary Services
Fire Battalion Chief	43.68	65.52		Fire Department Services for Special Event for Extraordinary Services
Firefighter	32.54	48.81		Fire Department Services for Special Event for Extraordinary Services
HEALTH DEPT				
Health Department primary responsibility is food inspections/licensing. See separate Health Department Schedule.				
Health General Labor	48.51	72.76		
Health Environmental	44.56	66.85		
Health Emergency Prep	49.22	73.83		
FINANCE				
Finance Staff	15% Administrative Fee			administration of the ordinance
OTHER PERSONNEL				

Costs for personnel, not specifically identified, providing extraordinary services in support of a Special Event shall be identified and calculated by the Finance Director using the same methodology as used for other similar identified employees

**WATERTOWN PARKS & RECREATION DEPARTMENT FEES AND CHARGES
POLICY**

1. **Program Fees** - Are those fees charged to participants of recreational and educational programs, and are set by the department.
 - A. Participants of recreational and educational programs shall be charged a fee to cover all operational cost in addition to a 20% maintenance and administrative fee.
 - i. Operational costs are those costs necessary to effectively operate a program to include all personnel, supplies, and expenses are to be based on past program expenses and anticipated new expenses.
 - D. **Nonresident Program Fees** - Nonresident will pay 50% more than residents.
Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown.
 - E. **Nonresident Player Fees** - For adult sport leagues where the team pays a team fee rather than an individual player fee, each nonresident will pay a nonresident player fee which will be determined by the commission. The present nonresident fee is \$5.00 per person.
 - F. **Senior Center Membership Fees** – Senior Center Membership Fees will be determined by the commission on an at-needed basis. The present membership fee is \$10.00 for residents and \$15.00 for nonresidents. New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees.
 - G. **Community Service Programs** - are those programs which are considered to be a community service and important to the total community recreation program, and because of their nature, it is impractical or undesirable to have a fee charged. Those programs designated as such by the commission are exempt from fees.
 - H. The commission reserves the right to assess additional fees to groups or activities which require exclusive use of facilities or excessive maintenance, supplies or expenses.
 - I. Refunds of Program Fees – A full refund will be given up to two weeks prior to program start. Within two weeks of the program start refunds will be given as credits depending on department ability to fill spots.
 - J. Facility Improvement Fee - A \$1.00 fee will be included in all individual program registration fees and a \$10.00 fee for all team registration fees. This fee will be used to update parks and facilities in our park system.
2. **Admission Fees** - Charges paid to enter a facility. Admission fees will be set by the commission based on demand, need, cost of maintenance and operation, public benefit, and the public's ability to pay.
 - A. **Daily Admission Fees** - Nonresidents will pay 50% more than residents. Refunds will not be granted for daily admission fees except at the Watertown Aquatic Center as follows: A free admittance coupon will be issued to patrons who have paid the daily admittance fee when it is necessary to close the Aquatic Center within (2) hours of its opening.

- B. Aquatic Passes - An additional nonresident fee will be charged for all seasonal and yearly passes. Nonresidents will pay 50% more than residents.

3. Rental Fees - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be set by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.

- A. All department-sponsored programs are exempt from rental fees.
- B. Rental Fee Payment - Payment is due upon reservation. No refunds will be granted for additional equipment and services which have been provided by department staff.
- C. Rental Fee Refunds - To receive a full refund for a rental cancellation of a facility, the refund request must be made at least 14 days prior to the reservation date. No refunds will be given within 14 days of the reservation date.
- D. Park Rentals – See the current reservation application.
- E. Senior & Community Center Room Rentals - See the Policies Governing Use of The Senior/Community Center and current rental application.
- F. Park Facility Use – See the General Facility Use Contract, Club Facility Use Contract, Condition of Facility Use Agreement, Concession Contract, etc.
- G. Bentzin Family Town Square – See Bentzin Family Town Square Reservation Packet.
- H. Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:
 - Watertown Public Schools

4. Special Events and Services

- A. BASIC SERVICES - The department provides a basic service for the general operation of all facilities. Each facility is equipped with a designated amount of equipment and has a basic maintenance schedule. Any activity requiring additional equipment or any additional service shall be considered as a special service.
- B. PLANNING ASSISTANCE - The department will assist in the layout, organization and inventory of available facilities and equipment. (All major celebrations, events and special services must be approved by the Park, Recreation and Forestry Commission).
- C. PARK DEPARTMENT PERSONNEL
The department regularly schedules 2 full-time employees for 2 hours every Saturday Sunday morning 7:00 a.m.to 9:00 a.m. One summer employee is scheduled for 8 hours, 7:00 a.m. to 3:30 p.m. Saturdays, Sundays and holidays.

Park personnel clean restrooms, pick up garbage, and make needed repairs in the entire park system. The department's ability to assist events and special services is limited. All special services required by department crews will be charged on a for-cost basis.

Adopted by Commission November 6, 1995

Revised by Commission December 6, 2004

Revised by Commission December 4, 2014 Revised by Commission October 2016 Revised by Commission
October 2017 Approved by Commission December 2018 Approved by Commission October 2023

**FEE SCHEDULE FOR ADDITIONAL EQUIPMENT
(Revised 10/16/23 starting 2024)**

1. **Snow Fencing** - \$10.00 per 50 foot roll of snow fence.
Includes delivery of fencing, wire ties and post pounder. Park staff is responsible for setup and removal.
2. **Concrete Snow Fence Standards** - Set in place by department crews.
\$20.00 per standard
3. **Bleachers - portable type**
\$60.00 per set
4. **Orange Boards** - Organizations renting the boards are responsible for setup of the orange boards.
\$6.00 per 10 ft. section; includes standards and risers.
5. **Extra Picnic Tables** -\$10.00 ea
6. **Extra Plastic Gray Folding Tables or Banquet tables** - \$10.00 ea, \$15.00 (with 8 chairs/table)
7. **Extra Park Benches** - \$4.00 ea
8. **Extra Trash Cans** - \$4.00 ea
9. **Screens, Upper Pavilion** - \$100.00
Note: Only reservable by federally-recognized holiday events and Riverfest. Overnight supervision is required and is to be provided by organizations making the reservation.
10. **Volleyball/Tennis Court Rentals**
\$10/court/day for city residents
\$15/court/day for non-city residents
11. **Ball Diamonds/**
\$150/diamond/day city based functions (\$50 rental – unprepped)
\$225/diamond/day non-city based functions (\$75 rental)
\$75/diamond/day for city based private schools (\$25 rental)
12. **Diamond Dry Compound** - based on market costs.
13. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
14. **Football & Soccer Fields Rental & Prep/ Disc Golf Course**
\$100/field/game
15. **Concession Stand Rental or based on Concession Contract for long-term use**

CR	BQ	\$150/day	NCR	BQ	\$225/day	Private	BQ	\$75/day
	RS	\$75/day		RS	\$112.50/day		RS	\$37.50/day
	WP	\$50/day		WP	\$75/day		WP	\$25/day
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
17. **Amplified Sound Permit** - \$30.00
18. **Tent Permit/Locate** - \$25.00
19. **Soccer Goals:** \$30.00/set
20. **Soccer Flags:** \$5/set of 4
21. **Portable Toilet Rental** – based on market costs.
22. **Paper & Cleaning Products** – based on market costs.

**ORDINANCE TO
REPEAL AND RECREATE SECTION 428-7 SPECIAL EVENTS OF THE CITY OF
WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALD. DAVIS
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 428-7 Special Events of the City of Watertown Code of Ordinances is hereby repealed and recreated as follows:

§ 428-7 Special events.

Purpose. The City of Watertown recognizes that special events organized by individuals, private organizations and nonprofits serve an important role in enhancing the City's quality of life and can provide benefits to the community. To treat all persons and groups uniformly, to facilitate the successful staging of these special events and to be mindful of the efficient use of available facilities and resources, the City will commit staff time and facilities to ensure that special events have an overall positive effect upon the community and its resources. The purpose of this section is to provide reasonable restrictions for special events, in order to protect the public health, safety and welfare from the potential adverse effects which may arise from such special events, or the large number of persons attracted to such events upon premises not regularly used for or developed to regularly accommodate such events or gatherings. Such regulations are intended to protect against traffic congestion, the overcrowding of lands, the potential for fires, explosion, riot or disorder or other dangers to persons or property, the diversion of public health, safety and emergency services from regular necessary duties, and the additional cost to the community of providing public services necessary to protect the public health, safety and welfare arising from such temporary special events; and to promote the preservation of public peace and order, the furtherance of sanitation and the safeguarding of the public health.

A. Definitions

1. **Applicant** – The person or authorized representative of the event organizer who signs an application for a special event and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with the provisions of this Chapter. Where a purported application is not a legal entity or organization, the applicant will be the individual signing the permit application.
2. **City Property** – All municipal buildings, parks, athletic fields and complexes, streets, and other rights-of-way, parking lots, boating and docking facilities and any other property owned, leased or controlled by the City of Watertown.
3. **Extraordinary Services** – Reasonable and necessary services provided by the City which specifically result from the special event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring City employees to be specifically assigned to tasks in support of the special event and/or those services resulting in

overtime pay or similar costs which result from the event. Examples of extraordinary services may include police protection, traffic control, fire monitoring, dedicated paramedic service, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services, and the proper administration of this ordinance and policy.

4. **Organizer** – The applicant and any other individual who assists in the planning arrangement or organization of any Special Event.
5. **Special Event** – A temporary planned occurrence on public or private property and involves at least one of the circumstances listed below:
 - (a) Produced or sponsored by a person or organization for which the event is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur;
 - (b) Exclusive use of all or part of City-owned facilities, within the City boundaries, such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals;
 - (c) Cannot be held completely within the confines of an existing building, park;
 - (d) Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
 - (e) Will have over 300 people attending the event (or multiple events as part of a series) on private property, except those situations explained in section C of this chapter;
 - (f) Will require extraordinary services by any City Department;

B. Permit required. No person or entity acting as an event organizer shall set up for, hold or conduct a special event as defined in Subsection A within the municipal boundaries of the City of Watertown without first obtaining a special event permit.

C. Exemptions

1. The requirement under Section 428-7 shall not apply to any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.
2. Funeral processions.
3. Special events for which the sole purpose is to celebrate a federally recognized holiday must comply with the requirements under Section 428-7 however all fees will be waived and insurance for the event will be provided by the City of Watertown's General Liability Policy.
4. Events organized solely by the City must apply, but all fees are waived.

D. Extraordinary services.

1. In addition to permit and license fees, applicant is responsible for reimbursement of extraordinary services including, but not limited to, personnel services, equipment and

facilities provided for the event when municipal services were increased or disrupted because of the event. The Common Council will approve by resolution each year a list of standard fees and charges by department which will be used to determine the amount of charges attributed to extraordinary services provided to special events by the City. The resolution may provide for standard hourly charges or flat-fee charges for services provided and may specify tasks that may or may not be subject to extraordinary services charges.

2. Applicant is liable for and must pay to the City Clerk the actual cost of all extraordinary services provided by the City. If the special event has more than one person or entity organizer, then each of the organizers are liable to the City for the total amount due, regardless of how the multiple organizers may separately agree to divide these expenses. If the City is a co-organizer of a Special Event, the cost of the extraordinary services the City is responsible for will be based upon the level of City involvement, and that amount will be deducted from the total cost for the extraordinary services provided by the City. The costs for extraordinary services charged to event organizers must not exceed the actual costs of providing these services.
3. Prior to any approval of a special event permit, the Police and Fire Departments, along with all other departments potentially affected by the proposed special event, will review the application and report to the City Clerk their respective findings as to an estimate of the costs reasonably expected to be incurred by the City for providing extraordinary services at or for the special event. Department Estimates will be provided to the Clerk's office within 30 days of the Clerk providing notice of the event to the Department Heads. The City will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services where sufficient advanced notice of the event is provided, a minimum of 60 days. The Special Event application is required to provide enough detail to allow the City departments and to determine the level of extraordinary services required and their associated costs for the special event. The estimates provided by City departments will provide enough detail to allow the event organizer to reasonably understand the extraordinary services that are expected to be necessary.
4. The Applicant(s) is required to pay 50% of the estimated extraordinary services prior to the Special Event. An itemized invoice will be sent to the applicant(s) and such amount will be due to the City Clerk on or before 10 business days prior to the Special Event. Failure to pay 50% of the estimated extraordinary services voids the Applicant's Special Event Permit.
5. Final cost incurred for extraordinary services, less the amount of services already paid, will be itemized, invoiced, and mailed to the applicant(s) within 30 days of the conclusion of the Event with net 30-day terms. Failure to pay the final extraordinary services amount will result in future Special Event applications being denied.

E. Regulations.

1. Duration and hours of operation. The duration of any special event must not exceed four consecutive days and any permit issued under this section must specify the days upon which the event shall occur. No special event is to be open to the public except between the hours of 7:00 a.m. and 11:00 p.m. on any day of the week, occurring within the duration of the special event. Such permit must also specify the hours during which pre-event setup and post-event takedown operations may occur and no such operations may be conducted other than as so specified.
2. Maximum attendance. A special event permit will specify the maximum peak number of people to attend the special event. The permit holder must not sell tickets to nor allow the attendance of

more people at the special event at any time than as specified in the permit. Any tickets sold or advertisement made prior to the grant of a permit under this section and the satisfaction of all conditions of such permit will include therein in like medium, a statement that "the occurrence of the [special event] remains subject to the approval of the City of Watertown."

3. Parking on park property. Any special event that requires parking on park property, other than a public roadway or parking area, must apply to the Parks and Recreation Director as provided in Watertown Municipal Code § **398-5B**.

4. Sanitary facilities and potable water. All sanitary facilities and potable water facilities will be provided for the special event by the event organizer.

5. Solid waste. The event organizer is responsible for the holding, collection and disposing of solid waste material.

6. Illumination. If the special event is to continue during hours of darkness, illumination must be sufficient to light the entire area of the event at the rate of at least five lumens, without the spillage of such illumination unreasonably beyond the boundaries of the special event premises.

7. Noise. No permit holder is to permit any sound created by the special event activity to carry unreasonably beyond the boundaries of the special event premises in accordance with Watertown Municipal Code §**410.40E**. Applicants must obtain necessary amplified sound permits from the Parks and Recreation Department.

8. Fire protection. A permit holder must provide all fire protection applicable to the special event activities and premises as required by the municipal Fire Prevention Code (Chapter **303**) and the Wisconsin Administrative Code (DSPS 314), including alarms, extinguishing devices, fire lanes and fire escapes.

9. Compliance with other Code provisions. No special event is to occur unless all other necessary municipal permits, licenses and approvals applicable to the special event activities have been granted and any permit granted under this subsection must be conditioned upon the applicant obtaining all such other licenses, permits and approvals.

10. Application submission. Submission of an application for a Special Event permit is not a guarantee of approval for either the date or location, nor is it automatic approval for the event.

F. Permitting Procedures

1. Filing

a. Event organizers must complete a special event permit and file the application and associated nonrefundable fee as set forth in the Watertown Fee Schedule with the office of the City Clerk. The permit application fee is separate from other fees, licenses and from any requirement to reimburse the City for the actual cost of extraordinary services required for the permitted event or for damage or destruction resulting from the event.

b. The application must be filed with the City Clerk, on forms provided, no less than 45 days prior to the proposed event including application for all other necessary permits and/or licenses related to the event. If a complete application is not received before the deadline, the application fee will double, and the City may deny the permit. Applicants are encouraged to submit applications as far in advance of an event as possible, but no application shall be accepted more than one year prior to the proposed date of the event.

c. Applications will be filed in order of their receipt. Special events must comply with all applicable City ordinances and requirements and event organizers must use all reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances.

d. Application Contents and Disclosures: The applicant shall submit the Special Event application form which shall set forth the following information:

(1) The full name, address, telephone number and email address of the applicant; or if the applicant is an organization, group, or association, the name, address, home and business telephone numbers, and email addresses of the authorized representatives of the organization who will be responsible for the event.

(2) The full name, address, telephone number and email address of the event coordinator, if different from the applicant.

(3) The nature of the event.

(4) The date(s), hours of operation, and hours of set-up and clean-up for the event.

(5) The location of the proposed event, including proposed parking locations, and streets to be used, if applicable.

(6) Mapped routes. All permit applications for special events, including road closures, runs, rides, walks, or parades, shall include a detailed map of the proposed route. Routes for annual events must be submitted with the application regardless of whether previously submitted. Alteration of proposed routes may be made by the City prior to approval of the permit. In the event that the organizers or sponsors of any special event deviate from the route submitted without approval from the City, the organizers or sponsors of such special events may be denied a permit for the following calendar year.

(7) Any plans for fencing the location of the special event and the gates contained in such fence. Include a diagram, subject to change by recommendation of the Police Department and Streets Department; applicant must make arrangements with the appropriate departments for services needed.

(8) The maximum number of persons which the applicant will permit to attend at any time, not to exceed the maximum number which can reasonably assemble at the location of the special event in consideration of the nature of the special event.

9) If selling or providing food or beverages at the event, the applicant and/or food or beverage vendor must contact the Health Department for food/beverage licensing.

(10) If alcoholic beverages will be sold or served at the event, the event must comply with the requirements laid out in Wisconsin Statutes Chapter **125** and Section 428—8 and Chapter **220** of the Watertown Municipal Code.

(11) Personal Data. Each organizer must provide personal data information. The Police Chief or designee will review to determine if the applicant(s) pose a risk to the public. Upon receipt of the results of such investigation, the City Clerk will report the findings to the Public Safety and Welfare Committee.

(12) Food Vendors. A list of all food vendors must be included along with the vendor's contact information, Food Permit ID and Wisconsin Seller Permit number. A final list of food vendors must be submitted to the City Clerk 10 business days prior to the event.

(13) Transient Merchants. A list of all merchandise vendors must be included along with contact information, Wisconsin Seller Permit and type of goods for sale. A final list of transient merchants must be submitted to the City Clerk 10 business days prior to the event.

(14) Health, Safety and Security. - Applicants must submit an Emergency Action Plan. The plan will include response to Fire, Medical, Severe Weather, Lost Child, Crowd Control, Pedestrian Safety, and other emergency situations. Applicants must submit a list of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. The Applicant will verify that names on the list have been checked against the online national sex offender public website and disqualify anyone who is listed in the registry. The verified list must be submitted to the City Clerk no later than 10 days before the event.

(15) If the event involves any show or exhibition of animals, a special use permit (550-52J) and Health Department animal permit (228-10) may be required.

(16) If applying for a space rental at any City Park, including the Bentzin Family Town Square, the designated process and application form for that venue must be filled out by the applicant through the Parks, Recreation, and Forestry Department.

e. No application shall be accepted as filed until the City Clerk's Office determines that the information in the application is complete and sufficient for filing purposes as required under this Subsection F. Upon filing, the City Clerk's Office will distribute copies of the application to the Police, Fire, Health, Street and Recreation Departments.

f. Review: The City's review of any permit application and/or its subsequent issuance of a permit will not be construed as acceptance by the City or its representatives of any liability or responsibility for any injury or damage relating to the special event. Special event permits are temporary in nature and do not vest any permanent rights.

6. Approval or denial of application. Applications for Special Event permits will be processed in the order of their receipt.
 - a. Upon receiving an application for a Special Events permit, the City Clerk will forward the application to the City Departments for review. The City Departments may schedule a meeting or meetings involving the applicant and any of the other affected City departments. The purpose of the meeting will be to discuss the Special Event and its potential impacts, the City services requested, and the City services which may be required. Such a meeting will be held as soon as practical after the application has been submitted.
 - b. As soon as practical after the Special Event permit application is submitted, the City Clerk will present the Special Event Application, estimated Extraordinary Fees and supporting documents to the Public Safety and Welfare Committee for review. After

reviewing, the Public Safety and Welfare Committee will move to approve, conditionally approve or deny the application.

c. Public Safety and Welfare Committee may consult with City departments as necessary and consider any other such information obtained by or provided prior to acting on the application.

d. The Public Safety and Welfare Committee will approve all special event applications submitted to them, unless by a 2/3 vote the members vote to deny the permit.

e. To the extent permitted by law, the Public Safety and Welfare Committee may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper permitting or licensing, or has violated the terms of a prior permit issued to or on behalf the applicant. A permit may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs of holding such an event. Additionally, the Public Safety and Welfare Committee may base their decision on one or more of the following grounds:

- (1) The application is not fully completed and/or fails to include necessary attachments;
- (2) The applicant asserts that they cannot or will not pay the application fee.
- (3) The applicant asserts that they cannot or will not pay the cost for Extraordinary Services.
- (4) The application for permit contains misleading statements, material falsehoods, or misrepresentations;
- (5) The applicant is not legally competent to sign a contract, or to be held responsible for its actions;
- (6) The applicant has, on prior occasions, been required to pay for extraordinary expenses or damages to City property and has not paid in full for such expenses or damages;
- (7) A special event permit application for the same time and place, or utilizing extraordinary City resources, has previously been received, and a permit for such previous application has been or will be granted which will authorize uses or activities which does not reasonably permit the multiple occupancy of City facilities or would result in a utilization of City resources which would adversely affect the health, safety, and welfare of the community;
- (8) The special event use or activities intended by the applicant would conflict with previously planned events and programs which have been organized by others either through the use of City facilities or the unavailability of sufficient City resources for the proposed event;
- (9) The conduct of the proposed special event will likely substantially interrupt normal flow of vehicular and/or pedestrian traffic in the proposed location and cannot be reasonably accommodated by the City;
- (10) The proposed special event is of such a size or nature requiring the diversion of so great a number of police officers or other emergency services as to deny reasonable emergency services to the City as a whole;
- (11) The intended Special Event use or activity would present a grave or unreasonable danger to the health or safety of the persons expected to participate in the event, the neighborhood in which the event will occur, the community as a whole, or City property and resources required to be involved with the proposed event;
- (12) The number of persons expected to participate in the Special Event would result in a concentration of persons, vehicles, or things which cannot be

supported at the requested time or location due to a lack of sufficient open area, streets, offsite parking, or traffic controls;

(13) Activities reasonably expected to occur at the intended Special Event are prohibited by law;

(14) Upon receipt of the results of the investigation from the Police Chief deeming the applicant(s) a risk to the public.

3. Issuance. The Public Safety and Welfare Committee will approve or deny special event permit applications and place conditions upon any permit. Applicants will be notified of the decision within 10 business days.

G. Indemnity. The special event permit application will contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a permit for a special event." No permit may be issued unless the applicant has agreed to the terms of this statement on the written application.

H. Insurance. Each applicant for a special event permit that includes at least one of the following: alcohol, more than 200 people per day or involves a road closure must furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate must provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance must be written in comprehensive form and must protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance must provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate. **[Amended 7-6-2021 by Ord. No. 21-26]**

I. Event cancellation. The Mayor, or in their absence the Police Chief and Fire Chief jointly, may cancel a special event, regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, such as Act of God, War or pandemic, or if applicant's proposed activities would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

J. Appeal of application denial or modification. Any applicant who has been denied a special event permit or has been granted a permit which has been modified may seek review of the decision by the Common Council by filing a request for review of the denial with the City Clerk within 30 days of the Public Safety and Welfare Committee's decision. Any applicant can seek a judicial review of the denial in the form of certiorari review to the Jefferson or Dodge County Circuit Court within 30 days of the Common Council's decision.

K.-Enforcement. Any person who violates any provision of this section or who violates any condition upon which a special event permit is granted will be subject to a forfeiture of not less than \$500 nor more than \$1,000. Each day of violation will be considered a separate offense. In addition, the City may enforce this section by way of injunctive relief and all other remedies available at law and in equity.

428-9 City Sponsored Parades.

1. **Definition.** In this Subsection City Sponsored Parades shall mean:
 - a. Fourth of July Parade
 - b. Watertown Parade of Lights
 - c. Watertown Unified School District (WUSD) Homecoming Parade
2. **Application.** An applicant for a parade that is organized solely for the purpose of celebrating a federally recognized holiday may apply to become a City Sponsored Parade subject to Section 428-7(M).
3. **Waiver of Fees.** All fees for a special event permit for a City Sponsored Parade will be waived.
4. **Insurance Coverage.** The City will provide insurance coverage for all City Sponsored Parades, provided the parade organizers comply with all requirements from City Departments.
5. **City Department Services.** At least 90 days prior to the date of a City Sponsored Parade the parade organizers must meet with any City Department they would like to request to provide services for the City Sponsored Parade. City Departments will confirm what services are available at least 45 days prior to the date of the Parade. No City Department will charge City Sponsored Parades for services provided.

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in force the day after its passage and publication.

Adopted February 6, 2024

Signed – Megan Dunneisen – City Clerk Approved

February 6, 2024

Signed – Emily McFarland – Mayor Ord.

24-03

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ 428-8 Outdoor open container entertainment event permit. [Added 3-3-2020 by Ord. No. 20-8]

- A. Definitions. All terms or phrases for the purposes of this section shall have the meanings provided in Wis. Stats., § 125.02, except as described below:

EVENT LICENSED PREMISES or EVENT LICENSEE

A premises identified in the "outdoor open container entertainment event permit" application that has been issued a temporary Class "B"/temporary "Class B" license pursuant to Chapter **220** of the City of Watertown Municipal Code of Ordinances and Ch. **125**, Wis. Stats.

OPEN CONTAINER

A paper or plastic cup which does not exceed 16 fluid ounces in size, bearing the "outdoor open container entertainment event's" printed name and/or logo, located within the "outdoor open container entertainment event" boundaries.

OUTDOOR OPEN CONTAINER ENTERTAINMENT EVENT

A special event in a defined area of the City which, because of adjacent zoning, includes, but is not limited to, any combination of retail shops, galleries, bars, restaurants, entertainment venues and related businesses, located in any public area, including the streets, sidewalks and rights-of-way located within the City of Watertown, where the possession and consumption of "fermented malt beverages" and/or "wine" from an open container is permitted subject to an approved application, the regulations contained within this section and Chapter **125** of the Wisconsin State Statutes.

- (1) Outdoor open container entertainment events are excluded from § **220-3B(2)**, Picnic license.
- B. Outdoor open container entertainment event. During dates, times and locations within areas of the City designated for an outdoor open container entertainment event, the possession and consumption of fermented malt beverages and/or wine purchased from an event licensed premises in an open container are permitted, notwithstanding § **410-52** of the City of Watertown Municipal Code of Ordinances.
- C. Application.
- (1) Application for the outdoor open container entertainment event shall comply with the requirements of § **428-7E**, and in addition the application shall contain and disclose:
- (a) A detailed description of the location of the outdoor open container entertainment event, including a proposed map detailing the location.
- (b) A detailed event security plan.
- [1] The applicant may use a private security firm or the City of Watertown Police Department.
- (c) A specific plan indicating where patrons will be permitted to carry the fermented malt beverages and/or wine.
- (d) Street closure. Identify any proposed street closure, including proposed time and locations.
- (e) Public entertainment. A detailed description of all public entertainment associated with the event.
- [1] Shall comply with Chapter **428**, Article I, Music in Public Places.

- (f) Such other reasonable and pertinent information as the Common Council or the Licensing Board may require.
- (2) Application fee. The fee for an outdoor open container entertainment event shall be paid to the City Clerk at the time of application submission. The fees shall be established by the Common Council and may from time to time be modified by resolution. A schedule of the fees established by the Common Council shall be available for review in City Hall. **[Amended 7-5-2022 by Ord. No. 22-63]**
- D. Certificate of Insurance. See § **428-7G** of this chapter.
- E. Indemnity. See § **428-7F** of this chapter.
- F. Applicant's responsibility.
 - (1) Boundaries/signs. The applicant(s) shall be responsible for providing open and notorious notice of the event boundaries to all participants throughout the event by use of signs, barricades or other approved means.
 - (2) Cleanup. The applicant shall maintain the event area in a clean, sanitary, neat and orderly appearance at all times during the event. Applicants shall ensure that any event refuse is removed from the event area no later than 24 hours after the conclusion of the event.
 - (3) Security. The applicant shall provide security as detailed in the application security plan. All security personnel for an event shall be clearly identified by approved uniform.
 - (4) Nonalcoholic beverages. Applicants shall be responsible for providing an equal number of premises dispensing nonalcoholic beverages to premises dispensing fermented malt beverages and/or wine (1:1 ratio).
 - (5) Other permits. The applicant shall secure any other permits required by the City of Watertown Municipal Code of Ordinances for associated event activities.
- G. Operational requirements. Outdoor open container entertainment events shall be subject to the following regulations:
 - (1) Sale for event consumption. An event licensed premises licensed to dispense fermented malt beverages and/or wine by the drink for consumption on the event licensed premises is authorized to dispense fermented malt beverages and/or wine in an open container to a person of legal drinking age for removal from an event licensed premises; provided, however, that no event licensee shall dispense to any person more than one such fermented malt beverage and/or wine at a time for removal from the event licensed premises, and no person shall remove at one time more than one such fermented malt beverage and/or wine from the event licensed premises.
 - (2) Source of fermented malt beverage and/or wine.
 - (a) The permit holder shall purchase its alcohol from a source authorized under Wis. Stats., Ch. **125**.
 - (b) Open containers of fermented malt beverages and/or wine within an outdoor open container entertainment event must be purchased/dispensed from an event licensee at an event licensed premises within the outdoor open container entertainment event boundaries. Alcohol in an open container within an outdoor open container entertainment event which has not been purchased from an event licensed premises is prohibited.
 - (3) Open container. No container in which a fermented malt beverage is dispensed and removed from the event licensed premises shall exceed 16 fluid ounces in size. No container in which wine is dispensed

and removed from an event licensed premises shall contain more than 6.5 fluid ounces of wine. The container shall bear the outdoor open container entertainment event's printed name and/or logo.

- (a) Nonalcoholic beverage containers shall bear the outdoor open container entertainment event's printed name and/or logo. The nonalcoholic beverage container shall be a different hue (color) than the open container for fermented malt beverages and/or wine.
- (4) Event dates. Events shall be limited to the date(s) of the approved permits. An event may last no more than four days.
- (5) Hours of operation. Open containers of fermented malt beverages and/or wine shall not be permitted within an outdoor open container entertainment event between the hours of 11:00 p.m. and 6:00 a.m. An event licensee shall not allow the removal of alcohol in an open container for the consumption of alcohol off an event licensed premises between the hours of 11:00 p.m. and 6:00 a.m.
- (6) Possession or consumption of open containers of alcoholic beverages within or upon any parking lot, parking facility or motor vehicle within the outdoor open container entertainment event shall be prohibited unless otherwise permitted by Wisconsin State Statute.
- (7) Possession or consumption of alcoholic beverages by an underage person within an outdoor open container entertainment event is prohibited at all times except as otherwise permitted by law. All individuals wishing to possess or consume a fermented malt beverage and/or wine within an outdoor open container event must have a wristband with the outdoor open container entertainment event's printed name and/or logo issued by an authorized event licensee which sold the fermented malt beverage and/or wine to the individual.
- (8) This section shall not be construed to prohibit the sale of alcoholic beverages in the original, unopened containers for off-premises consumption. However, consumption of alcoholic beverages sold in original, unopened containers for off-premises consumption shall not be permitted during the outdoor open container entertainment event.
- (9) Consumption of alcohol within an outdoor open container entertainment event from a can, bottle or a container which is not authorized pursuant to this section is prohibited.
- (10) Event licensees shall not permit patrons to enter event licensed premises with fermented malt beverages and/or wine acquired from outside the outdoor open container entertainment event boundaries or a non- event licensed premises.
- (11) Any event licensee permitting patrons to remove a fermented malt beverage and/or wine from an event licensed premises for consumption during the outdoor open container entertainment event shall employ a person to monitor all exits of the event licensed premises to ensure that all beverages are removed in accordance with this section.
- (12) Neither event licensees nor patrons shall refill an open container with alcoholic beverages not purchased from an event licensed premises from which the open container originated.
- (13) No person shall exit a designated outdoor open container entertainment event boundary with fermented malt beverages and/or wine purchased in an open container for consumption within the outdoor open container entertainment event boundary.
- (14) Special events and areas temporarily licensed pursuant to Wisconsin Statutes Chapter **125** occurring within boundaries of the outdoor open container entertainment event shall be subject to the provisions of this section.

- (15) Event-specific operational requirements upon which approval of the application was conditional when approved by the Common Council.
 - (16) Outdoor open container entertainment events are prohibited within residential zoning districts, nor shall the boundaries of an outdoor open container event abut a residential zoning district.
 - (17) Operators, including provisional or temporary operators, shall not imbibe alcoholic beverages while working or volunteering at an event licensed premises during the outdoor open container entertainment event.
- H. Approval or denial of application. Shall conform to Wis. Stats., § 125.12.
- I. Appeal of application denial or modification. Shall conform to Wis. Stats., § 125.12.
- J. Enforcement. Any person who shall violate any provision of this section shall be subject to a penalty as provided in § **1-4** of the City of Watertown General Code. Each violation and each day a violation continues or occurs shall constitute a separate offense. This action shall not preclude the City from maintaining any appropriate action to prevent or remove a violation of this section.