

**VILLAGE OF WINDSOR
BOARD RESOLUTION 2023-20**

APPROVAL OF PERMITS FOR HARVEST IN THE GARDENS

WHEREAS, Windsor Garden Park has been used for the past 5 years to host Harvest in the Gardens which is a charity event; and

WHEREAS, Harvest in the Gardens is a non-profit that raises money to provide direct meal support as a significant contributor to the Sun Prairie and DeForest Area Blessings in a Backpack programs while also providing financial support to the Sunshine Place and the DeForest Area Food Pantry; and

WHEREAS, Harvest in the Gardens has applied for an Event Permit which includes a map of the area to be used including the placement of tents, restroom facilities, generators and lightings as well as their plans for security, and clean-up; and

WHEREAS, Harvest in the Gardens has applied for a Shelter Permit to use during the event; and

WHEREAS, Harvest in the Gardens has applied for a Loudspeaker/Amplifying Device Permit for variety of bands to perform throughout the event; and

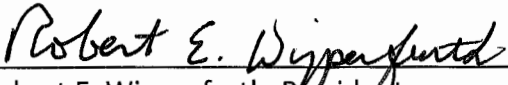
WHEREAS, Harvest in the Gardens has applied for a Temporary Class "B"/"Class B" Retailer's License to serve beer and wine during the event; and

WHEREAS, the Village Clerk has received permit fees and has reviewed all materials and recommends **approval** of permits contingent on receiving a certificate of liability insurance.

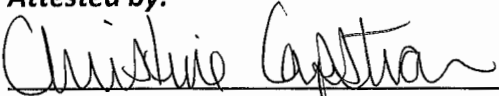
NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Windsor that the Event Permit, Loudspeaker/Amplifying Device Permit, Shelter Rental and supporting plans as presented in Exhibit A for Harvest in the Gardens are approved for August 26, 2023 contingent on receiving a certificate of liability insurance.

BE IT FURTHER RESOLVED a Temporary Class "B"/"Class B" Retailer's License is approved for Harvest in the Gardens Inc. for August 26, 2023 (12:00 noon through 11:00pm) for premises constituting the entirety of Windsor Garden Park. In accordance with section 125.07(3)(a)(12) of the Wisconsin Statutes, the licensee is authorized to permit underage persons to be on the premises. The approval granted in this paragraph is conditioned upon: (1) approval of necessary background checks by the village clerk; and (2) compliance with all provisions of section 6-187 of the Windsor Code of Ordinances, except (3) – fencing shall not be required for this event.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:


Christine Capstran, Clerk

Incorporated by Reference

Exhibit A - Application

VILLAGE OF WINDSOR
EVENT PERMIT APPLICATION

(Submit a minimum of 60 days prior to event)



Name of Event: Harvest in the Gardens

Date(s) of Event: 8/26/2023 Time(s) (From/To): All Day

Maximum Number of Persons expected at the event per day: 350

Applicant/Primary Contact Information:

Name: Marty O'Connor Phone: 608-712-1463

Address (Permanent): 6622 Covered Bridge Trail

Email: Marty@homeagainliving.com

Business Information:

Company Name: Harvest in the Gardens Phone: 608-712-1463

Address: 3120 Edmonton Dr. Ste 300 Sun Prairie, WI 53590

Description of proposed event and streets, road, parks or property to be used: Harvest in the Gardens

is a 501(c)(3) charitable organization. We celebrate the corn harvest of 6th grader Weston Hannan. Attendees can make voluntary donations which go to local food pantries.

☒ Include a map of area/park to be used including roads, the placement of any tents, restroom facilities, to local food pantries, fencing alcohol sale areas, food sale areas, etc.

☐ Attach a schedule of events.

Will your event require complete, partial or no closure of any roads or cul du sacs: NO

Roads to be completely or partially closed: None

☐ Complete a Road Use Permit Application.

Will you be using a park shelter: YES

☒ Complete a Shelter Reservation Application.

Will your event include the sale or distribution of alcoholic beverages? Yes, No sales

☒ Complete application for a temporary Class "B" alcohol license.

☒ Complete an Operator License application for at least one server/supervisor

☒ Include a fencing plan and security plan for identifying and refusing service to minors.

Will your event use a loudspeaker or amplified music: (radio, musical instruments, full band, etc.) Yes

☒ Complete a Loudspeaker/Amplifying Device Permit Application.

Will your event require portable restrooms and hand washing stations: Yes

X Provide a Portable Restroom/Handwashing station plan including number of each, name of vendor and dates placed/removed. 2 Portable restrooms and 1 wash station. Royal is our vendor.

Will all attendee parking be off-street No, most attendees walk

_____ A parking plan may be required for approval by the fire department and police department to ensure safe passage of emergency vehicles if the majority of parking will be on roads.

X Provide a detailed plan describing what cleanup activities will take place at the conclusion of the event including removal of litter or debris. Within 24 hours of the completion of the event, the site shall be returned to the condition that existed before the event occurred.

X A security plan is required if selling alcohol, and possibly for traffic control and/or crowd control.

X If event will continue past sunset, provide a lighting plan for area of assembly.

N/A If more than 1,500 attendees, provide proof of contracted local emergency medical services.

Applicant must present to the Village Clerk with this completed form:

X Event Permit Fee of \$100.00

X A Comprehensive General Liability Insurance policy may be required for the event. If liability insurance is required, the applicant must submit a Certificate of Insurance as evidence of the coverage. In addition, the Village of Windsor requests to be named as an 'Additional Insured' on the policy.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Events sponsors/vendors/participants must comply with all applicable village ordinances, traffic rules, park rules, state and county health laws, fire codes and liquor licensing regulations. I further understand that an incomplete application shall be cause for denial of the special event permit.

Hold Harmless Indemnification and Defense.

The applicant and/or the organization agrees to indemnify, defend and hold harmless the Village of Windsor and it's officer, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where cause by the sole negligence or willful misconduct of the Village.

[Signature]
Signature of Applicant

2-3-2023
Date

OFFICE USE ONLY

Receipt# DMB-03210

Permit #: _____

Approved by Public Works Director: Approved by Chad Courtier via email Date: 2/24/2023

Approved by Windsor Police Dept.: _____ Date: _____

Approved by Fire/EMS Chief: Approved by Chief LaFeber via email Date: 2/27/2023

Date Permit Reviewed by Village Board: 3/2/2023 Determination: APPROVE/DISAPPROVE



HARVEST IN THE GARDENS EVENT LAYOUT

Generators

LIGHTS

Emergency
Access Path

Food In tent

Music

Main Tent

Bar

Obstacle

Bounce

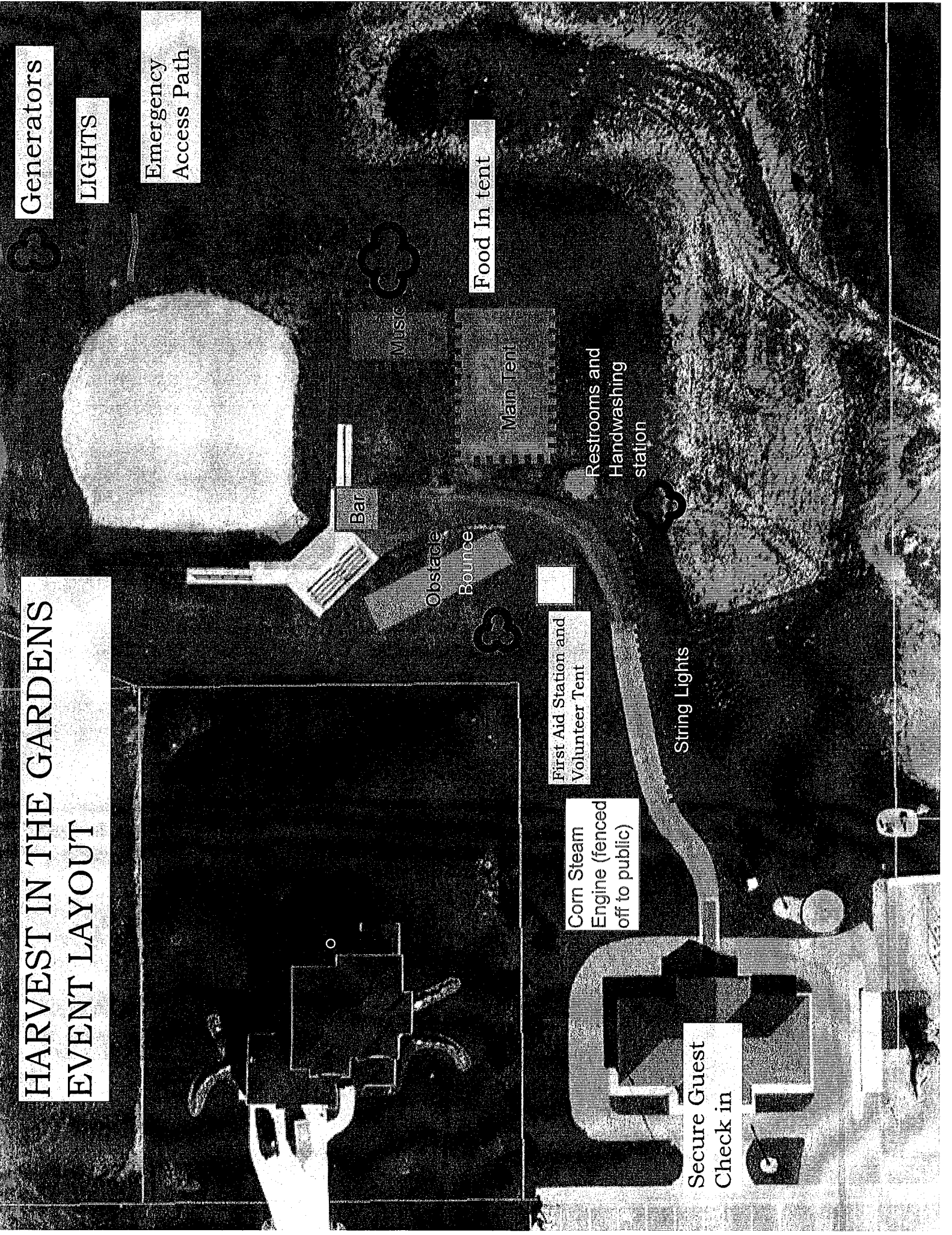
Restrooms and
Handwashing
station

First Aid Station and
Volunteer Tent

String Lights

Corn Steam
Engine (fenced
off to public)

Secure Guest
Check in



Village of Windsor
Park Shelter Reservation Application
608-888-0066



Name (must be 18 or older & present at event): Harvest in the Gardens
Address: 6622 Covered Bridge Trail Phone #: 608-712-1463 Email: marly@homeagainliving.com
Event Type: Fundraiser

Will there be beer and/or wine at event? ☒ Yes ☐ No

If yes, review policy on Beer and Wine in Reserved Park Shelter.

Reservation Date(s): 8/26/2022 (Parks are available to rent April 15th through October 15th)

Time (Check One): ☐ 10 am to 2 pm (Half Day) ☐ 3 pm to 7 pm (Half Day) ☒ Entire Day

Check Preferred Park	Park	Address
	<input type="checkbox"/> Bull Run Park	6900 Valiant Dr.
	<input type="checkbox"/> Cradle Hill Park	4361 Cradle Hill Dr.
	<input type="checkbox"/> Grosbeak Glen Park	4335 Grosbeak Glen
	<input type="checkbox"/> Millstone Heights Park	3842 Sunny Wood Dr.
	<input type="checkbox"/> Morrisonville Ball Park*	4729 County Hwy DM
	<input type="checkbox"/> Old Mill Site (Token Creek Conservancy)	6394 Portage Rd.
	<input type="checkbox"/> Sunset Meadows Park	6786 Windsor St.
	<input type="checkbox"/> Terrace Park	6648 Forest Park Dr.
	<input type="checkbox"/> Windsor Community Park (SMALL SHELTER ONLY)	6570 Pederson Crossing Blvd.
	<input type="checkbox"/> Windsor Fireman's Park*	6711 Park Rd.
	<input checked="" type="checkbox"/> Windsor Gardens Park	6654 Covered Bridge Trl.
	<input type="checkbox"/> Windsor Meadows Park	3990 Gray Rd.
	<input type="checkbox"/> Windsor Sports Commons*	4174 County Highway V

*Park reservation requires approval from recreation club Key required for Restroom Access

Fees (Non-Refundable and Non-Transferable)

Resident Half Day → \$50 Non-Resident Half Day → \$100
Resident Entire Day → \$100 Non-Resident Entire Day → \$200

Fees can be paid via check, cash or credit card (service fees apply when using a credit card).

Acknowledgement/Acceptance:

I have read and understand the park rules and regulations. I hereby agree that I am the responsible party for this reservation and will provide oversight over my shelter reservation party to comply with all Village of Windsor Park Rules.

I hereby acknowledge and accept responsibility for any and all damages to the park including but not limited to landscaping, equipment, bathrooms, and shelters resulting from the activities by the applicant. I understand that the Village of Windsor will inspect the park following this event. I further understand that I may be charged for any damages and clean up following the event.

Signature: [Signature] Date: 2/3/2023

Office Use Only		
Date Paid <u>2/3/2023</u>	Date Public Works Notified _____	Date & Initial of Post Event Inspection _____
Receipt # <u>DMB-03210</u>	_____	Keys Returned _____



VILLAGE OF WINDSOR

LOUDSPEAKER/AMPLIFYING DEVICE PERMIT APPLICATION

(Submit 20 days prior to event)

Fee: \$25.00

Applicant/Primary Contact Information:

Name: Harvest in the Gardens Phone: 608-712-1463

Address (Permanent): 3120 Edmonton Dr. Ste 300 Sun Prairie, WI 53590

Email: Marty@homeagainliving.com

Address/Location of Event with Amplified Device: Windsor Gardens Park

Date(s) of Event: 8/26/2023 Time (From/To): 3-11p

Number of persons expected at the event: 350

Description of use of amplifying device (radio, musical instrument, full band, loudspeaker, sound

amplifier): Full bands, sound for speaking during the event.

Bands have a stage with amplifying sound

A permit may be revoked if it becomes a nuisance due to volume, method in which it is being used or the location in which it is being operated.

No permit shall be granted to use a loudspeaker or amplifying device before the hours of 7:00 a.m. or after 10:00 p.m.

DMB-03210

OFFICE USE ONLY

Determination: APPROVE/DISAPPROVE

Date Permit Reviewed by Village Clerk: 2-24-23 Permit #: _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 02/01/2023

☐ Town ☒ Village ☐ City of Windsor

County of Dane

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/26/2023 and ending 08/26/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Harvest in the Gardens Inc.

(b) Address 3120 Edmonton Dr., Sun Prairie, WI 53590
(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 2017

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Marty O'Connor

Vice President Dan Hannan

Secretary

Treasurer Keith Arnold

(g) Name and address of manager or person in charge of affair: Marty O'Connor, 6662 Covered Bridge Trail in Windsor
Dan Hannan 6735 Wagner's Vineyard Trail in Sun Prairie

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Windsor Garden Park on Covered Bridge Trail

(b) Lot Block

(c) Do premises occupy all or part of building? No

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event Harvest in the Gardens

(b) Dates of event 08/26/2023

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

(Signature / Date)

Harvest in the Garden Inc.
(Name of Organization)

Date Filed with Clerk 2-3-23

Date Reported to Council or Board 3-2-23

Date Granted by Council

License No.

Schedule of Events

On Friday August 25th Waunakee Rentals will drop off the main tent, dunk tank and obstacle course. Bucky's Rental will drop off the music tent. They will come back on Monday the 28th to pick the tents up.

On Friday August 25th Royal Container Services will deliver a dumpster, portable restrooms and a hand washing station. They will pick everything up the morning of the 28th.

On Friday evening or Saturday morning a local farmer will deliver decorative hay bales. They will come back on Sunday the 27th or Monday the 28th to collect the hay bales. We will cleanup any hay that falls off the bale.

On Sunday morning following the event we clean up all garbage and return the park back to its previous state.

Security Plan

This is a private event, and all guests are required to RSVP via our website. The event will begin at 3:00 on Saturday, August 26th. All guests check in at the pavilion. Guests who are above the age of 21 will receive a wrist band. All guests under the age of 21 wear a wrist band of a different color. Volunteers are stationed in a separate tent and disperse all alcoholic beverages. Guests are not permitted to obtain their own alcoholic beverages.

The majority of the guests live within the Windsor Gardens or Bristol Gardens subdivision and walk to the event. We utilize the designated parking stalls for guests arriving via their cars.

We contact the Dane County Sheriff's office on the Wednesday prior to the event to notify them.

Lighting plan.

- All of the tents have lights.
- We use string lighting to illuminate all walkways
- We have extendable tripod lighting to illuminate all other areas not covered by the tent lights or the string lighting.

Portable Restroom/Hand washing Station Plan

We have hired Royal Container Services to provide two portable restrooms and one handwashing station. They will be delivered on Friday, August 25th and picked up on Monday, August 28th.

Cleanup Plan

Royal Container Services will deliver a dumpster. During the event we have volunteers that empty trash cans and actively pickup any garbage. The following morning (August 27th) we have a group of volunteers that cleanup the park. The tents, dumpster and portable restrooms are picked up on Monday morning. The hay bales will be removed on Sunday and any hay that falls on the ground will be cleaned up.

Event Schedule:

3:00 – Event Opens

***Bouncy House, Obstacle course, Dunk Tank, Fun & Games*

3:30-4:00 – Live Music

4:00-4:30 – Corn Eating Contest

4:45-6:15 – Live Music

5:30 – 7:00 Dinner Buffet Served

6:30-10:00 – Live Music

10:00 – 11:00 – Crew clean up and Acoustic Live music