

**VILLAGE OF WINDSOR
BOARD RESOLUTION 2024-66**

APPROVAL OF PERMITS FOR HARVEST IN THE GARDENS

WHEREAS, Windsor Garden Park has been used for over 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 a 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

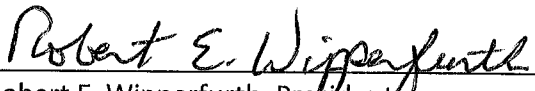
WHEREAS, the Village Clerk has received permit fees and has reviewed all materials and recommends **approval** of permits.

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 24, 2024.

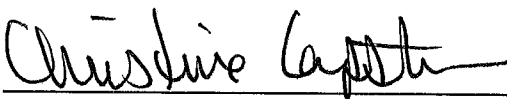
BE IT FURTHER RESOLVED a Temporary Class "B"/"Class B" Retailer's License is approved for Harvest in the Gardens Inc. for August 24, 2024 (3:00pm through 11:00pm) for premises constituting of the entirety of Windsor Garden Park. In accordance with section 125.07(3)(a)(12) of the Wisconsin Statutes, the licensee is authorized to permit underage persons to be on the premises. The approval granted in this paragraph is conditioned upon compliance with all provisions of section 6-187 of the Windsor Code of Ordinances, except fencing shall not be required for this event.

The above and foregoing resolution was duly adopted at a regular meeting of the Village Board of the Village of Windsor, Dane County, Wisconsin, on July 18, 2024, by a vote of 5 in favor and 0 opposed.

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: 8/23/24- 8/24/24 Time(s) (From/To): 3:00- 11:00
Maximum Number of Persons expected at the event per day: 450- 550

Applicant/Primary Contact Information:

Name: Marty O'Connor Phone: 608-712-1463
Address (Permanent): 6662 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 that
7th grader Weston Hannan grows. Attendees can make a voluntary ^{donate}
 Include a map of area/park to be used including roads, the placement of any tents, restroom facilities, ^{to food}
fencing alcohol sale areas, food sale areas, etc. ^{Paint}
 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 4 hand washing stations. Vendor is Royal

Will all attendee parking be off-street No, many 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

6-5-24
Date

OFFICE USE ONLY

Receipt# _____

Permit #: _____

Approved by Public Works Director: Davis Clerk / Chad Gortner Date: 7-6-24

Approved by Windsor Police Dept.: Deputy Collins Date: 7-6-24

Approved by Fire/EMS Chief: Chief Latchner Date: 7-5-24

Date Permit Reviewed by Village Board: 7-18-24 Determination: APPROVE/DISAPPROVE

Schedule of Events 2024

On Friday August 23rd 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 26th to pick the tents up.

On Friday August 23rd Royal Container Services will deliver a dumpster, portable restrooms and a hand washing station. They will pick everything up the morning of the 26th.

On Friday evening or Saturday morning a local farmer will deliver decorative hay bales. They will come back on Sunday the 25th or Monday the 26th 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 24th. 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.

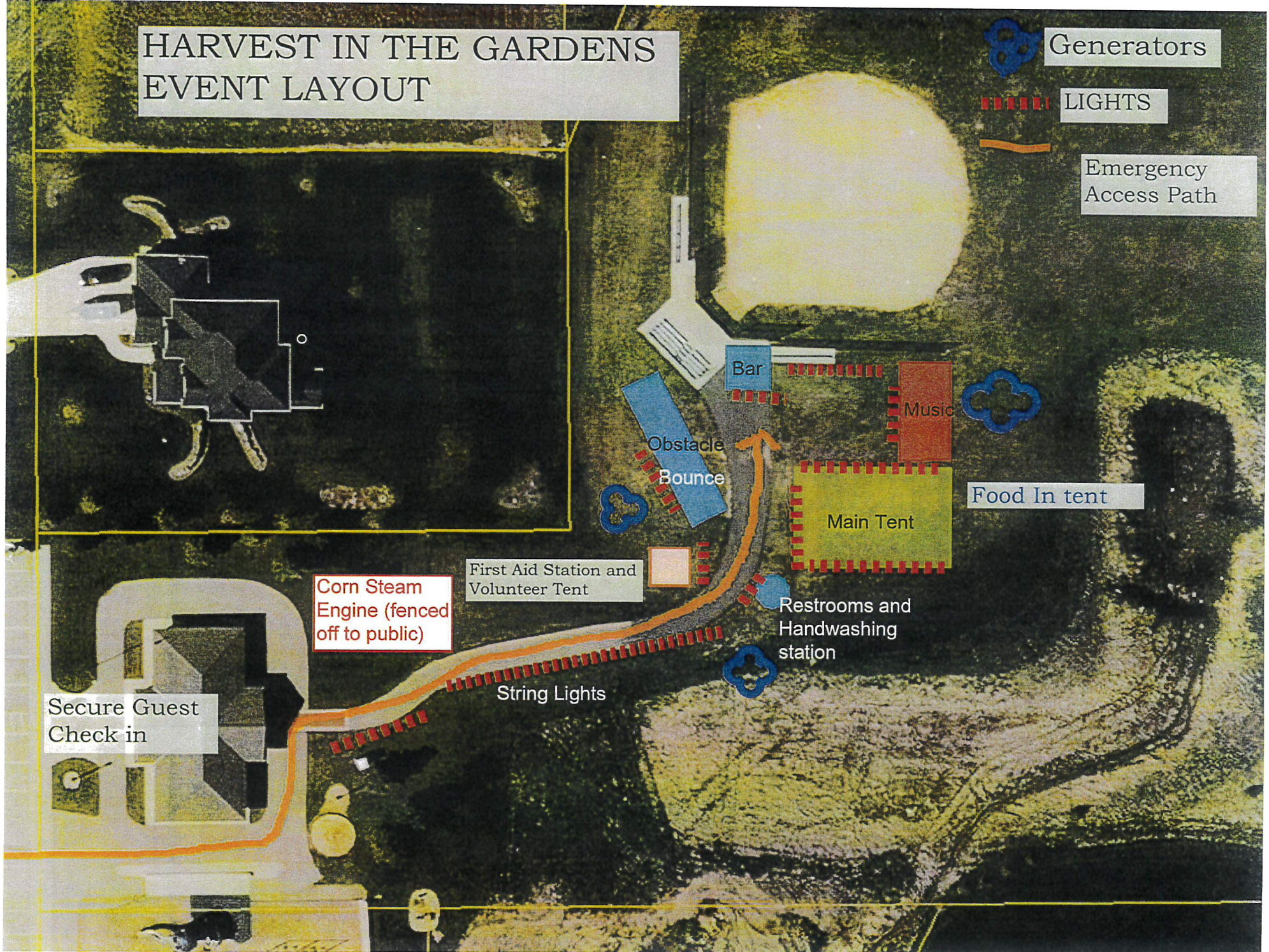
Portable Restroom/Hand washing Station Plan

We have hired Royal Container Services to provide two portable restrooms and one handwashing station. They will be delivered on Friday, August 23rd and picked up on Monday, August 26th.

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 25th) 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.

HARVEST IN THE GARDENS EVENT LAYOUT



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



**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 Edmuntson Dr. Ste 300 Sun Prairie WI 53592
 Email: Marty@homeagainliving.com

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

Date(s) of Event: 8/24/2024 Time (From/To): 3p-11pm

Number of persons expected at the event: 500

Description of use of amplifying device (radio, musical instrument, full band, loudspeaker, sound amplifier): Full Bands, Sound for event speaking, Amplifier

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.

OFFICE USE ONLY

Determination: APPROVE/DISAPPROVE

Date Permit Reviewed by Village Clerk: 6-18-24

Permit #: LAD2024-01

Temporary Alcohol Beverage License

Municipality
Windsor

License(s) Requested	Fees	
	<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees
	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name
Harvest in the Gardens

2. Organization Permanent Address
3120 Edmunton Dr. Ste. 300

3. City
Sun Prairie

4. State
WI

5. Zip Code
53590

6. Mailing Address (if different from permanent address)

7. FEIN
82-2182201

8. Date of Organization/Incorporation
07/17/17

9. State of Organization/Incorporation
WI

10. Phone
(608) 576-8950

11. Email
Dan_Hannan@hotmail.com

12. Organization type (check one)

Bona Fide Club Church Fair Association/Agricultural Society Veteran's Organization

Lodge/Society Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? Yes No

14. Wisconsin Seller's Permit Number (if applicable)

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Hannan	Daniel	Officer	(608) 576-8950
O'Connor	Martin	Officer	(608) 712-1463

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Harvest in the Gardens			
2. Dates of Operation 08/24/2024		3. Hours of Operation 3:00-11:00 p.m.	
4. Premises Address 6654 Covered Bridge Trail (Windsor Gardens Park)			
5. City Windsor		6. State WI	7. Zip Code 53590
8. County Dane	9. Governing Municipality <input type="checkbox"/> City <input checked="" type="checkbox"/> Town <input checked="" type="checkbox"/> Village of Windsor		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event Dan_Hannan@hotmail.com	
13. Organizer Website www.Harvestinthegardens.com		14. Event Website www.Harvestinghegardens.com	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Alcohol will be distributed at the park only during the non profit event. Please see the security plan and site map for additional details.			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Hannan		First Name Daniel	M.I. M
Title Officer	Email Dan_Hannan@hotmail.com		Phone (608) 576-8950
Signature <i>Daniel M. Hannan</i>		Date 06/05/24	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 6-6-24	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	