



Park Event Application

GENERAL INFORMATION

Are you applying for a NEW park event?

Yes

No

Are you applying for a returning park event with significant changes?

Yes

No

EVENT INFORMATION

Name of Event: All City Dive Meet

Park Requested: Goodman Pool Use of Shelter: Yes No Estimated Attendance: 1000

Type of Event (run/walk, fundraiser, festival, etc): sporting/aquatics event

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Friends of Goodman Waves

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: 068608

Primary Contact: Cindy Schlichte

Work Phone: 415-596-5858

Address: 513 S Randall Avenue

Phone During Event: 415-596-5858

Email: cindy@toolshed.org

Organization or Event Website: <https://dive.goodmanallcity.com/>

EVENT SCHEDULE

Date(s) of Setup: July 25 & July 26

Setup Start and End Times: See schedule (pg 2)

Date(s) of Event: July 27 – July 28

Event Start and End Times: 8am – 7pm

Date(s) of Take-Down: July 28

Take-Down Start and End Times: 7pm – 10pm

Rain Date (if any): _____

Does this require time in the park the day before your event? Yes No

PERMITS

Will you have amplified sound at this event? Yes No
If yes, please fill out an Amplification Permit Application (page 13)

Will you have any temporary structures such as tents, stages, inflatables? Yes No
If yes, please fill out a Temporary Structure Permit Application (page 14)
Note that permits are not required for 10' x 10' pop-up tents (10x10 tents only)

Will you sell anything during the event? Yes No
If yes, please fill out a Vending Permit Application (page 15)

Will you serve any food at this event? Yes No
*If yes, what will be served: **food and merchandise***

Will you sell alcohol (beer/wine) at the event? Yes No
If yes, please fill out an Alcohol (Beer/Wine) Sale Permit Application (page 15)

APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS ISSUED.

The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Applicant Signature _____

Date _____



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NARRATIVE & SCHEDULE

Please provide a brief narrative of the event.

The All City Swim and Dive League, a long-standing institution in the Madison Area, offers an introduction to competitive swimming and diving for kids from ages 4-18 during the summer months. The All City Dive Meet is the final dive event of the summer for the 13 Madison area all-city swim and dive league teams and will include over 300 divers and 1,000 total attendees. The event lasts two days and brings together family and friends from all over the Madison area. This has been a Madison tradition for over 50 years!

EVENT SCHEDULE

The schedule begins when event setup starts and ends when cleanup of the event area is complete, all equipment is removed and the park is available for regular use.

The schedule should encompass all activities planned for the event, including but not limited to:

- General: set up, hours of operation, tear down/cleanup, leave park
- Vending: when vendors will set up, hours of operation, tear down/cleanup, leave park
- Music/Performances: stage setup, performance schedule, tears down/cleanup, leave park
- Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
- Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), cleanup, leave park

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY IN THE PARK (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
Saturday, July 25	<ul style="list-style-type: none"> • Move bleachers, chairs and hang banners • Friends will be getting the space ready for Sunday.
Sunday, July 26	<ul style="list-style-type: none"> • Approx 7am – 8pm each All City pool dive team will come for 55 min warm up sessions. • Set up for hosting dive meet, placement of tables and getting tents ready for set up.
Monday, July 27	<ul style="list-style-type: none"> • Set up for all will be between the 6-8am. • Dive meet to begin at 8am and ends approx 7pm. Clean up completed by 9pm. • Food vendors will be open from 8am – 7pm • Clothing vendor will be open from 8am – 7pm
Tuesday, July 28	<ul style="list-style-type: none"> • Set up for all will be between the 6-8am. • Dive meet to begin at 8am and ends approx 7pm. Clean up completed by 10pm. • Food vendors will be open from 8am – 7pm • Clothing vendor will be open from 8am - 7pm



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SITE MAP

Please attach a site map. Also attach a route plan (if applicable).

- Site map should include, but is not limited to, the following:
 - » Accessible paths for wheelchairs
 - » Disabled parking
 - » Dumpsters
 - » Exit location for fenced outdoor events
 - » Event Perimeter
 - » Fencing
 - » Garbage and recycling receptacles
 - » Placement of vehicles
 - » Portable toilets
 - » Signage
 - » Stages
 - » Temporary Structures
 - » Vendors
- If the event includes a run/walk component on City streets, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a [Parade Permit](#).

What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?

We don't anticipate the impact to any greater or disruptive to the neighborhood than a very busy day at the Goodman pool.

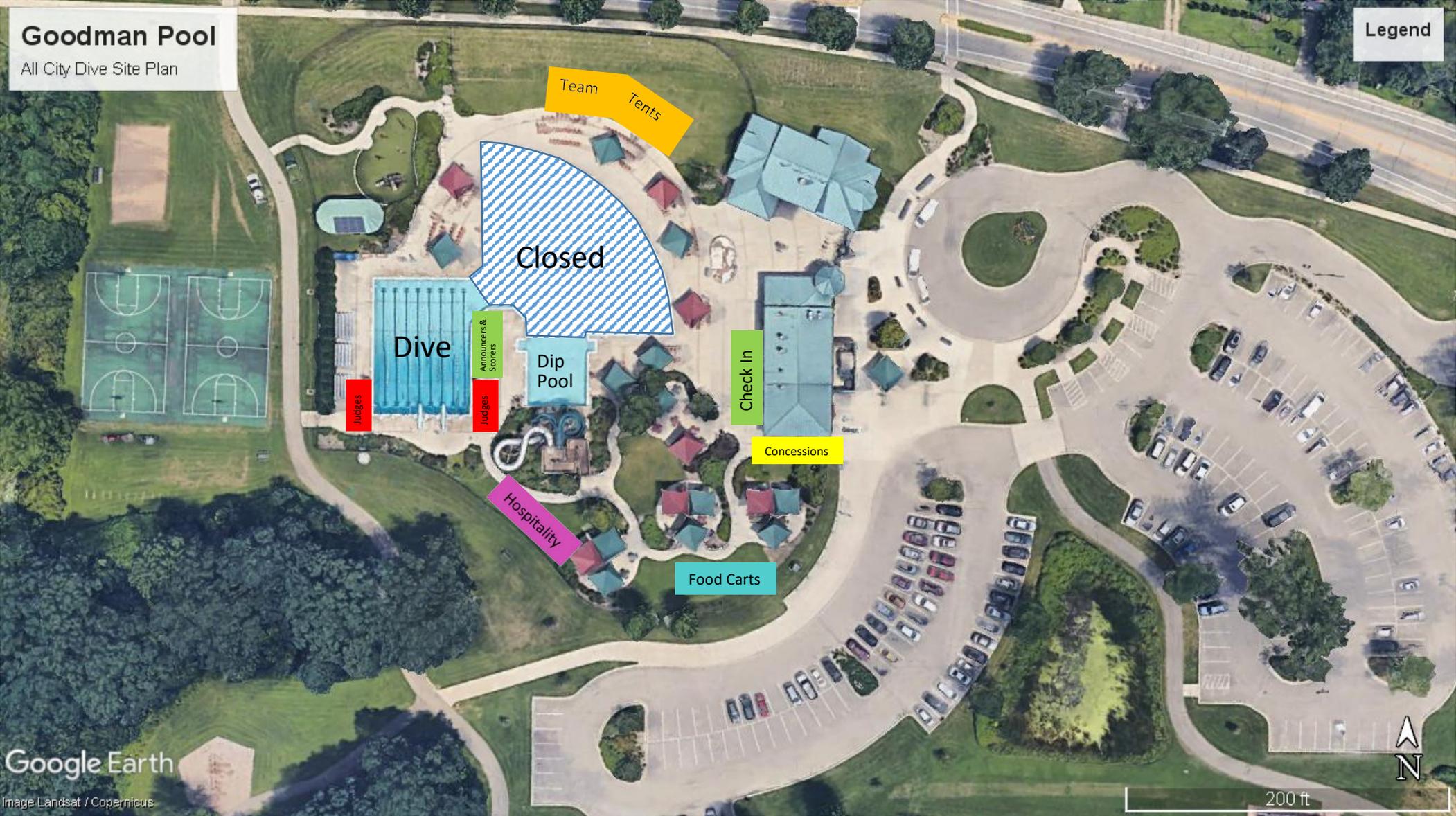
Provide Detailed Event Site Map (feel free to provide this map as a separate attachment):

See attached

Goodman Pool

All City Dive Site Plan

Legend



Google Earth

Image Landsat / Copernicus

200 ft



Park Event Application CLEANUP AND RECYCLING

Will you be providing your own receptacles?

Yes No

Parks will supply additional trash/recycling receptacles if needed

If yes, which receptacles and how many?

Recycling Bins: _____

Trash Bins: _____

Dumpsters: _____

*If yes, name/contact information of collection agency
providing equipment and service: _____*

Will you be renting additional Parks receptacles?

Yes No

If Yes, please continue. If No, skip the remainder of this form.

Event/Name of Group: _____

Park Name: _____

Please indicate quantity of trash barrels: _____

8 barrel minimum: Each increment of up to 8 barrels \$150
(\$142.18 no tax)

Please indicate quantity of dumpsters: _____

per dumpster, and per tip: \$300
(\$284.37 no tax)



Park Event Application

EMERGENCY ACTION PLAN

Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

I. GENERAL

All City Dive Meet will be held July 26-July 28 at Goodman Pool 325 W Olin Ave, Madison, WI 53715.
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: Cindy Schlichte.

B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

2. We will/ will not have on-site EMS. _____ CONTACT NAME/CELL NUMBER

3. We will/ will not have on-site Police or Security. _____ CONTACT NAME/CELL NUMBER

C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event.
- 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

- 1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.



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EMERGENCY ACTION PLAN

3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC
 - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
 - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
 - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

F. Law Enforcement

1. The need for constant Law Enforcement presence at this event
 has / has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or firelane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by: NAME.
6. Parking for vendor and staff vehicles will be: LOCATION(S).
7. Parking for attendee vehicles will be: LOCATION(S).

V. CONTACT INFORMATION

Primary Contact	Cindy Schlichte	Cell: 415-596-5858
Secondary Contact		Cell:
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

Emergency Action Plan for Goodman Pool

Chair Responsibilities:

Break Guard 1- Grab Yellow Action Bag and respond to emergency

Break Guard 2- Grab AED and Mobile 1st Aid Kit and respond to emergency

Break Guard 3- Call 911. *STAY ON PHONE* with EMS personnel, relaying any information you receive

Chair 1- Grab Backboard #1 (outside guard room) and respond

Chair 2- Get Key in guard room to *Open and STAY* at gate by concessions-- lead EMS to emergency. No patrons can gather around gate. Area must remain clear

Chair 3- Shut down Slides. Ensure patrons on stairs and slide platforms are walked down and led to safety and into designated areas. Ensure that Chair 2 has opened the gate.

Chair 6- Grab Backboard #2 (by diving boards) and respond

Chair 5- Grab Backboard #2 if Chair 6 is primary rescuer.

→ **Head Guard/Supervisor** must ensure all aspects of the Goodman Pool's EAP have been activated while responding to site of emergency. Head Guard/Supervisor maintains radio contact with break guard who is on phone with EMS relaying vital information.

Attendants- All attendants stationed in the front by cash registers must go into parking lot and **direct EMS personnel to enter our facility at the OPEN GATE BY CONCESSIONS**. All other attendants are expected to **ENSURE CONCESSIONS GATE IS OPEN** and help with crowd control, keeping the gate by concessions absolutely clear of any patrons.

All chairs not immediately assisting with the emergency that do not have responsibilities listed above are responsible for **CROWD CONTROL**.

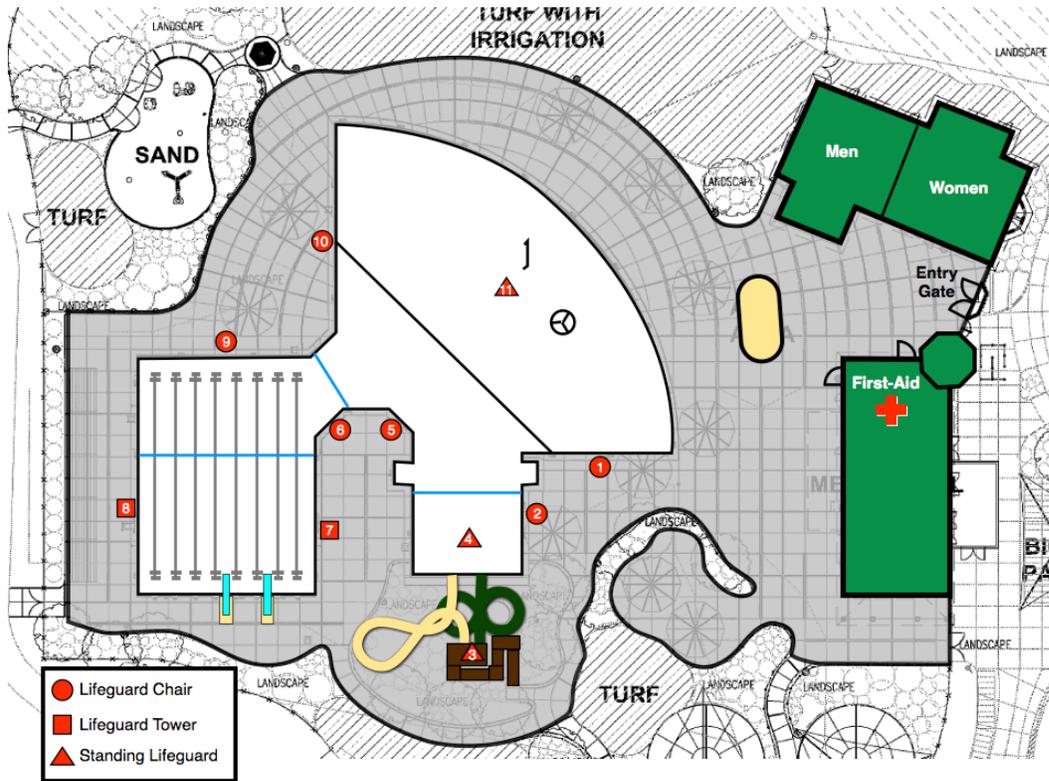
→ If an E.A.P. occurs during a rotation, the break guards are defined as any guard moving between chairs and/or heading into or out of the guard room. (Any 3 guards not currently watching water)

→ The guards responsible for crowd control should clear the water as quickly and safely as possible and lead patrons into designated crowd control areas.

→ Designated crowd control areas include: The corner area with the solar shelter and play structure; the grassy hill area; the concessions area closest to the fence and **AWAY** from the gate and pathway to the slides.

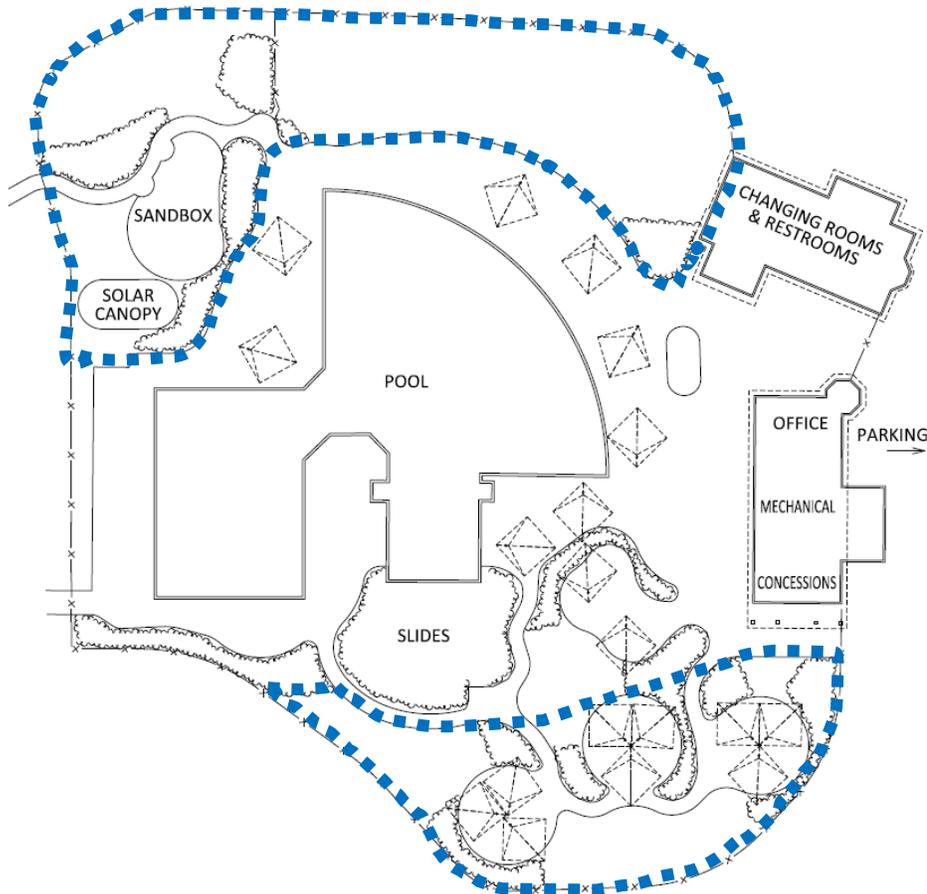
→ Patrons are not to be given any information whatsoever about the emergency, only inform them to remain calm in the designated areas.

Lifeguard Positions



Crowd Control Areas

OLIN AVENUE





Park Event Application

VENDING PERMITS

Will vending of any type occur at your event?

Yes No

If Yes, please continue. If No, skip this form.

Park Event Vending Permits are required to sell anything in a City Park. The fee for this license is dependent on the number of vendors and the number of days vendors will be at the event.

Food Vendors

If a vendor is selling food, the City of Madison also requires a Temporary Food Establishment Permit which is available from the City Clerk's Office (see next page). Public Health Madison & Dane County can provide more information on this permit and their requirements for the safe handling of food.

*Please note that food cart vendors licensed by the City to sell downtown or on other streets are still required to purchase a Park Event Vending Permit.

Event/Name of Group: All City Dive Meet

PERMIT TYPE

<input type="checkbox"/>	Vending – Single Vendor	Single Day	\$275
		Each additional day in a calendar year	\$50
<input checked="" type="checkbox"/>	Vending – Single Non-Profit	Single Day	\$75
		Each additional day in a calendar year	\$25
<input type="checkbox"/>	Vending – Multiple Vendors (up to 7 vendors)	Single Day	\$845
		Each additional day in a calendar year	\$50

VENDOR LIST

How many vendors will be at the event? **Approx 5**

You will be required to submit a complete list of vendors and contact information for your event as part of your Park Event Permit Conditions.

Will Beer/Wine be sold at the event?

Yes No

If Yes, please continue. If No, skip this form.

Alcohol (Beer/Wine) Sales Permit fee is \$700.00 for one day and \$50.00 for each additional day in a calendar year.

Additionally, a Temporary (Picnic Beer) License is required.

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)? Yes No

Application Date: _____

Temporary (Picnic Beer) License

The following are regulations from the City Clerk's Office. To obtain a Temporary Class "B" Retailers License, you must fill out an application from the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103.

Temporary (Picnic Beer) License Application, Clerk's Office

May be Granted and Issued only to:

- Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- State, county, or local fair associations or agricultural societies.
- Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
- Posts now or hereafter established of ex-servicemen's organizations