



Legislation Details (With Text)

**File #:** 64149      **Version:** 1      **Name:** Request from All Community Events for the use of Quann Park and Olin Park on July 16, 2021 from 11:00 am - 1:00 am (July 17) for the setup, event, and take down for the Christmas in July 5k, a run/walk event.

**Type:** Communication      **Status:** Approved

**File created:** 2/9/2021      **In control:** FACILITIES PROGRAMS AND FEES SUBCOMMITTEE (Parks)

**On agenda:**      **Final action:** 3/10/2021

**Enactment date:**      **Enactment #:**

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**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Christmas in July - app.pdf, 2. Christmas in July 5K Public Comments.pdf

Date	Ver.	Action By	Action	Result
3/10/2021	1	BOARD OF PARK COMMISSIONERS	Approve	Pass
2/15/2021	1	FACILITIES PROGRAMS AND FEES SUBCOMMITTEE (Parks)	Re-refer	Pass

**Title**  
Request from All Community Events for the use of Quann Park and Olin Park on July 16, 2021 from 11:00 am - 1:00 am (July 17) for the setup, event, and take down for the Christmas in July 5k, a run/walk event.

**Body**  
Madison Parks staff proposes the following conditions for the Facilities Programs and Fees Subcommittee’s consideration:

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 GRANTED.

**COVID-19:** If an event meets the criteria to occur under Public Health Madison and Dane County [coronavirus orders <https://www.publichealthmdc.com/coronavirus>](https://www.publichealthmdc.com/coronavirus), organizers must submit plans, one month in advance of the date of the event, that detail how they will meet [PHMDC requirements <https://www.publichealthmdc.com/coronavirus/forward-dane/requirements>](https://www.publichealthmdc.com/coronavirus/forward-dane/requirements) for physical distancing and cleaning policies, and a plan for monitoring attendance at the event. If orders change between when plans are submitted and the event date, the organizer is responsible for updating plans to comply with PHMDC orders in place on the date(s) of the event.

**COVID-19:** If PHMDC orders in place on the date(s) of an event include restrictions that prohibit the size or

nature of an event, the orders supersede and may invalidate any approved park event permit(s).

**Notification:** Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including location, date, schedule, activities, etc. The alder(s) to notify for this event are:

Tag Evers - [district13@cityofmadison.com](mailto:district13@cityofmadison.com) <<mailto:district13@cityofmadison.com>>

Sheri Carter - [district14@cityofmadison.com](mailto:district14@cityofmadison.com) <<mailto:district14@cityofmadison.com>>

**Insurance:** Organizer will submit a \$1,000,000 certificate of insurance covering this activity, which names the City of Madison as “additional insured.”

**Street Use:** Organizer will apply for a Parade Permit. There may be charges for this permit.

**Setup:** Organizer will contact the Central Parks Interim Maintenance Supervisor, Paul Quinlan at [pquinlan@cityofmadison.com](mailto:pquinlan@cityofmadison.com) <<mailto:pquinlan@cityofmadison.com>> at least 30 days prior to your event to review site plans. Organizer must abide by all recommendations/stipulations provided by the Maintenance Supervisor.

**Olin Park Boat Launch Parking:** There is no event staff, participant, or spectator parking in the boat launch sites. The boat launch must remain accessible for the public at all times. Organizer will post signs in this parking lot indicating there is no event parking allowed in the trailer only stalls. Single vehicles parking in the trailer stalls may be ticketed.

**Quann Signs:** Organizers will post relevant event information (i.e. day/date/time of event) at the Quann Dog Park one week prior to the event. Signage will indicate the area of the dog park that will be closed with the times of closure and the area of the dog park that will remain open.

**Quann Dog Park:** Access to the fenced portion of the dog park (indicated on the attached map) must be maintained at all times - including when the event is setting up and tearing down. The pathways around and outside of this area may be used for the event, but there can't be any set up that would obstruct access to the fenced area. Event staff/volunteers will be posted at the entrances to the fence area during the event hours to insure that dogs and their owners are able to access the fenced area.

**Temporary Structures:** There will be no staking of temporary structures in the parking lot. All temporary structures will be weighted down.

**Temporary Structures:** Quann Park is built on a former landfill. No staking of temporary structures is allowed. All structures must be weight stabilized. If the stations are larger than 10'x10', temporary structure fees will be assessed.

**Temporary Structures:** If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.) are staked down, where allowed, organizer will contact Digger's Hotline (811) approximately ten days before July 16, 2021 and will get a Ticket Number from Digger's. There is a fee(s) for temporary structures.

**Setup:** Organizer will submit a detailed parking/traffic plan for the event - on file.

**Setup:** Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.

**Setup:** Organizer is responsible for cordoning off the portion of the parking lot that will be used for the event.

**Damage Deposit:** Organizer will leave a \$1000.00 refundable damage deposit with the Parks Office and

agrees to be responsible for any damage to the park that occurs as a result of the event. This can be done via check or charge, but it **must** be separate from your invoice payment.

**Fee Due Date:** All fees will be paid and deposits made at least two weeks before the event. We accept cash, check, or charge (VISA or MasterCard). To make a credit card payment via phone, please call (608) 264-9289. Please make checks payable to City Treasurer and mail to:  
City of Madison Parks Division / 210 Martin Luther King, Jr. Blvd. Rm 104/ Madison, WI 53703

**Vending:** There will be no vending at the event.

**Food Distribution:** Organizer will follow all Health Department requirements and recommendations concerning food in the park.

**Amplified Sound:** A PA1 permit will be issued for amplification. Sound shall be limited to 75 decibels (dB) 125' from the source. Amplification will be allowed from 7:00 pm to 10:30 pm. There is a fee(s) for a PA1 permit.

**Parking:** For events at Gates of Heaven, Brittingham, Olin, and Vilas: if your reservation is longer than 3 hours and you require parking passes, they are available upon request. Parking Passes are only valid during the time of your reservation and must be placed in the windshield of the car in the parking area. Please contact the Parks Office at 264-9289 with any questions.

**Park Rules:**

- No glass containers are permitted in the park.
- No driving or parking of vehicles on grass.
- No permanent marking of the parking lots, paths, sidewalks or streets is allowed. Chalk may be used, but not spray paint, spray chalk, or stickers.

If you require assistance or experience any unforeseen issues during your event, please contact the Park Rangers at (608) 235-0448.

Organizer is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.

Parks staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

**Estimated Fees**

Application Fee	\$ 50.00	
Scheduling Fee	\$ 750.00	
Amplification Permit	\$ 110.00	(\$60 PA1 + \$50 extension past 10pm)
Temporary Structure	\$ 110.00	
Olin Shelter	\$ 640.00	(weekend, 1/2 day)
<b>Tentative Total</b>	<b>\$1660.00</b>	