



## Legislation Text

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**File #:** 52328, **Version:** 1

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### Title

Request from Madison Area Down Syndrome Society for the use of Olin Park for the Down Syndrome Awareness Walk on Sunday, September 16, 2018, from 11 am-2 pm.

### Body

Madison Parks staff proposes the following conditions for the Board of Park Commissioner'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.

### BEFORE EVENT

**Notification:** As a courtesy, please notify area alder(s) 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: Sheri Carter - district14@cityofmadison.com & Sara Eskrich - district13@cityofmadison.com

**Insurance:** Organizer will submit a certificate of insurance covering this activity which names the City of Madison as Additional Insured.

**Setup:** Organizer will contact the Central Parks Maintenance Supervisor, Chad Hughes, at cmhughes@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.

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

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

**Park Use:** Organizer will pick up keys for shelters and/or bathrooms in the Parks office a few days before 9/16/2018, in exchange for a refundable \$50.00/key deposit. Olin Pavilion has a required shelter key and an optional water spigot key.

**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. / Madison, WI 53703

**Vending:** There will be no vending at the Down Syndrome Awareness Walk.

**DURING EVENT**

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

**Temporary Structures:** If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.), organizer will contact Digger’s Hotline (811) approximately ten days before 9/16/2018. There is a fee(s) for temporary structures.

**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 11am to 2pm. 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.

**AFTER EVENT**

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
Temporary Structure Fee:	\$ 300.00 (\$100*3 structures)
Park Event Scheduling Fee:	\$ 200.00
Shelter Reservation Fee:	\$ 550.00 (already paid)
Amplified Sound PA 1:	\$ 60.00 (already paid)
<u>8 Trash Barrels:</u>	<u>\$ 150.00</u>
<b>Total:</b>	<b>\$ 1310.00</b>