

# PARK EVENT PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Clash of the Ash

Event Organizer/Sponsor Hurling Club of Madison

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

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address 625 E. Mifflin St. Apt. 209 (mailing address of club Public Relations Officer)

City/State/Zip Madison WI 53703

Primary Contact Chris Lane FAX N/A

Work Phone 608-692-6566 Phone During Event 608-692-6566

E-mail chrisscottlane@gmail.com

Website N/A

Secondary Contact Math Daly Phone During Event 815-370-1922

Work Phone 815-370-1922

E-mail mdaly1818@gmail.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 100-150 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification: Hours \_\_\_\_\_ to \_\_\_\_\_  Yes  No

Park Requested Elver Park, 1250 McKenna Boulevard, Madison

Shelter Reserved by Event Organizer  Yes  No

Shelter 1 at Elver Park

## EVENT DATE(S)/SCHEDULE

Sat, April 13, 2013

Date(s) of Event (including set-up and take-down) ~~3-9-13~~ Rain Date(s) 3-23-13

Event Start Date(s)/Time(s) 3-9-13 / 9am Set-Up Date(s)/Time for Event 3-9-13 / 6 am

Event End Date(s)/Time(s) 3-9-13 / 11am Take-Down Time 3-9-13 / noon

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

## APPLICATION SIGNATURE

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Madison, in addition to all rules and regulations governing the City's Parks Division. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant has read the Park Events Application packet. The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Signature [Signature] Date 12-28-12

## PARK EVENT MARKETING INFORMATION

Conditional approval of the event is required **before** promoting, marketing or advertising the event.

How will this event be marketed, promoted, or advertised? This event will be promoted via social media (Facebook, Twitter), flyers, word of mouth, potentially print media, including advertisements in local papers.

Will there be live media coverage during the event and where will the media vehicles be parked? No live media coverage.

### PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event Clash of the Ash Hurling Club of Madison 5K Run/Walk

Park Location Elver Park, 1250 McKenna Boulevard, Madison, WI

Public Contact Phone 608-692-6566 Website www.madisonhurling.com

Admission Cost \$25 for advance sign up and registration, \$30 late registration

Date of Event March 9, 2013 Beginning/End Time of Event 9 to 11 A.M.

Two sentence description of event (for internet calendar) First annual Clash of the Ash 5K run/walk. Hosted by the Hurling Club of Madison.

### EQUIPMENT RENTAL

To assist with your Community event, the Madison Parks Division rents some equipment for use by the Event Organization. The Event Organizer must have the ability to pick up and return all equipment from Park Maintenance Facilities.

#### **Rented from Parks Division, but picked up by Event Organizer**

- Trash Barrels # 4 barrels  
 Key to Shelter and Gates - Refundable deposit required

#### **Rented from Parks Division, dropped off and picked up by Parks Division**

- Dumpsters # \_\_\_\_\_

#### **Rented from Private Vendors**

- Portable toilets

Vendor Name \_\_\_\_\_  
Date or Drop Off \_\_\_\_\_

How Many? \_\_\_\_\_  
Date of Removal \_\_\_\_\_

(Dates must be pre-approved by Parks Maintenance Supervisor.)

## Schedule of Events

5 am: Volunteers start to arrive (app. 6): materials gathered and responsibilities distributed

5.30 am-8.30 am: Course set up (app. 10-15)

- Wash away spray paint
- Warning/construction tape in the woods to direct runners
- Flags at turns
- Starting line/finish chute construction

8.00 am: Runner Registration begins

- Hurling Club of Madison (HCM) will have 2 people providing pre-registration runners their running packet, shirts, etc.
- HCM will have 2 people registering day-of runners and providing them with their running packets

8.45 am: Runners called to starting line (alert runners of the 15, 10, 5, 3, and 1 minutes to race start time)

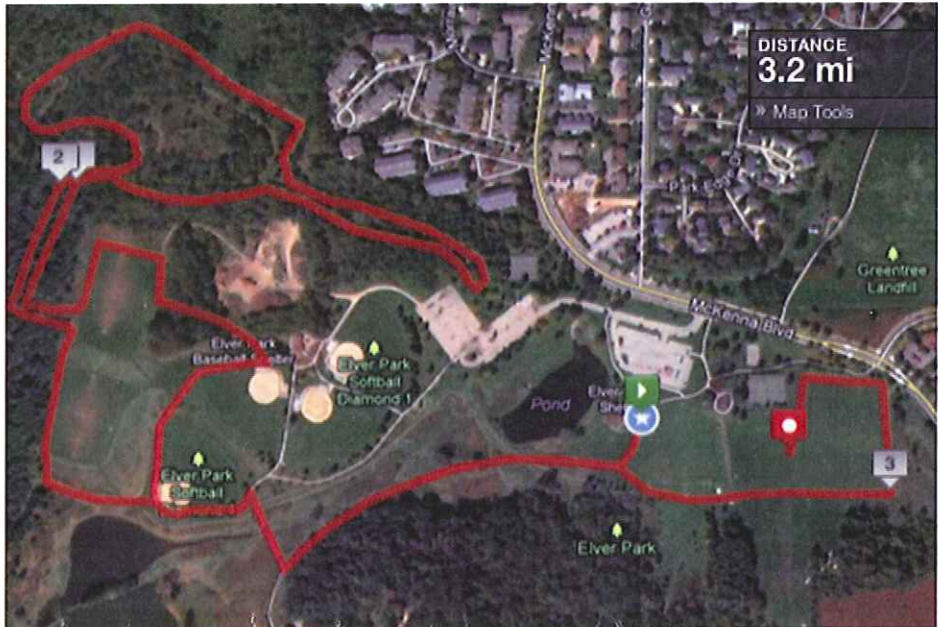
9.00 am: Race start

- Course marshals alerted of race start and communicating via walkie-talkie
- Earliest runners finish: approximately 9.15 am
- Last runners finish: approximately 10.00 am

10.30 am: Awards ceremony and thank-you's

11.00 am: Course break down has begun by HCM. Flags taken down, caution tape taken down, start/finish/awards ceremony area cleaned.

Noon: Event should be complete, and Elver Park returned to normal working order.





## **Hurling Club of Madison's Clash of the Ash 5K**

Warm greetings to you, on behalf the Hurling Club of Madison. We are an amateur athletic organization that has been active in Madison for almost 10 years. We play the ancient Irish sport of hurling, which combines speed, strength, skill, accuracy, and toughness, all meshed into one fast-paced thrill. It is the national sport of Ireland, one of the fastest growing sports in the States, and all of our members have a passion for the game, the competition, and its growth in Madison and beyond.

We are proposing to the City of Madison the opportunity to host a 5K Run & Walk in Elver Park on March 9<sup>th</sup>, 2013. The event holds several purposes for us:

- Community Awareness
- Fundraising for Club Activities and Expenses
- Promotion of Healthy Lifestyle
- Promotion of Irish Culture and Athletics
- Opportunity to Network with Individuals, Businesses, and the City

Hurling Club of Madison will operate a safe, friendly, and fun 5K for the residents of Madison to enjoy. We guarantee a well-organized event, an easy to manage course with plenty of course marshals, a fun awards ceremony after the race to recognize individual achievements, and an Elver Park returned to fine working order immediately following the event.

We are confident the City of Madison will find us a strong working partner. We hope to have a successful 5K that will raise awareness of our activities in the community and breathe new life, and members, into a great athletic organization.

Thank You,  
Hurling Club of Madison

## **Other**

Safety and Security: Hurling Club of Madison (HCM) will have a certified health care professional on site the day of the event with walkie-talkie access to all course marshals, volunteers, and event planning staff. The person will have a first-aid kit necessary for treating minor injuries that may occur during a 5K, and will have communication capabilities to call emergency personnel if needed. All event staff and personnel will have walkie-talkie communication, and will have a short list of emergency contact numbers of people and agencies for if the situation arises.

Cleanup and Recycling: HCM ensures full clean up of the 'host' area (defined as the main entrance and area surrounding Elver Shelter 1 that will host the registration, start line, finish line, and awards ceremony) and all course related material immediately following the end of the event. We will work with the City of Madison to ensure proper care is taken in the collection and disposal of all waste materials from the park.

Certificate of Insurance: Once we receive approval from the City of Madison to host the 5K event, we will be purchasing a General Liability Certificate of Insurance through Road Runners Club of America for \$1 million. As requested by City of Madison, we will include the City and its Parks Division as an Additional Insured on the General Liability Certificate of Insurance.

Notification Requirements: We are aware of this requirement. As this is the inaugural year for our event, we project 125 runners (+/-30). We will keep the City of Madison informed of our registration numbers, and will take the appropriate steps necessary if the event approaches 300 or more runners.

Accessibility: The host area of the event provides full accessibility to the start, finish, and awards ceremony. As the event is a Run/Walk, and requires mobility over terrain over a distance, it is up to individuals to ascertain their own ability to participate in the event. People of all ability are welcome to participate in any way they can, if that is actually running/walking the course, or joining family, friends, and community members in the host area.