

## PARK EVENT PERMIT APPLICATION

### Applicant

Nancy Ann Little

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Madison, WI 53726

**Email:** Littlejunkemailaddress@gmail.Com

**Phone:** (406) 570-6420

### Contact During Event

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### Organizer/Sponsor

**Organization Name:** Little-Asamawi Wedding

**Is Organizer/Sponsor a 501(c)3 non-profit agency?**

### Event Information

**Are you applying for a NEW park event?:**

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

**Name of Event:** Little-Asamawi Wedding

**Total Attendance per day:** 175

**Describe all relevant attendance details (anticipated peak times, activities/times a crowd is anticipated, anticipated times with smaller):** Set up in the later morning and afternoon with some family, vendors and wedding coordinator (up to 25 people). Anticipated peak time 3:30 pm to 10:30 pm (up to 175 people including support staff). Goal to wrap up around 10:30 to 11:00 pm with breakdown and cleaning after. Request to extend amplified sound hours and park access hours by two hours (11 pm and 12 am, respectively).

### Event Category

**Run/Walk:**

**Community Gathering:**

**Music/Concert:**

**Wedding/Private Gathering:**

**Fundraiser:**

**Athletic Competition:**

**Festival:**

**Other:**

**Rally:**

### Brief Narrative of Event:

Wedding with family and friends (approx 150, additional ~25 support people). Set up in the later morning and afternoon with some family, vendors and wedding coordinator. Anticipate outdoor ceremony near the pavilion in the afternoon, social hour with some yard games and hang out enjoying the green space and waterfront, reception with dinner and dancing in the pavilion in the evening. Request to extend amplified sound hours and park access hours by two hours (11 pm and 12 am, respectively).

### Location Information

**Park Requested:** OLIN PARK

**Use of Shelter During Event:**

**Use of Shelter During Setup:**

### Event Schedule

**Event Recurrence:** One Day

SETUP DATE	SETUP START TIME	SETUP END TIME
05/25/2025	10:00 am	3:00 pm
EVENT DATE	EVENT START TIME	EVENT END TIME
05/25/2025	3:00 pm	11:00 pm
CLEANUP DATE	CLEANUP START TIME	CLEANUP END TIME
05/25/2025	11:00 pm	12:00 am

### Site Map

Each event application must include a detailed event site map with the following items as applicable:

- Accessible paths for wheelchairs
- Disabled parking spaces
- Dumpsters
- Exit location for fenced outdoor events
- Event perimeter
- Fencing
- Garbage and Recycling receptacles
- Placement of vehicles
- Portable toilets
- Signage
- Stages
- Temporary Structures (include dimensions of each structure)
- Vendors

RUN/WALK EVENTS: For run/walk events that will have a route that stays on sidewalks, bike paths or within a Park, please apply for a [Parade Permit](#).

RUN/WALK EVENTS: For run/walk events or events that will have significant street closures, organizers must also apply for a [Street Use Permit](#) and contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting a Street Use application.

A helpful online resource for route mapping is: [Map My Run](#)

**I understand I must attach a site map. I understand I must also attach a route map, if applicable:**

**Explain what impact 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?:**

No map submitted as no planned structures greater than 10x10 ft (per parks website and email with Kelly Post).

Minimal impact on surrounding neighborhoods. Amplified sound should only be noticeable in small area surrounding pavilion. Guests will be discouraged from driving and the recommended hotel will be walking distance.

### Insurance Information

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
  - The determination is based on the risk level of an event.
  - Risk level is determined by such things as, but is not limited to:
    - Activities planned for the event
    - Anticipated attendance
    - Beer/alcohol
    - Potential for injury
    - Size and nature of the event
- If a Certificate of Insurance is required, the event organizer must:
  - Submit a general liability insurance policy certificate
    - **30 days prior to the event date**
    - In the amount of \$1,000,000
    - Naming the City of Madison as Additional Insured.
    - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office

*City Risk Manager*

*210 Martin Luther King, Jr. Blvd., Rm. 406*

*Madison, WI 53703*

*Phone: (608) 266-5965*

*Fax: (608) 267-8705*

[Risk Manager Email](#)

**I understand I may be required to provide insurance for my event, as determined by the City Risk Manager:**



### Safety And Security

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, [Madison Fire](#) may review and make recommendations for emergency plan requirements. Please reach out to Madison Fire if your event will include large temporary structures (over 400 ft<sup>2</sup>), fencing, or an enclosed event perimeter.
- Police and Fire Department representatives may also require Police Officers or Fire Inspector staffing at your event.

**Emergency Action Plan** [PDF/ MS Word](#)

**I understand that I must submit the Emergency Action Plan:**



### Accessability Plan

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event.

**Accessibility Plan Components** [PDF/ MS Word](#)

For information and compliance contact City of Madison Department of Civil Rights and Services Specialist Rebecca Hoyt, at [rhoyt@cityofmadison.com](mailto:rhoyt@cityofmadison.com) or (608) 266-6511.

**I understand I may be required to submit an Accessibility Plan, this requirement will be determined upon review of my application:**

**I understand I should include any accessibility setup in my site map:**

**Vending Permits**

Park Vending Permit(\$): 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.

Events on City of Madison property are also required to submit event and food vendor information to [Public Health of Madison and Dane County](#). Contact [leadadmin@publichealthmdc.com](mailto:leadadmin@publichealthmdc.com) for requirements. Events with vendors, in the State of Wisconsin, are also required to submit a [S-240](#) form to the [WI Department of Revenue](#). Contact: [DORTempEvents@wisconsin.gov](mailto:DORTempEvents@wisconsin.gov).

**Will food and/or merchandise be sold at the event?:**

**How many are non-profit vendors?:**

**Is this a ticketed event?:**

**Are entry tickets being sold day-of, in the park?:**

**I understand I must submit a complete list of vendors and contact information for my event at least two weeks before the event date, if applicable:**

**Public Amplification**

**Public Amplification Permit(\$):** By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

**Will there be amplification at the event?:**

**Type of amplified sound:**

**Live Music:**

**Sound System:**

**Speeches/Announcements:**

**Other:**

**If Other, Please Describe:**

<b>Public Amplification Star Date</b>	<b>Public Amplification Star Time</b>	<b>Public Amplification End Date</b>	<b>Public Amplification End Time</b>
05/25/2025	3:00 pm	05/25/2025	11:00 pm

**Cleanup And Recycling**

**Will you be providing your own receptacles?:**

**Will you be renting additional Parks receptacles (\$)?:**

**Trash Barrels:**

**Recycling Barrels:**

**Dumpsters:**

**Temporary Structure Permit**

Temporary structures include, but are not limited to, tents larger than 10x10, staging, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are NOT ALLOWED.

If you are erecting a tent in excess of 400 sq. ft. You are also required to apply for a Notification of Operations license through the City of Madison Fire Department. An application is available online: [Notification of Operation](#). Contact [fire@cityofmadison.com](mailto:fire@cityofmadison.com) or (608) 266-4200 with questions.

**Will temporary structures be set up at the event?:**

**Tents:** 0

**Staging:** 0

**Inflatables:** 0

**Trailer:** 0

**Description: If setting up temporary structures, you must include the description and dimensions of each structure:**

**I understand I will be required to call Diggers Hotline if I am putting up a temporary structure (this information will be included on the permit):**

**Marketing**

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

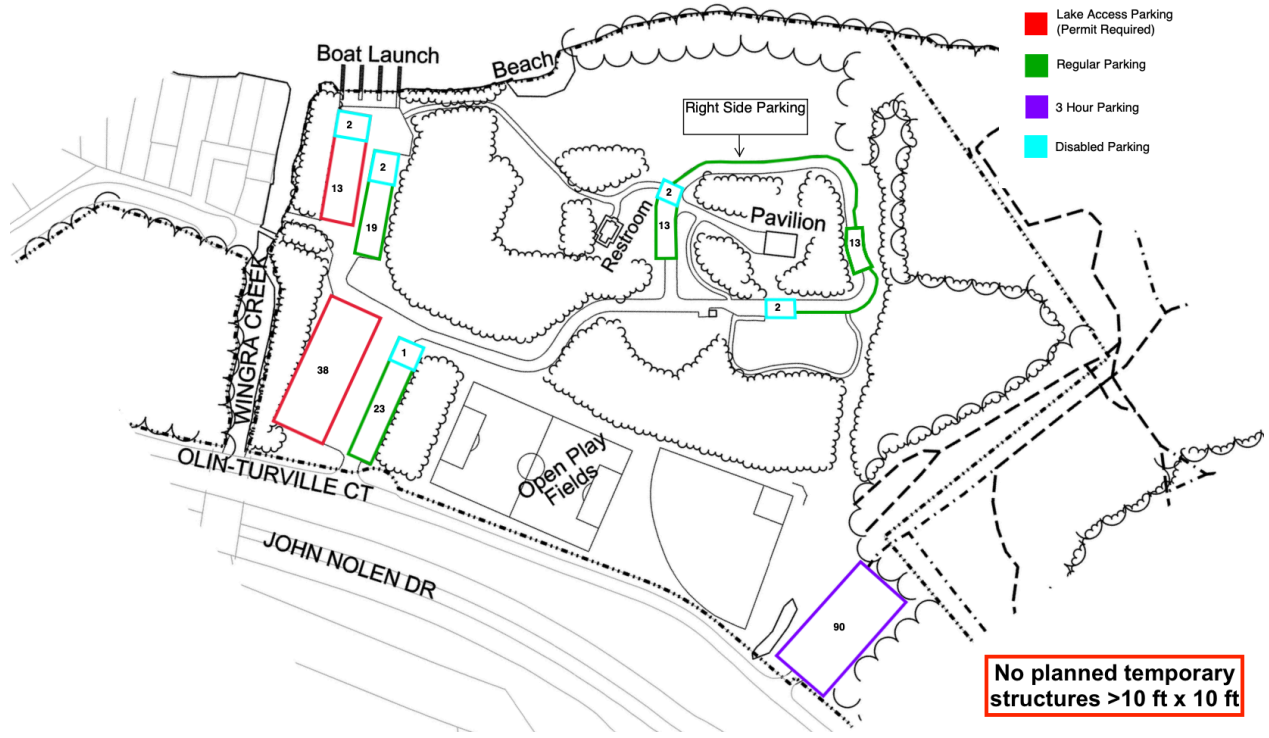
**Do you want this included in the Madison Parks online calendar of events?:**

**Is registration required?:**

**Cost of Registration:**

**Event Website:**

**Brief description of the event for Parks online Event Calendar:**



**No planned temporary structures >10 ft x 10 ft**

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The “ \_\_\_\_\_ ” will be held \_\_\_\_\_ at \_\_\_\_\_.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “ \_\_\_\_\_ ” (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 \_\_\_\_\_.

### 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 \_\_\_\_\_.
3. We  will /  will not have on-site Police or Security \_\_\_\_\_.

### 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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.

### CI. 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.
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 fire lane
- 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: \_\_\_\_\_
- 6. Parking for vendor and staff vehicles will be: \_\_\_\_\_
- 7. Parking for attendee vehicles will be: \_\_\_\_\_

**V. CONTACT INFORMATION**

Primary Contact		
Secondary Contact		
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345