

# PARK EVENT PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Point for Paws  
Park Requested: Warner Park Estimated Attendance: 70-100

## EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: University of Madison-Wisconsin School of Veterinary Medicine SCAVMA  
Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
**MANDATORY: State Sales Tax Exemption Number:** ES#: 39-14814886  
**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_  
Primary Contact: Laura Bunke Work Phone: 920-287-9414  
Address: 2015 Linden Dr., Madison, WI 53706 Phone During Event: 920-287-9414  
Email: lbunke@wisc.edu FAX: \_\_\_\_\_  
Organization or Event Website: http://www.vetmed.wisc.edu/dvm-students/current-students/scavma/

## EVENT SCHEDULE

Date(s) of Event: April 23, 2017 Event Start and End Times: 9 AM- 12 PM  
Rain Date (if any): N/A Set-Up Start Time: 8 AM  
Take-Down Start Time and End Times: 12 PM-1 PM

Does this require time in the park the day before your event?  Yes  No  
If Yes, provide details of times and area requested: \_\_\_\_\_  
Are you requesting use of the park shelter?  Yes  No

## PERMITS


Will you have amplified sound at this event?  Yes  No  
(If Yes, please fill out an Amplification Permit Application.)  
Will you sell anything in the park?  Yes  No  
(If Yes, please fill out a Park Event Vending Permit Application.)  
Will you serve any food or beverage?  Yes  No  
If Yes, what: Cookout food  
Will you sell beer/wine?  Yes  No  
(If Yes, please fill out a Beer/Wine Sales Permit Application.)  
Will you put up any temporary structures, such as tents, stages, inflatables?  Yes  No  
(If Yes, please fill out a Park Event Temporary Structure Permit Application.  
Note that permits are not required for 10' x 10' pop-up tents.)

## APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

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.

Applicant Signature  Date February 5th, 2017

## PARK EVENT NARRATIVE

Are you applying for a new community event?

Yes  No

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

If the application is for a new event, approval by the Board of Park Commissioners may be required. Please include a one page narrative with the application and materials submitted for the event. The application and narrative will be reviewed by Parks staff and presented to the Board. The Board of Park Commissioners meet on the second Wednesday of the month and agenda items must be submitted by the last Friday of the previous month. Proposals submitted less than six months prior to an event will not be considered.

What is the nature of your event? Is it a festival? Fundraiser? Walk/Run?

**This event is a 5K race with a following cookout open to the public, as well as local veterinary clinics and veterinary students, to raise awareness around the delicate topic of whole-body and mind wellness in veterinary medicine. Dogs will be invited to the race, as long as they are leashed and have a current rabies certificate on file.**

What kind of activities do you plan on having?

**-5K race  
-Cookout following race**

How big do you anticipate this event will be (people, square footage, etc.)?

**-70-100 individual runners  
-Following route and in the park shelter  
-Possible presence of industry organizations in support (not for the purpose of selling)**

What kind of impact do you anticipate your event will have on the surrounding neighborhood(s)?

**Very little impact on the surrounding neighborhoods.  
-Increased foot traffic from race from 9-11 AM  
-Potential for increased food odors in immediate area  
-Increased dog presence in area from 9 AM-noon**

Anything else you feel we should know:

**We will be charging a nominal runner's fee.  
Proceeds will benefit mental health awareness efforts through UW Madison SVM SCAVMA.**

## PARK 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:
  - » Vending: when vendors will set up, hours of operation, tear down, leave park
  - » Music/Performances: stage setup, performance schedule, tear down
  - » Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
  - » Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s)
- Please format your schedule in the following manner:
  - » Time (or time span): Activity

Example:       8:00 a.m.: Setup  
                  9:00 a.m.: Event Begins  
                  11:00 a.m.-12:00 p.m.: Cleanup

### ***Provide Detailed Event Schedule:***

**8:00 AM: Setup (cones, fliers, trash bins)**  
**8:30 AM: Late/day of registration**  
**9:00 AM: Event begins**  
**11:00 AM: Run concludes, lunch begins**  
**12:00 PM: lunch is concluded, cleanup begins**  
**1:00 PM: Cleanup concluded**

## PARK EVENT CLEANUP AND RECYCLING PLAN

- Each organization is responsible for cleanup of the event area. In accordance with Park Commission policies, a cleanup deposit of \$1,000 - \$3,000 may be required.
- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

### ***Provide Detailed Trash/Recycling/Cleanup Plans:***

**City trash bins will be used throughout the route (4) and at the park shelter (4).**

**At the end of the race event, 2-3 volunteers will travel the race route to collect trash and bins.**

**At the end of the cookout event, 4-5 volunteers will collect trash and consolidate trash bins.**

**There will be no recycling at the event.**

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The **Point for Paws** will be held **April 23, 2017 at Warner Park.**

## 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 **Elizabeth Cooper, 608-322-0460**

### 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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We  will /  will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE 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 **Laura Bunke** 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.
- 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: **UW Madison SVM Volunteers**
- 6. Parking for vendor and staff vehicles will be: **N/A**
- 7. Parking for attendee vehicles will be: **In designated areas in and around Warner Park**

**V. CONTACT INFORMATION**

Primary Contact	<b>Elizabeth Cooper</b>	<b>608-322-0460</b>
Secondary Contact	<b>Laura Bunke</b>	<b>920-287-9414</b>
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

## PARK EVENT EQUIPMENT REQUEST

Do you have a need for trash barrels and/or dumpsters?

Yes  No

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

Please indicate your trash barrel needs:

8 barrel minimum: \$12.50 per barrel

**We would like 8 trash barrels for placement around the park and a few along the proposed race route.**

Please indicate your dumpster needs:

per Dumpster, per Tip: \$284.36

**No dumpsters necessary**

## PARK EVENT MARKETING INFORMATION

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

Do you have marketing information?

Yes    No

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

How will this event be marketed, promoted, or advertised?

**This event will be advertised via fliers and emails to local veterinary clinics and throughout the UW Madison SVM.**

Will there be live media coverage during the event and where will the media vehicles be parked?

**No – N/A**

### 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 30 days in advance 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: Point for Paws

Park Location: Warner Park

Public Contact Phone: Elizabeth Cooper (logistics) 608-322-0460 OR Laura Bunke (coordinator) 920-287-9414

Website: N/A

Admission Cost: TBD

Date of Event: April 23, 2017

Beginning/End Time of Event: Run begins at 9 AM, ends at 11 AM. Food will be served from 11 AM - noon

Two sentence description of event (for internet calendar):

**5K race in Warner Park proximity open to the public to raise awareness of mental and physical wellbeing in the veterinary profession. Food will be served in a cookout style following the race at the Warner Park shelter.**