



Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event? Yes No
 Are you applying for a returning park event with significant changes? Yes No

EVENT INFORMATION LL Bean Flannel 5K
 Name of Event: VWingra Park, access road, one side mostly.
 Park Requested: _____ Use of Shelter: Yes No Estimated Attendance: 600
 Type of Event (run/walk, fundraiser, festival, etc): run/walk

EVENT ORGANIZER/SPONSOR INFORMATION
 Name of Organization: Loco Sports, LLC And Friends of Lake Wingra - sharing net proceeds
 Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: _____

Primary Contact: Michael St. Laurent Work Phone: 603 767 1230
 Address: PO Box 423, Newmarket, NH 03857 Phone During Event: 603 498 3118 Bryan Cahoon
 Email: Mike@locorunning.com
 Organization or Event Website: flannel5k.net

EVENT SCHEDULE
 Date(s) of Setup: Thursday/Friday - Portos 10-9-10 Setup Start and End Times: 6 AM setup race day
 Date(s) of Event: Oct 12, Saturday Event Start and End Times: 9 AM race start
 Date(s) of Take-Down: Oct 12, Saturday Take-Down Start and End Times: 10:15 cleanup
 Rain Date (if any): _____ Does this require time in the park, for photo setup the day before your event? Yes No

PERMITS
 Will you have amplified sound at this event? Yes No
If yes, please fill out an Amplification Permit Application (page 13)
 Will have any temporary structures such as tents, stages, inflatables? Yes No
If yes, please fill out a Temporary Structure Permit Application (page 14)
Note that permits are not required for 10' x 10' pop-up tents
 Will you sell anything during the event? Yes No
If yes, please fill out a Vending Permit Application (page 15)
 Will you serve any food at this event? Yes No
If yes, what will be served: _____
 Will you sell alcohol (beer/wine) at the event? Yes No
If yes, please fill out an Alcohol (Beer/Wine) Sale Permit Application (page 15)

APPLICATION SIGNATURE
 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 ISSUED.

The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Applicant Signature Michael St. Laurent Date June 18, 2019



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

Traditional 5k run/walk - runners park and register at LL Bean store at Hilldale Mall. Then they take a bus to Wingra Park.
 9am runners start
 10am last runner/walker returns
 Runners are served only water at the finish.
 Runners and spectators take the bus back to the LL Bean store for refreshments.

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:

- General: set up, hours of operation, tear down/cleanup, leave park
- Vending: when vendors will set up, hours of operation, tear down/cleanup, leave park
- Music/Performances: stage setup, performance schedule, tear down/cleanup, leave park
- Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
- Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), cleanup, leave park

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY IN THE PARK (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
Thursday/Friday	Portapotties delivered to Park in approved areas
Saturday 6:00 AM	Setup tent and water and trash and recycles
Saturday 8:00 AM	First runners get off bus and walk to start area
Saturday 8:50 AM	Runners line up in parking lot getting ready to start
Saturday 9:00 AM	- race starts
9:03 AM	All runners on course
9:17 AM	First runner arrives
9:30 - 9:40	Busy runner time when 80% of runners are done
10:00 AM	Last walker finishes
10:15 AM	Cleanup of tent and recycles



Park Event Application

SITE MAP



Please attach a site map. Also attach a route plan (if applicable).

- Site map should include, but is not limited to, the following:
 - » Accessible paths for wheelchairs
 - » Disabled parking
 - » Dumpsters
 - » Exit location for fenced outdoor events
 - » Event Perimeter
 - » Fencing
 - » Garbage and recycling receptacles
 - » Placement of vehicles
 - » Portable toilets
 - » Signage
 - » Stages
 - » Temporary Structures
 - » Vendors
- If the event includes a run/walk component on City streets, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a [Parade Permit](#).

What impact do 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?

Parking will all be done at the Hilldale shopping center, which is designed for a large number of cars. Runners will all be bused to the start and back to the finish making for less traffic by the park. Once the runners come back, they will be in a coned lane so that cars can get into the park easily.

Provide Detailed Event Site Map (feel free to provide this map as a separate attachment):

Attached is a separate map of the course, and an overview of the start and finish area. This race is different from other races in that registration is setup at the LL Bean store in the Hilldale Mall. Runners are then bussed to the start area where they line up to start the race. This eliminates traffic and parking issues.

After the race, runners will get only a bottle of water and then be bussed back to the LL Bean store for the after-race party and food.

With this plan, we expect that residents will still be able to use the park as normal, but it will be a little bit busy to get down to the boat ramp from 8:30 - 9:00 AM before the race.



Runners to use only one side of inlet road for start and finish

Play areas reserved for residents

**Start
Finish**

Google

Wingra Roats
Imagery ©2019 Google, Map data ©2019



LL Bean Flannel 5K

- Start/Finish Wingra Park**
- Left: Arbor Drive**
- Left: Monroe**
- Left Nakoma**
- Left: Manitou Way**
- Turn around before Iroquois**

**Return by Manitow Way
to Nakoma to Bike Path to
Arbor to finish.**



Park Event Application AMPLIFICATION PERMIT



Will there be amplification at the event? Yes No
If Yes, please continue. If No, skip this form.

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.

Event/Name of Group: **LI bean Flannel 5K**

Type of Amplified Sound:

- Band
 DJ
 Sound system
 Speeches/Announcements
 Karaoke
 Other (please specify): _____

SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
Oct 12	Announcer	8:00	10:00 AM

Public Amplification permit type is determined by Parks Staff.

Public Amplification Permit 1 – (PA1)

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 9 PM, 6 hour duration
- Permit Fee: \$60
- Additional Hour(s) between 8AM and 10PM (9PM for Shelter Reservations): \$20
- Extraordinary extension to 11 PM (requires Park Commission approval): \$50
- Special Conditions:
 - » Two 6 hour permits can be purchased on a day.
 - » No carryover of hours unused on one date may be applied to a second date.
 - » Ranger staff will monitor events for compliance.

Public Amplification Permit 2 – (PA2)

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Permit Fee: \$150
- Additional Hour(s) between 8 AM and 10 PM: \$30
- Special Conditions:
 - » PA1 Conditions apply
 - » Ranger staff will monitor events for compliance at the perimeter and/or 125 ft from the source and at the sound board if applicable.
- **Non-compliance action**
 - » A warning will be given to comply with the conditions of the permit. If a second warning is required, a citation will be issued to the responsible party for violation of MGO 8.29. A third violation will result in the amplification being ordered to cease immediately.



Park Event Application MARKETING



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

Would you like your event included on the Parks Division Event Calendar?
If Yes, please continue. If No, skip this form.

Yes No

PARKS DIVISION CALENDAR OF EVENTS

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.

Official Name of Event: LL Bean flannel 5K
Park Location: Wingra Park
Public Contact Phone: 603 659 2824
Website: http://flannel5k.net/
Admission Cost: \$25-\$35
Date of Event: Oct 12, 2019
Beginning/End Time of Event: 9:00 AM start

Two sentence description of event:

Fun 5K run/walk presented by LL Bean. All registered runners and walkers receive a very cool flannel running shirt and after-race party



Park Event Application CLEANUP AND RECYCLING



Will you be providing your own receptacles?

Yes No

If yes, which receptacles and how many?

Recycling Bins: 5

Trash Bins: 2

Dumpsters: _____

If yes, name/contact information of collection agency

providing equipment and service: We will take trash/recyclys with us back to LL bean dumpster

Will you be renting additional Parks receptacles?

Yes No

If Yes, please continue. If No, skip the remainder of this form.

Event/Name of Group: _____

Park Name: _____

Please indicate quantity of trash barrels: _____

8 barrel minimum: Each increment of up to 8 barrels \$150
(\$142.18 no tax)

Please indicate quantity of dumpsters: _____

per dumpster, and per tip: \$300
(\$284.37 no tax)



Park Event Application

EMERGENCY ACTION PLAN



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: NAME.
6. Parking for vendor and staff vehicles will be: LOCATION(S).
7. Parking for attendee vehicles will be: LOCATION(S).

V. CONTACT INFORMATION

Primary Contact	Bryan Cahoon	Cell: 603 498 3118
Secondary Contact	Kevin St. Laurent	Cell: 603 957 0259
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345