



Park Event Application GENERAL INFORMATION

play
**MADISON
PARKS**

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

Name of Event: Bucky on Parade

Park Requested: Multiple Parks including Warner, Olbrich, Olin, Yahara, Central, Brittingham Estimated Attendance: _____

Type of Event (run/walk, fundraiser, festival, etc): Public Art Project

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Madison Area Sports Commission/Madison Events

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

Yes

No

MANDATORY: State Sales Tax Exemption Number: ES#: 82-1446907

Primary Contact: Janine Wachter

Work Phone: 608-441-3949

Address: 22 East Mifflin

Street Suite 200 Phone During Event: 608-255-2537

Email: Wachter@visitmadison.com, patrick@madisonsports.org

Organization or Event Website: buckyonparade.com

EVENT SCHEDULE

Date(s) of Event: May 6-Sept 13

any): n/a

week after

Event Start and End Times: continuous Rain Date (if Set-Up/Take-Down Start/End Times: 1 week prior 1

Does this require time in the park the day before your event?

Yes

No

If Yes, provide details of times and area requested: limited time, minor setup of bases and statue on the 6th

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 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

Date

10-13-17



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

Bucky on Parade is a free public art event that will bring life-size Bucky Badger statues to the streets of Madison and Dane County from May through September of 2018. The number of locations utilized for Bucky on Parade are contingent on the number of sponsors supporting the event. Proceeds from the parade will go to charity.

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, tears 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

EXAMPLE	EXAMPLE
8:00 a.m.	Setup
Continuous	May 6-Sept13 Bucky Statues are up.
various	April 29 – some setup of bases may begin.
various	Sept 13 - statues removed, sept 13-20 bases removed



Park Event Application CLEANUP AND RECYCLING



Will you be providing your own receptacles?

Yes No

If yes, which receptacles and how many?

Recycling Bins: _____ n/a

Trash Bins: _____ n/a

Dumpsters: _____ n/a

*If yes, name/contact information of collection agency
providing equipment and service:* _____

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

Please indicate quantity of dumpsters: _____

per dumpster, and per tip: \$300

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Bucky on Parade" will be held May - September 2018 at throughout Madison and Dane County.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Bucky On Parade" (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 PRIMARY CONTACT: Jamie Patrick.

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 Janine Wachter 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 Janine Wachter 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: None Expected.
- 6. Parking for vendor and staff vehicles will be: No parking needed outside of temporary parking for installation.
- 7. Parking for attendee vehicles will be: near bucky on parade locations, for install and unistall only.

V. CONTACT INFORMATION

Primary Contact	Jamie Patrick	608-572-4751
Secondary Contact	Janine Wachter	608-628-1382
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

Emergency Action Plan Continued...

Bucky on Parade is a free public art event that will bring life-size Bucky Badger statues to the streets of Madison and Dane County from May through September of 2018. The number of locations utilized for Bucky on Parade are contingent on the number of sponsors supporting the event.

Bucky Badger is six feet tall on a six inch pedestal, which is approximately four feet in diameter. Outdoor Bucky locations will be secured to a heavy concrete base by the volunteer team and the concrete producer Lycon. For indoor locations Bucky will sit on a wooden base and be tightly secured. Lycon worked on Cows on Parade and this system will ensure stability for people climbing on it and security so people are not able to walk off with Bucky.

Bucky himself is approximately 150 pounds made out of a fiberglass material. Artists will design and adorn Bucky after being juried and selected. After the statues are decorated the statues will receive an anti-graffiti clear coat and to help the statue hold up in the weather conditions.

Should the statues become damaged or vandalized while on Parade there will be an artists and team on hand to quickly repair Bucky and have the statue back on parade. Incidents can be reported to the Emergency Contacts or Madison Area Sports Commission or Greater Madison Convention and Visitors Bureau at 608-255-2537.