



# Open Space Park Event Application

## GENERAL INFORMATION



### EVENT INFORMATION

Name of Event: \_\_\_\_\_  
Park Requested: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Area in Park: \_\_\_\_\_  
Type of Event (ceremony, birthday party, etc.): \_\_\_\_\_

### EVENT ORGANIZER

Primary Contact: \_\_\_\_\_ Phone During Event: \_\_\_\_\_  
Organization: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

### EVENT SCHEDULE

Date Requested: \_\_\_\_\_ Rain Date: \_\_\_\_\_  
Setup Start Time: \_\_\_\_\_ Setup End Time: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
Take-Down Start Time: \_\_\_\_\_ Take-Down End Time: \_\_\_\_\_

### PERMITS

Will you have amplified sound at the event?  Yes  No  
*If yes, what times? \_\_\_\_\_ to \_\_\_\_\_*

Will you have a temporary structure at the event?  Yes  No  
*If yes, you must submit a site map (see next page).  
Note that permits are not required for 10' x 10' pop-up tents.*

Will you serve any food or beverage?  Yes  No  
*If yes, what will be served? \_\_\_\_\_  
You must follow all [Public Health](#) requirements concerning food in the park.*

Will you serve beer/wine?  Yes  No  
*If yes and you are requesting an alcohol free park, you must purchase a [beer/wine permit](#).*

### APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES 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.

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER" LISTED ABOVE AGREES TO ADHERE TO ALL PUBLIC HEALTH OF MADISON AND DANE COUNTY RESTRICTIONS FOR GATHERINGS THAT MAY BE IN PLACE ON THE DATE OF THE EVENT.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## SITE MAP



Please provide an Event Site Map if you are putting up a temporary structure or placing anything in the park for the event.

Your site map should include the location and size of the temporary structure and anything else you are placing in the park (portable toilet, chairs, tables, etc.).

If you will be staking the temporary structure, you must call **Diggers Hotline: 811 or 1-800-242-8511**

**You may call Diggers Hotline up to 30 days and no less than 10 business days before your event to schedule their work. Their work must be done at least one day and no more than 10 days before your event.** You **MUST** meet this timeline. They will ask for an address—please tell them that the event is in a park. Give them the name of the park and the specific location within the park where tents/equipment will be set up. Diggers Hotline will assign you a Ticket Number.

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