



Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for a returning park event with significant changes?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

EVENT INFORMATION

Name of Event: Souper Bowl XXV
 Park Requested: Warner Park Parking Lot Use of Shelter: Yes No Estimated Attendance: 600 cars
 Type of Event (run/walk, fundraiser, festival, etc): Fundraiser

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: University of Wisconsin Madison Chapter of Habitat for Humanity
 Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: ES 31125
 Primary Contact: Matthew Gochee Work Phone: 779-230-7812
 Address: 15 S Charter St, Madison WI, 53715 Phone During Event: 779-230-7812
 Email: gochee@wisc.edu
 Organization or Event Website: https://habitatdane.org/ https://h4huw.org/

EVENT SCHEDULE

Date(s) of Setup: April 10th, 2021 Setup Start and End Times: 8:30am-12pm
 Date(s) of Event: April 10th, 2021 Event Start and End Times: 12pm-6pm
 Date(s) of Take-Down: April 10th, 2021 Take-Down Start and End Times: 6pm-9pm
 Rain Date (if any): _____ Does this require time in the park 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: Soup, Salad, Bread, Water Bottles, Juice Boxes
 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 Matthew Gochee Date 12/01/2020



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

Every spring we host an event called the Souper Bowl where approximately 1,300 Madison community members fill Madison West High School to celebrate food, festivities, and community while supporting Habitat for Humanity. For \$15, each attendee receives soup, salad, dessert and one of many handcrafted ceramic bowls donated by area high school students and professional artists. Due to the COVID-19 Virus, we are unable to host this event in the form it has been in past years. This year we are looking to do a drive thru style event, and to do this we would need access to a large parking lot to make this event a success. We will serve soup, salad, bread, and give people a ceramic bowl to take home as well. Food will be prepacked outside of the park and given to attendees cold to heat up at home so that we can avoid health concerns that come with giving people warm soup. The food will be placed in the trunks of the attendees. We will take proper actions to follow PHMDC guidelines at the time of the event. There will most likely be about 3 stations where we will use tables and possibly tents that are 10' x 10' or less:

Raffle Tickets and menus where people can take raffle tickets that they will fill out and pay for later. They will be given a menu as well to fill out before they get to payment

Payment where people will pay for their raffle tickets and food from the event. Pricing is \$15 per person or \$35 for a family of four (4 meals, only 2 bowls).

Receiving of the food and bowls where items will be placed in their trunk

We will have around 50-60 volunteers in the park to help facilitate the event. If we are not allowed to have that many volunteers at the event then we will have as many volunteers as allowed by PHMDC guidelines.

Volunteers will be properly spaced in accordance with social distancing guidelines and masks will be worn by volunteers at all times. Drivers will be given a pen to fill out raffle tickets and menus and a wipe so that they may wipe down their credit card before giving it to payment.

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

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.
ALL TIMES on April 10 th , 2020	
8:30am - 9am	Board Members arrive and setup begins. Parking lot is closed off for our event and setup to fit traffic management plan. Stations are starting to be setup
10:30am - 11am	First shift volunteers arrive. Sent to stations and continue to help prep for the event.
12pm	Event Begins. Food is served starting now
3-3:30pm	Volunteer Transition. First shift of volunteers leaves while the next shift arrives



Park Event Application

NARRATIVE & SCHEDULE



6pm	Event Ends. Food is no longer being served
6pm – 9pm	Event is cleaned up and volunteers are sent home



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?

Not many businesses are close to the park. Traffic might become an issue but that will be minimized by using the traffic route plan.

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

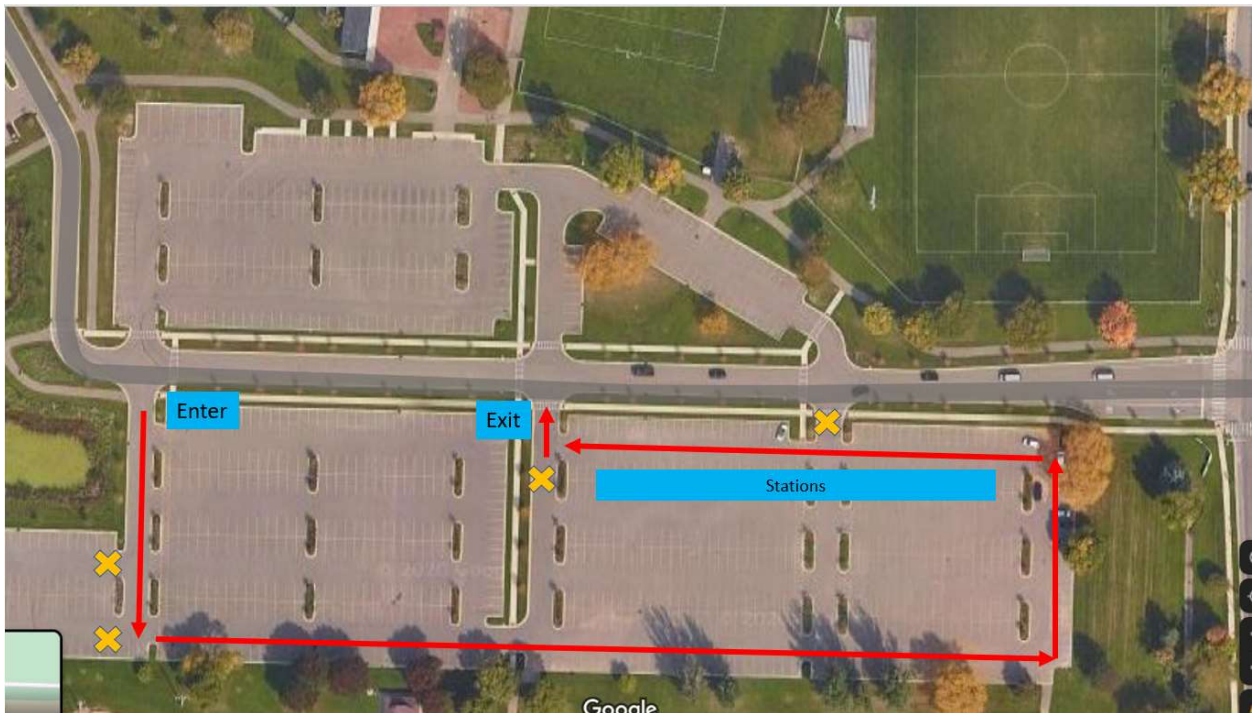
Map is attached

Plan 2

X's represent barricades/cones. Arrows indicate direction of traffic flow.

Configuration A

Will be used until traffic begins to encroach onto neighboring roads. Then it will be changed to Configuration B



Configuration B





Park Event Application EMERGENCY ACTION PLAN



Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

I. GENERAL

Souper Bowl XXV will be held April 10th, 2021 at the Warner Park Parking Lot.
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

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 PRIMARY CONTACT: FIRST/LAST NAME.

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. Matthew Gochee/ 779-230-7812
CONTACT NAME/CELL NUMBER
- 3. We will/ will not have on-site Police or Security. Matthew Gochee/ 779-230-7812
CONTACT NAME/CELL 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 FIRST/LAST NAME 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.



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: Matthew Gochee.
6. Parking for vendor and staff vehicles will be: In the parking lot.
7. Parking for attendee vehicles will be: N/A, because it is a drive through event

V. CONTACT INFORMATION

Primary Contact	Matthew Gochee	Cell: 779-230-7812
Secondary Contact		Cell:
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



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?

Yes

No

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

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: Souper Bowl XXV

Park Location: Warner Park South Parking Lot

Public Contact Phone: 779-230-7812

Website: https://habitatdane.org/volunteer/special-events/

Admission Cost: \$15 a person or \$35 for a family of four (4 meals and 2 bowls)

Date of Event: April 10th, 2021

Beginning/End Time of Event: 12pm-6pm

Two sentence description of event:

The Habitat for Humanity Campus Chapter at UW-Madison of Dane County will hold its 25th Annual Souper Bowl fundraiser on April 10th, 2021. Over the last 25 years, the Souper Bowl has raised over \$350,000 and has helped fund the construction of 17 affordable Habitat homes! Come to our drive thru event and pick up some delicious soup, salad, and a handmade ceramic bowl! We hope you will join us!



Park Event Application

VENDING PERMITS



Will vending of any type occur at your event?

Yes No

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

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.

Food Vendors

If a vendor is selling food, the City of Madison also requires a Temporary Food Establishment Permit which is available from the City Clerk's Office (see next page). Public Health Madison & Dane County can provide more information on this permit and their requirements for the safe handling of food.

*Please note that food cart vendors licensed by the City to sell downtown or on other streets are still required to purchase a Park Event Vending Permit.

Event/Name of Group: Souper Bowl XXV / University of Wisconsin - Madison Chapter of Habitat for Humanity

PERMIT TYPE

<input type="checkbox"/>	Vending – Single Vendor	Single Day	\$275
		Each additional day in a calendar year	\$50
<input checked="" type="checkbox"/>	Vending – Single Non-Profit	Single Day	\$75
		Each additional day in a calendar year	\$25
<input type="checkbox"/>	Vending – Multiple Vendors (up to 7 vendors)	Single Day	\$845
		Each additional day in a calendar year	\$50

VENDOR LIST

How many vendors will be at the event? 1

You will be required to submit a complete list of vendors and contact information for your event as part of your Park Event Permit Conditions.

Will Beer/Wine be sold at the event?

Yes No

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

Alcohol (Beer/Wine) Sales Permit fee is \$700.00 for one day and \$50.00 for each additional day in a calendar year.

Additionally, a Temporary (Picnic Beer) License is required.

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)? Yes No

Application Date: _____

Temporary (Picnic Beer) License

The following are regulations from the City Clerk's Office. To obtain a Temporary Class "B" Retailers License, you must fill out an application from the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103.

Temporary (Picnic Beer) License Application, Clerk's Office

May be Granted and Issued only to:

- Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- State, county, or local fair associations or agricultural societies.
- Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
- Posts now or hereafter established of ex-servicemen's organizations