

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Polar Plunge for Special Olympics

Park Requested: Olin

Estimated Attendance: 2000

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Special Olympics Wisconsin

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

Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: 73-830

OPTIONAL: Federal Tax Exempt Number: 39-1176591

Primary Contact: JoEllen Graber

Work Phone: 608.442.5674

Address: 2310 Crossroads Dr Madison, WI 53718

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Organization or Event Website: www.specialolympicswisconsin.org

EVENT SCHEDULE

Date(s) of Event: 2/18/17

Event Start and End Times: 11 am-2pm

Rain Date (if any): _____

Set-Up Start Time: 2/16/17

Take-Down Start Time and End Times: 2/18/17

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

Yes No

If Yes, provide details of times and area requested: Please see event schedule

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: Burgers, hot dogs, beer and soda

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 _____

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?

It is a fundraiser for Special Olympics Wisconsin

What kind of activities do you plan on having?

Polar Plunge, jumping into the lake

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

Approximatley 2,000 people. It is hard to say as it used to be held in the park and our numbers have been decreasing every year since we have moved. There may be an increase in numbers now that we are returning to the lake. We will have 3-4 tents. Entertainment tent, changing tent, registration tent and a volunteer tent.

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

I don't believe any, parking will be held to the park and Alliant Energy Center.

Anything else you feel we should know:

This event is part of the Law Enforcement Torch Run and is put on by a committee of area Law Enforcement, so all laws and rules will be followed closely. Also the money raised stays in this region and benefits many of the underserved individuals in this community.

PARK EVENT SCHEDULE

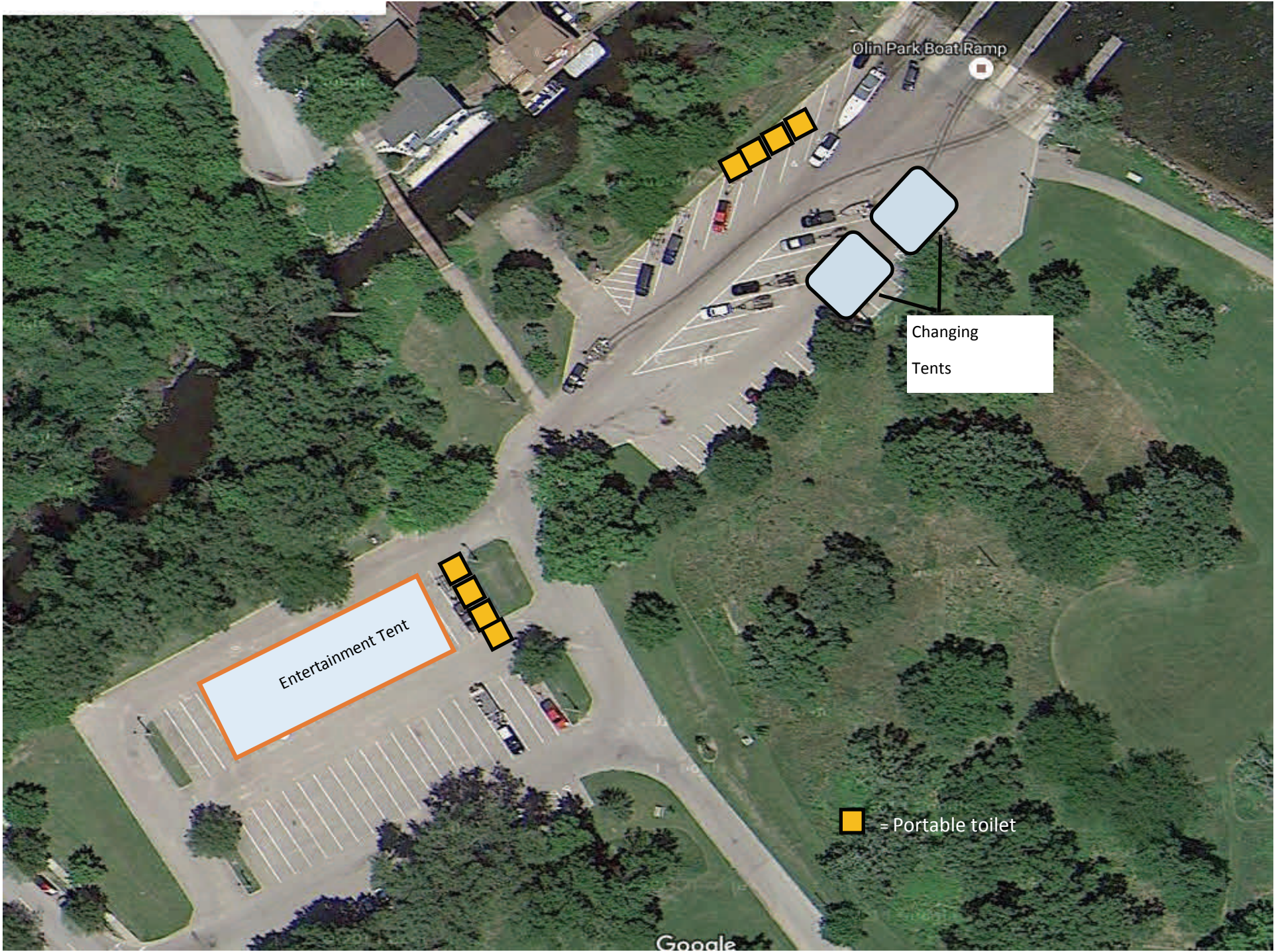
- The schedule begins when event setup starts and ends when cleanup of the event area is complete, all equipment is removed and the park is available for regular use.
- The schedule should encompass all activities planned for the event, including but not limited to:
 - » Vending: when vendors will set 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:

Thursday February 16, 2017 Event Essentials will begin set-up of the tents in the parking lots

Friday February 17, 2017 A hole will be cut in the ice, a fenced in perimeter will be set around the hole and secured until the start of the plunge. Portable bathrooms will be delivered and set-up inside of the tents will begin. Heaters will also be delivered.

Saturday February 18, 2017 Registration for the plunge will begin at 9 AM, Plunging will begin at 11am and end at 1:30 pm. A DJ will play inside the tent. Cleanup will begin immediately. Tents are tentatively will be taken down Saturday night and they hope to finish, but may have to come back Sunday morning.



Olin Park Boat Ramp

Entertainment Tent

Changing Tents

☐ = Portable toilet

Google

Polar Plunge Parking Plan

We have secured the parking lot of the UW Insurance location next to the plunge site, we also have shuttle services from the Coliseum Bar, Ale Asylum and the Chazen Museum for the arts. We have a request in for parking at the Dept. of Revenue and are hopeful it will be approved as well.

Thanks

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