



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: Talking Spirits XIX: Cemetery Tours

Park Requested: Forest Hill Cemetery

Estimated Attendance: 3000

Type of Event (run/walk, fundraiser, festival, etc): Tours

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Wisconsin Veterans Museum Foundation

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

☒ Yes

☐ No

MANDATORY: State Sales Tax Exemption Number: ES#: 40707

Primary Contact: Erin Hoag

Work Phone: 608-264-7663

Address: 30 W Mifflin St Madison, WI 53703

Phone During Event: 608-219-0032

Email: erin.hoag@dva.wisconsin.gov

Organization or Event Website: wisvetmuseum.com

EVENT SCHEDULE

Date(s) of Event: 9/30-10/5/2017

Event Start and End Times: 9/30, 5:30-9:30p, 10/1, 12-5:30p, 10/2-5, 9a-2:30p

Rain Date (if any): 10/6-8/2017

Set-Up/Take-Down Start/End Times: 4p, 10:30a, 8a

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

☒ Yes

☐ No

If Yes, provide details of times and area requested: We will need to set up tour route signs and provide training

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

5/31/17

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule: *None of this affects the streets. We only need "no parking" signs 10/2-5.*

EXAMPLE 8:00 a.m.	EXAMPLE Setup
School Days (10/2-5)	8:00am set-up
	8:45am tours begin
	2:30pm tours end
	3:00pm clean-up finished and staff leaves
Candlelight tours (9/30)	4:00pm set-up
	5:30pm tours begin
	9:30pm tours end
	10:00pm clean-up finished and staff leaves
Daytime public tours (10/1)	10:30am set-up
	12:00pm tours begin
	5:30pm tours end
	6:00 finish clean-up and staff leaves
Clean-up day (10/6)	9:00am-12:00pm staff cleans cemetery

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

Provide Detailed Event Site Map:

