

NEIGHBORHOOD ASSOCIATION PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Secret Places Neighborhood Association Picnic In the Park
Park Requested: Secret Places Park Estimated Attendance: 150

EVENT ORGANIZER/SPONSOR INFORMATION

Neighborhood Association: Secret Places Neighborhood Association
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: _____
OPTIONAL: Federal Tax Exempt Number: _____
Primary Contact: Mike Pfohl Work Phone: 608 469 6047
Address: 15 Matson Ct, McFarland, WI Phone During Event: (John) 608 206 0726
Email: NeighborhoodBoard@SecretPlacesNeighborhood.com FAX: _____
Organization or Event Website: http://secretplacesneighborhood.com/

EVENT SCHEDULE

Date(s) of Event: Once a month: 6/8, 7/20, 8/10, 9/7, 10/12 Event Start and End Times: 5pm - 7pm
Rain Date (if any): 6/29, 7/27, 8/24, 9/21, 10/19 Set-Up Start Time: One hour before hand
Take-Down Start Time and End Times: 7pm - 8pm

Does this require time in the park the day before your event? Yes No
If Yes, provide details of times and area requested: _____

Are you requesting use of the park shelter? Yes No

PERMITS

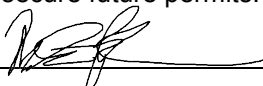
Will you have amplified sound at this event? Yes No
(If Yes, please fill out an [Amplification Permit Application](#).)
Will you sell anything in the park? Yes No
(If Yes, please fill out a [Park Event Vending Permit Application](#).)
Will you serve any food or beverage? Yes No
If Yes, what: Several Food Carts are being invited, people may bring their own food as well
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 4/23/2018

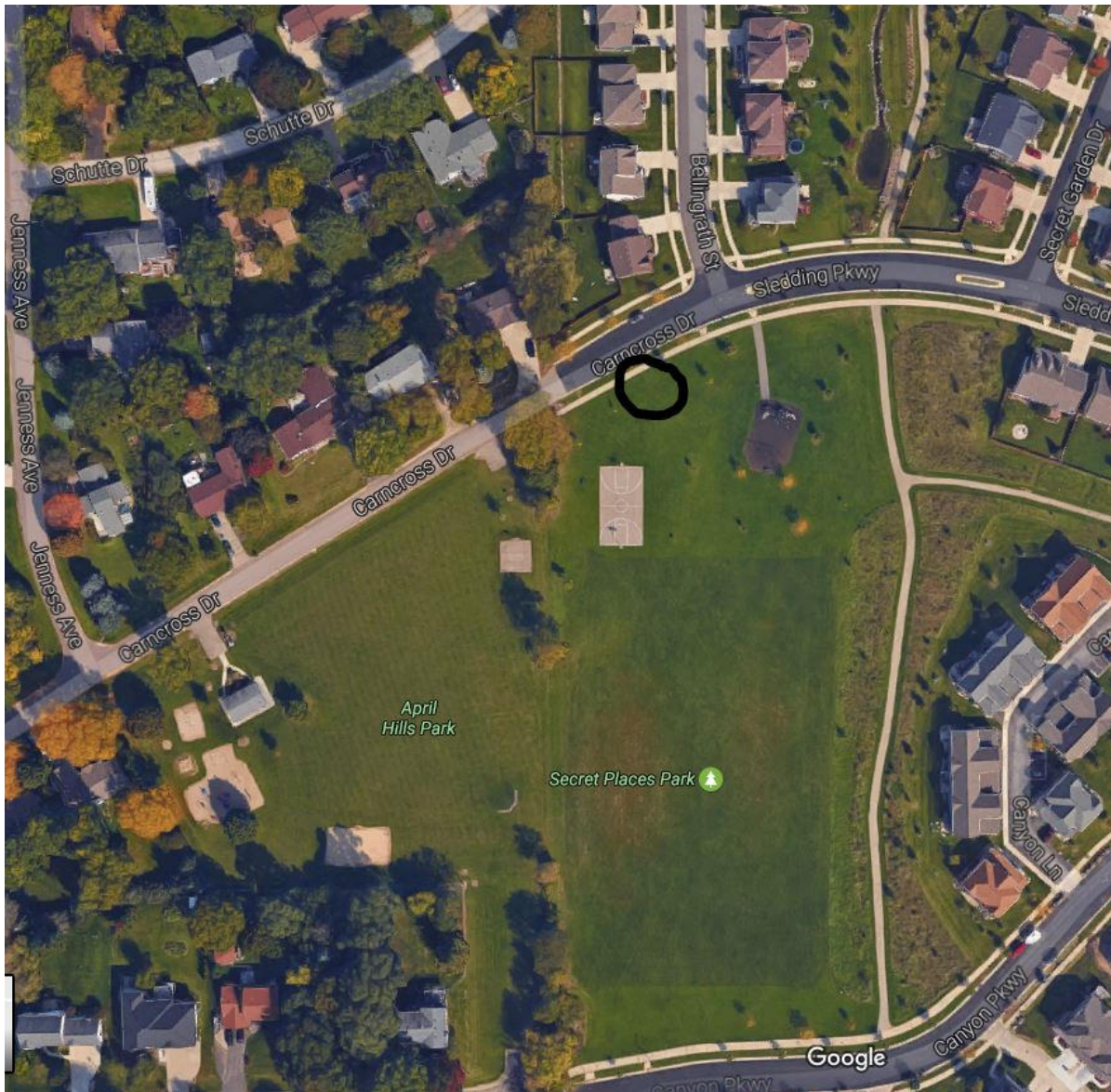
NEIGHBORHOOD ASSOCIATION PARK EVENT SITE MAP

Please provide an Event Site Map and a route plan (if applicable).

- Site plans should include, but are not limited to, the following: location of tents, stages, fencing, vendors, portable toilets, beer gardens, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.
- The site plan should also include areas within the requested park that will be used for the event including parking lots, shelters, ball diamonds, soccer fields, ped/bike paths, tennis courts, volleyball courts and any other specific park features that are included in the plans for the event.
- A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity. A helpful online resource for route mapping is [Map My Run](#).
- If the event includes a run/walk component, 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](#).

Provide Detailed Event Site Map:

Food carts will park on the basketball court to minimize impact on the grass.



NEIGHBORHOOD ASSOCIATION PARK EVENT EQUIPMENT REQUEST

Do you have a need for trash barrels and/or tables?
If Yes, please continue. If No, skip this page.

Yes No

Two weeks' notice is required if trash barrels and picnic tables need to be delivered for an event.

- With two weeks' notice, up to 4 barrels and 4 tables will be delivered free of charge.
- If additional equipment is requested, there will be a \$150/trip charge.
- Requests made less than two weeks in advance are charged the \$150/trip charge for any requested equipment.

Please indicate your trash barrel needs:

4 barrels would be great if they are free

Please indicate your table needs:

4 tables would also be great if available. They could be left in the park year-round as there isn't a lot of place for seating right now as there are no benches in the park.