

Parks Event Staff recommends approval of the Ragnar Relay Chicago at Olin Park, June 10, 2011, provided the organizers, Ragnar Events, agree to comply with the following conditions:

1. Aldermanic notification is required by the sponsor. Ragnar Events must contact Alder Julia Kerr at district13@cityofmadison.com or 608-260-2661, and Alder Tim Bruer at district14@cityofmadison.com or 608-298-0060, no less than two weeks prior to the event.
2. The sponsor will provide (2 weeks prior) the following event plans for review and approval:
 - a) A detailed site map of the event, indicating the location and number of tents, stages, portable toilets and any other temporary structures,
 - b) A detailed event schedule, including times for set-up, tear-down, and clean-up is required.
 - c) A plan for the collection and disposal of trash and recycling during the event and for full clean-up of the park after the event.
3. The sponsor will provide a certificate of insurance listing the City of Madison as additional insured.
4. Sponsor will arrange a site visit, at least two weeks in advance, with the West Parks Supervisor, Bill Schott at 266-9214 or weschott@cityofmadison.com and agrees to any and all site recommendations made at that time.
5. Ragnar Events will coordinate their schedule and set up with New Belgium Brewing hosting the Clips of Faith event the evening of June 10, 2011.
6. In connection with the placement of equipment and tents, Digger's Hotline, 811 or 800-242-8511, must be called approximately ten days in advance, and the ticket number then relayed to the Park Office.
7. Sponsor will post a \$3,000 damage deposit with the Parks Division prior to the event and acknowledges that this organization will be responsible for any and all actual Parks renovation costs which may result from this event.
8. All applications, permits, deposits, fees, are to be paid and on file in the Park Office at least two weeks prior to the event.
9. If sponsor's plans include on-street parking areas for set-up vehicles or staff, sponsor will apply for a Street-Use Permit .
10. Sponsor is responsible for the ordering, placement, removal, and payment for all portable toilets needed for this event
11. Amplification is not allowed before 7:00 am and must be kept to a reasonable level at all times.
12. No glass containers are allowed in the parks.
13. Sponsor understands that no parking on the grass is allowed by staff, participants, or vendors and that Ragnar does not have exclusive use of the parking areas at Olin Park.
14. Sponsor will contact the Wisconsin Medical Society for permission to use their property if needed for event activities. Proof of agreement must be sent to the Parks 2 weeks prior to the event.

Estimated Fees:

Application Review Fee	\$150.00
Event Deposit (application fee)	\$200.00 (can be applied to billing)
Olin/Turville reservation fee	\$475.00
PA permit	\$100.00
Umbrella Vending permit (up to 7)	<u>\$845.00</u>
TOTAL	\$1770.00

Other fees that may apply:

Temporary Structure	\$200/structure
Trash/recycling barrels	Min 8 @ \$10/barrel