

## PARK EVENT PERMIT APPLICATION

### Applicant

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### Contact During Event

Juan Fabregas

**Email:** Juan@tuffnutterz.Us

**Phone:** (970) 393-6481

### Organizer/Sponsor

**Organization Name:** Tuff Nutterz

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

### Event Information

**Are you applying for a NEW park event?:**

**Are you applying for a returning park event with significant changes?:**

**Name of Event:** Tuff Nutterz

**Total Attendance per day:** 700

**Describe all relevant attendance details (anticipated peak times, activities/times a crowd is anticipated, anticipated times with smaller):** Our event is an open ticketed Giant Inflatable Obstacle Course event. We are expecting 700 - 800 attendees daily from 9AM to 5PM. We will not sell food ourselves but we will invite licensed local food truck vendors to sell at our event We will have 3 qtys 5m x 5m x 3.5m high tents to provide shelter to attendees and 2 portable toilets

### Event Category

**Run/Walk:**

**Community Gathering:**

**Music/Concert:**

**Wedding/Private Gathering:**

**Fundraiser:**

**Athletic Competition:**

**Festival:**

**Other:**

**Rally:**

### Brief Narrative of Event:

Giant Inflatable Obstacle Course

### Location Information

**Park Requested:** ELVER PARK

**Use of Shelter During Event:**

**Use of Shelter During Setup:**

## Event Schedule

Event Recurrence: Multi-Day

| SETUP DATE   | SETUP START TIME   | SETUP END TIME   |
|--------------|--------------------|------------------|
| 10/02/2026   | 9:00 AM            | 4:00 PM          |
| EVENT DATE   | EVENT START TIME   | EVENT END TIME   |
| 10/03/2026   | 9:00 AM            | 5:00 PM          |
| CLEANUP DATE | CLEANUP START TIME | CLEANUP END TIME |
| 10/05/2026   | 9:00 AM            | 4:00 PM          |
| 10/05/2026   | 9:00 AM            | 4:00 PM          |

## Site Map

Each event application must include a detailed event site map with the following items as applicable:

- Accessible paths for wheelchairs
- Disabled parking spaces
- Dumpsters
- Exit location for fenced outdoor events
- Event perimeter
- Fencing
- Garbage and Recycling receptacles
- Placement of vehicles
- Portable toilets
- Signage
- Stages
- Temporary Structures (include dimensions of each structure)
- Vendors

RUN/WALK EVENTS: For run/walk events that will have a route that stays on sidewalks, bike paths or within a Park, please apply for a [Parade Permit](#).

RUN/WALK EVENTS: For run/walk events or events that will have significant street closures, organizers must also apply for a [Street Use Permit](#) and contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting a Street Use application.

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

**I understand I must attach a site map. I understand I must also attach a route map, if applicable:**



**Explain what impact 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?:**

Our event is an open event and will not require any street or sidewalk closure. Attendees will utilize available parking slots as first come first serve. We do not have usually cause any issues to nearby residents and businesses

## Insurance Information

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
  - The determination is based on the risk level of an event.
  - Risk level is determined by such things as, but is not limited to:
    - Activities planned for the event
    - Anticipated attendance
    - Beer/alcohol
    - Potential for injury
    - Size and nature of the event
- If a Certificate of Insurance is required, the event organizer must:
  - Submit a general liability insurance policy certificate
    - **30 days prior to the event date**
    - In the amount of \$1,000,000
    - Naming the City of Madison as Additional Insured.
    - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office

*City Risk Manager  
 210 Martin Luther King, Jr. Blvd., Rm. 406  
 Madison, WI 53703  
 Phone: (608) 266-5965  
 Fax: (608) 267-8705  
[Risk Manager Email](#)*

**I understand I may be required to provide insurance for my event, as determined by the City Risk Manager:**

**Safety And Security**

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, [Madison Fire](#) may review and make recommendations for emergency plan requirements. Please reach out to Madison Fire if your event will include large temporary structures (over 400 ft2), fencing, or an enclosed event perimeter.
- Police and Fire Department representatives may also require Police Officers or Fire Inspector staffing at your event.

**Emergency Action Plan [PDF/ MS Word](#)**

**I understand that I must submit the Emergency Action Plan:**

**Accessibility Plan**

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event.

**Accessibility Plan Components [PDF/ MS Word](#)**

For information and compliance contact City of Madison Department of Civil Rights and Services Specialist Rebecca Hoyt, at [rhoyt@cityofmadison.com](mailto:rhoyt@cityofmadison.com) or (608) 266-6511.

**I understand I may be required to submit an Accessibility Plan, this requirement will be determined upon review of my application:**

**I understand I should include any accessibility setup in my site map:**

## Vending Permits

Park Vending Permit(\$): 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.

Events on City of Madison property are also required to submit event and food vendor information to [Public Health of Madison and Dane County](#). Contact [leadadmin@publichealthmdc.com](mailto:leadadmin@publichealthmdc.com) for requirements.

Events with vendors, in the State of Wisconsin, are also required to submit a [S-240](#) form to the [WI Department of Revenue](#). Contact: [DORTempEvents@wisconsin.gov](mailto:DORTempEvents@wisconsin.gov).

**Will food and/or merchandise be sold at the event?:**

**How many are non-profit vendors?:**

**Is this a ticketed event?:**

**Are entry tickets being sold day-of, in the park?:**

**I understand I must submit a complete list of vendors and contact information for my event at least two weeks before the event date, if applicable:**

### Public Amplification

**Public Amplification Permit(\$):** By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

**Will there be amplification at the event?:**

**Type of amplified sound:**

**Live Music:**

**Sound System:**

**Speeches/Announcements:**

**Other:**

**If Other, Please Describe:**

### Cleanup And Recycling

**Will you be providing your own receptacles?:**

**Will you be renting additional Parks receptacles (\$)?:**

**Trash Barrels:**

**Recycling Barrels:**

**Dumpsters:**

**Temporary Structure Permit**

Temporary structures include, but are not limited to, tents larger than 10x10, staging, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are NOT ALLOWED.

If you are erecting a tent in excess of 400 sq. ft. You are also required to apply for a Notification of Operations license through the City of Madison Fire Department. An application is available online: [Notification of Operation](#). Contact [fire@cityofmadison.com](mailto:fire@cityofmadison.com) or (608) 266-4200 with questions.

**Will temporary structures be set up at the event?:**

**Tents:** 3

**Staging:** 0

**Inflatables:** 2

**Trailer:** 0

**Description: If setting up temporary structures, you must include the description and dimensions of each structure:**

We will have 2 sets of giant inflatables during the event and 3 qtys tents 5m x 5m x 3.5m high tents

**I understand I will be required to call Diggers Hotline if I am putting up a temporary structure (this information will be included on the permit):**

**Marketing**

**Conditional approval of the event is required before promoting, marketing, or advertising the event.**

**Do you want this included in the Madison Parks online calendar of events?:**

**Is registration required?:**

**Cost of Registration:**

**Event Website:** <https://www.tuffnutterz.us/>

**Brief description of the event for Parks online Event Calendar:**

World's Coolest Bounce Obstacle Course

Hop into the excitement with your loved ones or kick back on the sidelines as your kids make unforgettable memories!

Our sessions are crafted with a focus on safety and enjoyment, guided by our dedicated staff who ensure a secure and fun experience for everyone.



## Tuff Nutterz @ Elver Park

2026 dates

Setup Oct 2

Event Days Oct 3 & 4

Clean Up Oct 5

2 Giant Inflatables

3 tents ~16'x16' each

2 portos

Food Trucks - # TBD