



Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for a returning park event with significant changes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

EVENT INFORMATION

Name of Event: Made to Move-Womens Race Series
 Park Requested: Vilas Shelter Park Use of Shelter: x Yes No Estimated Attendance: 1500
 Type of Event (run/walk, fundraiser, festival, etc): run and after race festival

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Fellow Flowers
 Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: _____
 Primary Contact: Nora Bird Work Phone: 608-228-4126
 Address: PO Box 131, McFarland WI 53558 Phone During Event: 608-228-4126
 Email: nora@fellowflowers.com
 Organization or Event Website: FellowFlowers.com

EVENT SCHEDULE

Date(s) of Setup: 6/12/21 Setup Start and End Times: 5am -7am
 Date(s) of Event: 6/12/21 Event Start and End Times: 8am-11am
 Date(s) of Take-Down: 6/12/21 Take-Down Start and End Times: 1pm-3pm
 Rain Date (if any): _____ Does this require time in the park the day before your event? Yes No

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 during the event? Yes No
If yes, please fill out a Temporary Sale Permit Application (page 15)
 Will you serve any food at this event? Yes No
If yes, what will be served: lunch, grab and go snacks
 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.

DocuSigned by:
 Applicant Signature  Date 7/6/2020
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Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

Made to Move is a new women's race owned and produced by the Madison-based and women owned company, Fellow Flowers. This race celebrates the goals, competitive spirit and stories of every woman runner. The main components of the Made to Move Women's Race Series weekend includes:

- Thurs and Friday events in the Madison area focused on building community, inclusion, diversity and women's empowerment
- Saturday morning 10K race distance, featuring the UW Arboretum loop
- Saturday morning 5K race distance, utilizing city streets near UW Arboretum and finishing at Vilas Shelter
- Saturday post-race celebration at Vilas Shelter
- Focus on highlighting local businesses and women entrepreneurs
- A celebration of diversity and focus on inclusion for all women
- Opportunity for local and national sponsors
- Opportunity to feature local and national charity partners

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:

- General: set up, hours of operation, tear down/cleanup, leave park
- Vending: when vendors will set up, hours of operation, tear down/cleanup, leave park
- Music/Performances: stage setup, performance schedule, tears down/cleanup, leave park
- Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
- Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), cleanup, leave park

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY IN THE PARK (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
5 am	Set up of start/finish line and surrounding area, set up of finisher festival area, necessary signage, cones, garbage cans, barriers, porta potties; Set up of music, mics and audio; Set up of stage, sponsor tents, etc. Course mile markers and signage are dropped
6 am	Sponsors, charity partners and vendors arrive to set up in finisher festival area; Food and beverage sponsors arrive and set-up; live music or DJ arrives to set up
7 am	Participants begin parking and arriving; Audio is tested; Day of registrations managed
8 am	Music and announcing begins; Formal announcements will be throughout, along with national anthem before race start
8 am	Vendors to be fully set up; Post-race festival to be fully set-up, including food, beverage and music
8:30 – 8:45 am	Race begins and has staggered start times; Elite 10K then 10K then 5K.
8:45 - 10:15 am	Participants will be finishing and welcome into finish line and festival for post-race food, beverage and music
10:30 am	Awards for top finishers, official thank you,
11:30 am	Music, vendors, sponsors tear down; Tear down course and finish line area
11:30 – 1:30	Clean up park, course
1:30	Leave park



Park Event Application

SITE MAP



Please attach a site map. Also attach a route plan (if applicable).

- Site map should include, but is not limited to, the following:
 - » Accessible paths for wheelchairs
 - » Disabled parking
 - » Dumpsters
 - » Exit location for fenced outdoor events
 - » Event Perimeter
 - » Fencing
 - » Garbage and recycling receptacles
 - » Placement of vehicles
 - » Portable toilets
 - » Signage
 - » Stages
 - » Temporary Structures
 - » Vendors
- If the event includes a run/walk component on City streets, 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](#).

What impact do 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?

We are planning for early and thoughtful communication with residents of the UW Arboretum loop and streets near the Vilas Shelter, as these residents will be directly impacted by our race course. We plan to send a mailing to these residents 2 – 3 months prior to the race with the goal of making them aware and giving them a point a contact should they have any questions. Additionally, we'll invite them to participate in the race with a heavily discounted rate. We will be mindful of not starting amplified noise until 7:30 am, which is 30 minutes prior to our start. We'll also have volunteers working to navigate traffic as participants are arriving to the area. Additionally, we'll be communicating to participants well in advance on best areas to park, when to arrive, to ensure consideration of the neighborhood and to respect our beautiful city.

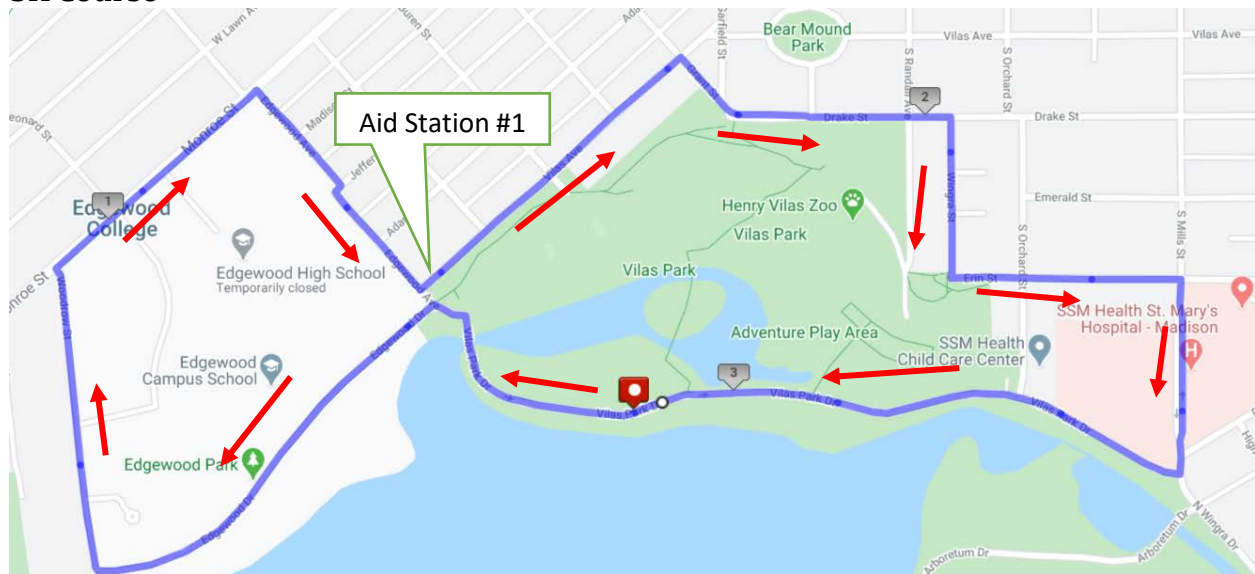
Provide Detailed Event Site Map (feel free to provide this map as a separate attachment):

Site Plan



Made to Move Women's 5K/10K

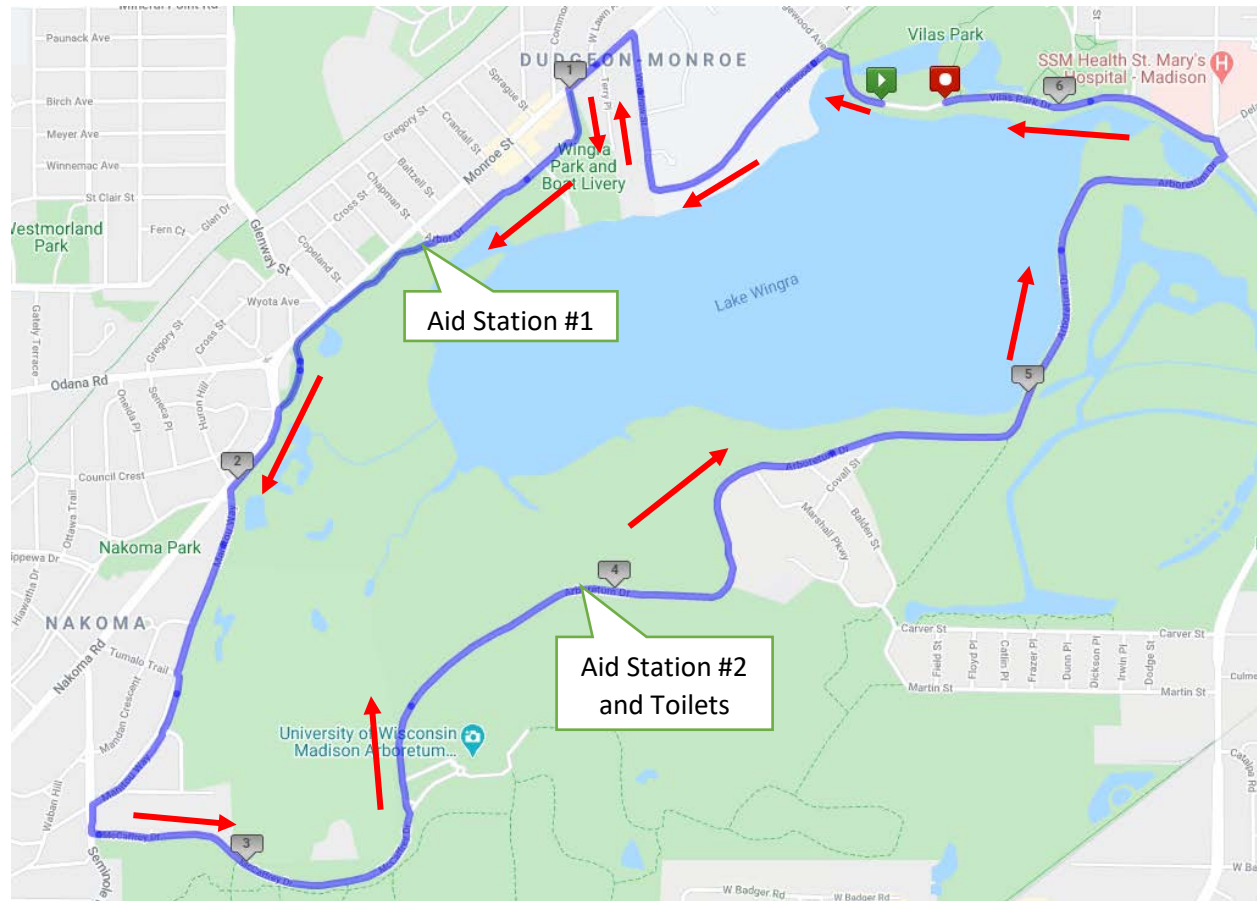
5K Course



5K COURSE TURN BY TURNS:

- Start on Vilas Park Dr by the park pavilion Parking Lot (Road Closed)
- Run West Along Vilas Park Drive (whole road)
- Left onto Edgewood Drive (cone turn)
- Right on path to Woodrow (cone Right)
- Right onto Monroe St (cone to right side with 28" Heavy)
- Right on Edgewood Ave (cone to right side)-No Parking
- Left on Vilas Ave (cone to right side)-No Parking
- Right on Grant St (cone to right)-No Parking
- Slight left on Drake (keep to right side)-No Parking
- Right on Wingra (cone to right)-No Parking
- Take Left onto Erin (keep right)-No Parking
- Right onto Mills St (keep right)-No Parking
- Right onto Vilas Park Drive (keep right)-No Parking
- Stay Straight on Vilas Park Dr to finish

10K Course



10K COURSE TURN BY TURNS:

- Start West of Vilas Park pavilion parking lot entrance
- Run West Along Vilas Park Drive (whole road)
- Left onto Edgewood Drive (cone turn)
- Follow right on path and continue straight on Woodrow (10K Left/5K Right Signs center cone to the split at Monroe)
- Left onto Monroe St (cone to left side parking lane 28" Heavy)
- Left to enter Wingra Park on path – near Commonwealth intersection (cone turn)
- Straight on Arbor Dr (cone to left side)
- Left onto Monroe Path (cone turn)
- Turn left continuing along path on Nakoma Rd
- Left onto Manitou Way (cone to left side)
- Left onto Seminole Hwy (cone bike lane to left)
- Left into Arboretum (cone left side of road running against traffic)
- Continue through Arboretum (keep Left on access road before building parking lot)
- Continue straight on Arboretum Rd (stay left sight coning)
- Left turn out of arboretum onto N Wingra (Keep on path)
- Left onto Villas Park Dr (Keep on Path)
- Exit path onto Villas Park Dr at Orchard
- Continue west on Villas Park Dr to Finish (Villas Park Closed at Orchard)

Made To Move Women's Run 5K/10K Traffic Plan

6/12/2020

Vilas Park, Madison WI

Road Closures

The only Road Closure being requested is Vilas Park Dr at Edgewood Ave and at Orchard St

Barricade Plan

Type I Traffic Barricade Locations:

- 1 – Woodrow and Monroe
- 2 – Edgewood and Monroe
- 4 – Randall and Drake
- 5 – Erin and Orchard
- 6 – Erin and Mills
- 7 – Mills and Vilas Park Dr

Type 3 Traffic Barricade Locations:

- 1 – Edgewood and Vilas Ave at base of hill
- 2 – Vilas Park Dr at Orchard

No Parking-5:00AM-1:00PM 6/12/2020

Vilas Park Dr -Edgewood to Orchard and westbound Lane Between Orchard and Mills

Woodrow – Southbound lane

Monroe Ave – northeast lane between Commonwealth and Edgewood

Vilas Ave – Northeast Lane between Edgewood and Grant

Grant St – Southeast Lane between Vilas and Drake

Drake St – Eastbound Lane between Grant and Wingra

Wingra St – Southbound lane

Erin St – Eastbound lane between Wingra and Mills

Arbor Dr – Northeast Lane



Park Event Application CLEANUP AND RECYCLING



Will you be providing your own receptacles?

X Yes No

If yes, which receptacles and how many?

Recycling Bins: 30 _____

Trash Bins: 33 _____

Dumpsters: _____

*If yes, name/contact information of collection agency
providing equipment and service: Race Day Events _____*

Will you be renting additional Parks receptacles?

Yes X No

If Yes, please continue. If No, skip the remainder of this form.

Event/Name of Group: _____

Park Name: _____

Please indicate quantity of trash barrels: _____

8 barrel minimum: Each increment of up to 8 barrels \$150
(\$142.18 no tax)

Please indicate quantity of dumpsters: _____

per dumpster, and per tip: \$300
(\$284.37 no tax)



Park Event Application

EMERGENCY ACTION PLAN



Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

I. GENERAL

Made To Move Women's Race Series will be held June 12, 2021 at Vilas Shelter and UW-Arboretum.
 EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

- The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: FIRST/LAST NAME.

B. Emergency Notification

- In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- We will will not have on-site EMS. _____ TBD _____
CONTACT NAME/CELL NUMBER
- We will will not have on-site Police or Security. _____ TBD _____
CONTACT NAME/CELL NUMBER

C. Severe Weather

- Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event.
- During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- There are very limited provisions for sheltering participants in the event of severe weather.
- This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

- If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- All event staff will be instructed on the safe use of Portable Fire Extinguishers.



Park Event Application

EMERGENCY ACTION PLAN



3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC
 - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
 - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
 - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

F. Law Enforcement

1. The need for constant Law Enforcement presence at this event
 has / has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by: NAME.
6. Parking for vendor and staff vehicles will be: LOCATION(S).
7. Parking for attendee vehicles will be: LOCATION(S).

V. CONTACT INFORMATION

Primary Contact	Nora Bird	608-228-4126
Secondary Contact	Mel Charbonneau	906-361-7263
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

Emergency Action Plan And Protocol

Made to Move Women's Run 5K/10K

6/12/2021

Vilas Park, 702 S Randall Ave, Madison, Wi 53715

EMS Command Post

The Event Command Post will be located at Vilas Park near the start/finish line. The post will contain representatives of the event and EMS Staff (City of Madison EMS or contracted third Party). The event will communicate via radio with repeater network with cell phones as back up. Medical emergencies will use the 911 system. Madison EMS/FIRE/POLICE will be notified of event.

Event Command - all people in direct radio communications

Nora Bird– Event Director: #

Name – Title: 608.577.9338

Rickey Chernik– Race Day Events: 608.931.8375

TBD-Announcer

Communication to spectators will be made via loudspeaker announcements located at the Start and Finish Line on Vilas Park Dr.

Hospital Transports: The primary hospital for transports UW Hospital (600 Highland Ave, Madison, WI 53792). Other hospitals include St Mary's Hospital (700 South Park Street Madison, WI 53715) and Meriter Hospital (202 S. Park Street, Madison, WI 53715). These hospitals will be used by choice of patient/guardian and/or in the case of less severe injuries. Monona Fire/EMS is the primary 'on site' transporter for the event; however, all on course

transports will be dispatched through the 911 system and dedicated to the local service provider for all respective territories of the course area.

Medical Area: There will not be a designated medical area established due to distance and nature of the event.

What Event Day Emergencies Can Occur?

Issues that can be faced on the day of an event are:

- **Severe or Extreme Weather Conditions – extreme low/high temperatures, high-speed winds, heavy snow, dense snow conditions (snowfall/blowing)**
- **Emergency course changes (in case of on-course fires, vehicular accidents, overnight storms or flooding)**
- **Accident along the course involving vehicles and/or runner(s)**
- **Runner death**
- **Lost Child(ren)**

Due to any other unforeseen emergencies that could occur on race day, we will communicate directly with emergency personnel and their respective agencies to develop the appropriate response(s) (or rely on them to enact their own public safety response plan).

Starting Line Announcements:

For weather: "Attention runners, our weather forecasters have informed us that dangerous weather is in our area. Because the safety and wellbeing of our runners, spectators, volunteers and safety workers along the course are foremost in our minds, we are delaying the start of the race for X minutes. Please seek shelter immediately." (Update conditions at the end of the delay period and announce an additional delay, cancellation, or scheduled start)

For emergency course changes: "Attention runners. The Madison Police Department has informed us that because of (flooding, water main break, tree down, fire, wires down, etc.) there will be a slight course change at mile ___ of the run. Please be aware that extra safety personnel and markers will be on hand to direct you along the detour. Your safety and wellbeing are our main concern, so please be aware of the changes."

For any other delay: "Attention runners. Because of _____, the start of the run will be delayed _____ minutes. We plan to start the race at XX:XX P.M. (as soon as the situation is corrected). We will keep you updated on the start time, but please, stay near the starting line."

Emergency During Event:

Weather Related:

The Race Officials will continuously monitor weather reports including active radar starting 2 hours prior to the race start and continuously throughout the day. Weather updates will be broadcast on the primary race operations radio channel at a minimum of every 30 minutes prior to the race start. After race start, weather updates will be broadcast whenever any weather condition of concern is detected. The Event Director will make the final decision regarding the start of the event 20 minutes prior to published start time. If conditions prohibit the start of the race on schedule, appropriate delays will occur until safe to do so. If conditions do not allow the race to start on time, the race will be modified or cancelled. If the potential exists for hazardous weather the Race Director will inform all race staff and the race announcer. Announcements will be made periodically and on a schedule to keep spectators and participants informed.

If dangerous weather conditions occur during the race or temperatures become too dangerous, the Event Directors will make any decisions regarding

the status of the event. Runners will be notified on course by event personnel or police as deemed necessary.

If inclement weather occurs after the race has started, event personnel, athletes and volunteers are on their own to seek shelter. Weather issues will be communicated using the communication plan outlined below.

Communication Plan for Broadcasting Weather Issues:

They will be monitoring weather radar and reports via internet weather websites.

Should inclement weather be forecasted/threatening the race, based on information received, threat of weather, location of weather, and direction of travel for weather, a decision regarding the race will be made. The Race Director will make all decisions regarding the race needing to be stopped, shortened, or changed. Communication with Madison Police and other parties will be made through the Dane County Communication Network. Decisions regarding the race will be communicated to race staff, aid stations, and volunteers on course via the race radios. All communications will use cell phones as back-ups and land-line phones (where available) in the event that cell phone service is unavailable.

Weather information will be relayed to the Media by the Event Director; and will be the only spokesperson for any media questions.

Lost Child Plan:

Any child that is separated from their parents, near the race site, will be brought to the finish line announcer stand. The announcer will request that the parent(s)/guardian (by name) will come to the Finish Line Announcer Stand. It will also be announced over race radio. Staff member MUST stay with child until reunited with parent(s)/guardian. If parents approach regarding

their child missing, an all call will go out over radio with description of child. This will also be communicated through event command so Police are aware of the situation. Likewise as Police are approached regarding missing child, it should be communicated to race command so it can be broadcast to Event Staff.

Medical Emergencies on Course or at Finish Line:

In the event of any medical emergency throughout the course area, staff will enact the '911 system' . In an attempt to manage the progress and safety of all event participants, Race Day Events will supply all staff and each aid station on course with a two-way radio. Cell phones will be used as a backup method of communication. Additionally, there will be 3 vehicles as well as 2 bicycles on course leading and monitoring runners throughout the event. Race Day Events will also have a traffic vehicle with hazard lights sweeping the course following the final participants and assist in maintaining safety and as an additional awareness to motorists whom may be traveling near the course area.

*****THE ENTIRE EVENT SITE/COURSE WILL MAINTAIN A MINIMUM OF A 20' TRAFFIC LANE FOR EMERGENCY PERSONNEL ACCESS THROUGHOUT THE EVENT*****

If there is serious injury along the course, CALL 911 IMMEDIATELY!

Time is of the essence. Only call 911 for serious injury, not sprains or scrapes. Event personnel will be available to provide rides back to start/finish line.

Injuries: If someone is seriously injured during the race, the Event Director or event spokesperson should contact the emergency contact person and or family as soon as possible. Staff should use an incident report form to collect information about the situation immediately.

Medical personnel: If someone is injured and needs to be transported to the medical area or hospital, course volunteers should attempt to obtain the name and/or race number of the participant/patient. This is the best and most expedient way to identify the person and contact her/his family. Pass that information along to the Event Director, who will pass it along to event staff. It is important to keep track of runners who do not finish the race, in case family members are looking for them at the finish line.

Emergency Route Changes: Police in that particular jurisdiction will make all final decisions regarding any route changes after consultation with Event Director. The Event Director will communicate this information to the EMC.



Park Event Application MARKETING



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

Would you like your event included on the Parks Division Event Calendar? Yes No
If Yes, please continue. If No, skip this form.

PARKS DIVISION CALENDAR OF EVENTS

Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public.

Official Name of Event: Made To Move Women's 10K Race

Park Location: UW-Arboretum

Public Contact Phone: 608-228-4126

Website: www.fellowflowers.com/made-to-move

Admission Cost: Varies by distance

Date of Event: June 12, 2021

Beginning/End Time of Event: 8 am – 10:30 am

Two sentence description of event:

Featuring 10K and 5K distances, Made to Move is a new women's race owned and produced by Fellow Flowers. This race celebrates the goals, competitive spirit and stories of every woman runner.



Park Event Application AMPLIFICATION PERMIT



Will there be amplification at the event? x Yes No
If Yes, please continue. If No, skip this form.

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.

Event/Name of Group: Made To Move Women's Race Series

Type of Amplified Sound:

- Band
 DJ
 Sound system
 Speeches/Announcements
 Karaoke
 Other (please specify): _____

SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
8 am	Sound system	8 am	11:30 am
8 am	DJ	8 am	11:30 am
8 am	Announcements	8 am	11:30 am

Public Amplification permit type is determined by Parks Staff.

Public Amplification Permit 1 – (PA1)

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 9 PM, 6 hour duration
- Permit Fee: \$60
- Additional Hour(s) between 8AM and 10PM (9PM for Shelter Reservations): \$20
- Extraordinary extension to 11 PM (requires Park Commission approval): \$50
- Special Conditions:
 - » Two 6 hour permits can be purchased on a day.
 - » No carryover of hours unused on one date may be applied to a second date.
 - » Ranger staff will monitor events for compliance.

Public Amplification Permit 2 – (PA2)

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Permit Fee: \$150
- Additional Hour(s) between 8 AM and 10 PM: \$30
- Special Conditions:
 - » PA1 Conditions apply
 - » Ranger staff will monitor events for compliance at the perimeter and/or 125 ft from the source and at the sound board if applicable.
- **Non-compliance action**
 - » A warning will be given to comply with the conditions of the permit. If a second warning is required, a citation will be issued to the responsible party for violation of MGO 8.29. A third violation will result in the amplification being ordered to cease immediately.



Park Event Application

TEMPORARY STRUCTURE PERMIT



Will temporary structures be set up at the event? X Yes No
If Yes, please continue. If No, skip this form.

Temporary structures include, but are not limited to tents larger than 10' x 10', staging, trailers, inflatables or anything that is staked into the ground.

Diggers Hotline, 811 or 1-800-242-8511

You must call Diggers Hotline 10-14 days before your event to schedule their work. Their work must be done no more than 10 days before your event. You **MUST** meet this timeline. They will ask for an address—please also tell them specifically that this is a park and give them the name of the park. Diggers Hotline will assign you a Ticket Number.

Inflatable Vendors

The agency from which you rent an inflatable must have its merchandise approved subject to SPS 334. You will need to confirm this with your vendor and provide the Parks Division with a copy and/or proof of the associated documentation.

Tents and Canopies Permit

Required for tents in excess of 400 sq. ft. An application is available online: www.cityofmadison.com/fire/code/doINeedAPermit.cfm, (608) 266-4457.

Event/Name of Group: _____

TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have?

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging	1	8 x 8 ft
Tent	12	10x10 vendor tents
Trailer	1	Pull trailer from Race Day Events
Inflatable		
Other (start/finish arch)	1	20 ft wide

- Company installing the structure(s): Race Day Events

TEMPORARY STRUCTURE PERMIT

- With a shelter reservation: \$110/structure
- Without a shelter reservation: \$220/first structure
 - » Additional temporary structures: \$110/structure



Park Event Application

VENDING PERMITS



Will vending of any type occur at your event?

X Yes No

If Yes, please continue. If No, skip this form.

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.

Food Vendors

If a vendor is selling food, the City of Madison also requires a Temporary Food Establishment Permit which is available from the City Clerk's Office (see next page). Public Health Madison & Dane County can provide more information on this permit and their requirements for the safe handling of food.

*Please note that food cart vendors licensed by the City to sell downtown or on other streets are still required to purchase a Park Event Vending Permit.

Event/Name of Group: Made To Move Women's Race Series

PERMIT TYPE

	Vending – Single Vendor	Single Day	\$275
		Each additional day in a calendar year	\$50
<input type="checkbox"/>	Vending – Single Non-Profit	Single Day	\$75
		Each additional day in a calendar year	\$25
X	Vending – Multiple Vendors (up to 7 vendors)	Single Day	\$845
		Each additional day in a calendar year	\$50

VENDOR LIST

How many vendors will be at the event? 5 - 7

You will be required to submit a complete list of vendors and contact information for your event as part of your Park Event Permit Conditions.

Will Beer/Wine be sold at the event?

X Yes No

If Yes, please continue. If No, skip this form.

Alcohol (Beer/Wine) Sales Permit fee is \$700.00 for one day and \$50.00 for each additional day in a calendar year.

Additionally, a Temporary (Picnic Beer) License is required.

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)? Yes No

Application Date: _____

Temporary (Picnic Beer) License

The following are regulations from the City Clerk's Office. To obtain a Temporary Class "B" Retailers License, you must fill out an application from the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103.

Temporary (Picnic Beer) License Application, Clerk's Office

May be Granted and Issued only to:

- Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- State, county, or local fair associations or agricultural societies.
- Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
- Posts now or hereafter established of ex-servicemen's organizations