



# Park Event Application GENERAL INFORMATION

play  
MADISON  
PARKS

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: The Humdinger  
 Park Requested: Central Park Estimated Attendance: 1,000  
 Type of Event (run/walk, fundraiser, festival, etc): Run/Walk

### EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Race Day Events  
 Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
**MANDATORY: State Sales Tax Exemption Number: ES#:** \_\_\_\_\_  
 Primary Contact: Lucas Molly Work Phone: 207-647-1220  
 Address: 5476 Executive Dr Suite B, Fitchburg, WI 53719 Phone During Event: 207-647-1220  
 Email: lucas @ RaceDayEvents LLC .com  
 Organization or Event Website: RaceDayEvents.com

### EVENT SCHEDULE

Date(s) of Event: October 13, 2018 Event Start and End Times: 11:00 AM - 5:00 PM  
 Rain Date (if any): N/A Set-Up/Take-Down Start/End Times: 7:00 AM - 5:00 PM  
 Does this require time in the park the day before your event?  Yes  No  
*If Yes, provide details of times and area requested:* \_\_\_\_\_

### 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 [Signature] Date 2/8/18



# Park Event Application

## NARRATIVE & SCHEDULE

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Please provide a brief narrative of the event.

A "Wisconsin traditions" themed fun-run where participants encounter "challenge stations" throughout the 3.1-mile course. Station 1 they eat a full cooked brat with bun, Station 2 they eat 5oz's of fresh cheese curds, and station 3 they drink 16oz's of beer or non-alcoholic beverage (this is in Central park and is a giveaway FREE) no selling of alcohol on the course or parks.

### 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

EXAMPLE 8:00 a.m.	EXAMPLE Setup
7:00 AM	Move beer caddy in place powered by own generator
7:00 AM	Start setup - tables, barcode enclosing the beer section, trash + recycling
12:00 PM	Race starts
2:30 - 3:30 PM	Park clean up removing all trash and equipment
5:00 PM	Event fully over

# RACE DAY EVENTS



◆ 5976 Executive Drive, Suite B ◆ Fitchburg, Wisconsin 53719 ◆ 608-316-5755 ◆

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### Timeline of Events

7:00am	E Main St between Paterson St and Brearly St closes.
7:00am	Beer Cady arrives on site
8:00am	ATM's move in
8:00am	Porta-potties delivered
7:30am	Site build begins
9:00am	Course setup
9:00am	Challenge setup
12:00pm	Race start
1:00pm	Course cleanup begins
2:00pm	Course clear
5:00pm	E Main St between Paterson St and Brearly St re-opens



# 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?**

Parking - we are working with local lots to secure spots for attendees, encouraging bicycling, cab use, and bus lines.

Noise - being at noon-5pm this should not affect any residential neighbors

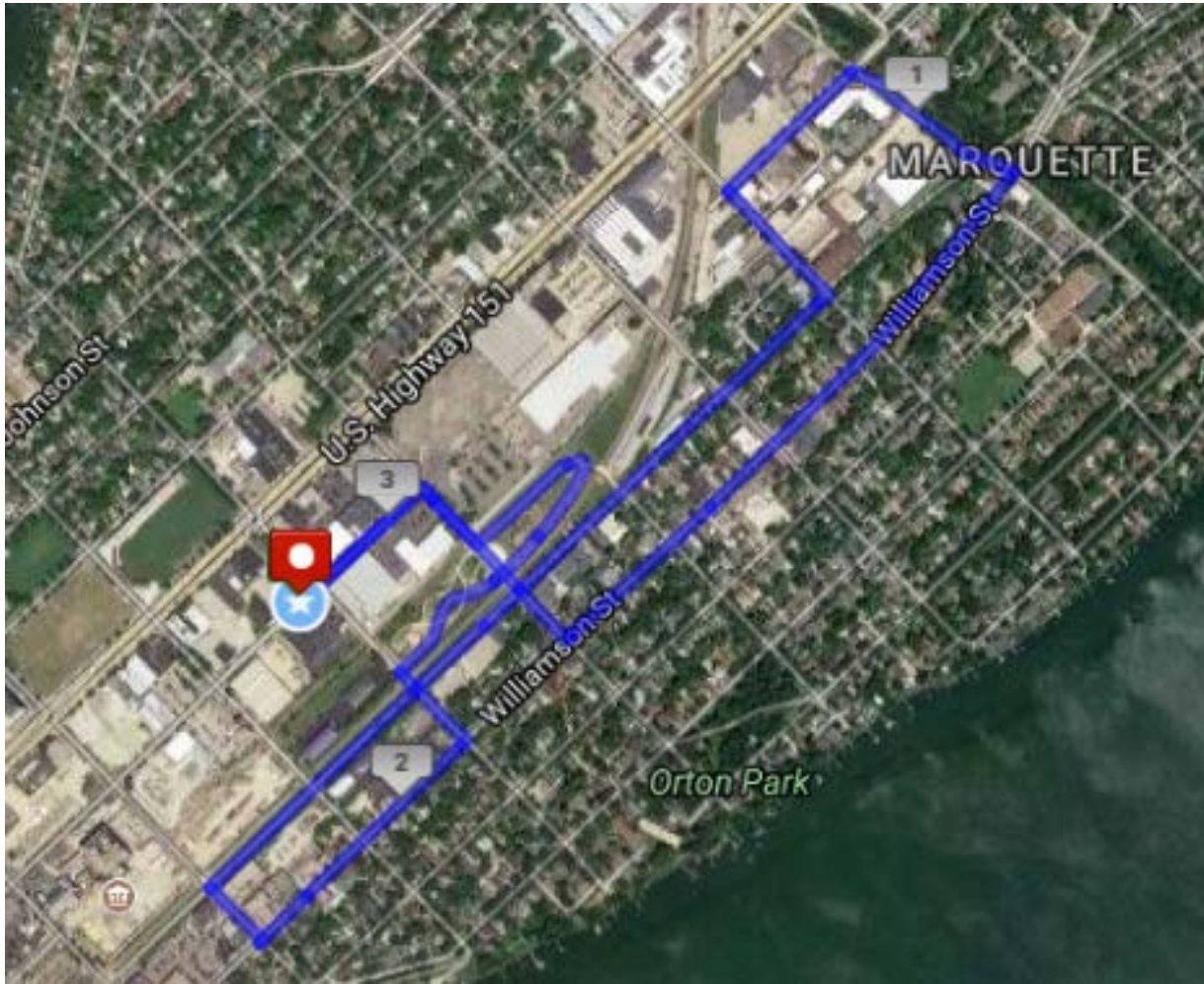
Traffic - we will work closely with the Madison Police Department and traffic and engineering to minimize impact traffic.

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

# RACE DAY EVENTS



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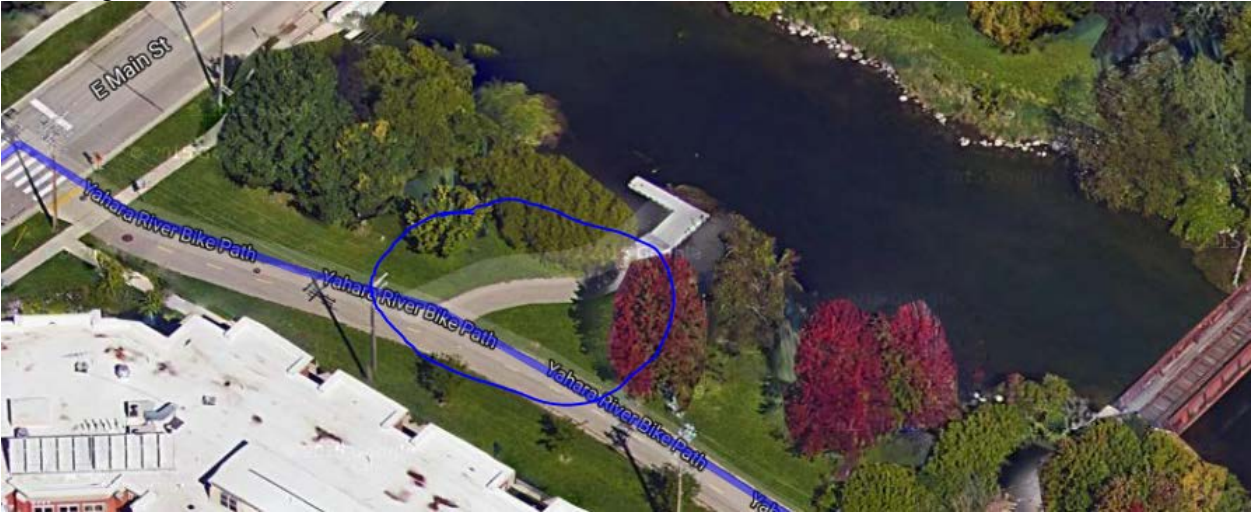


# RACE DAY EVENTS

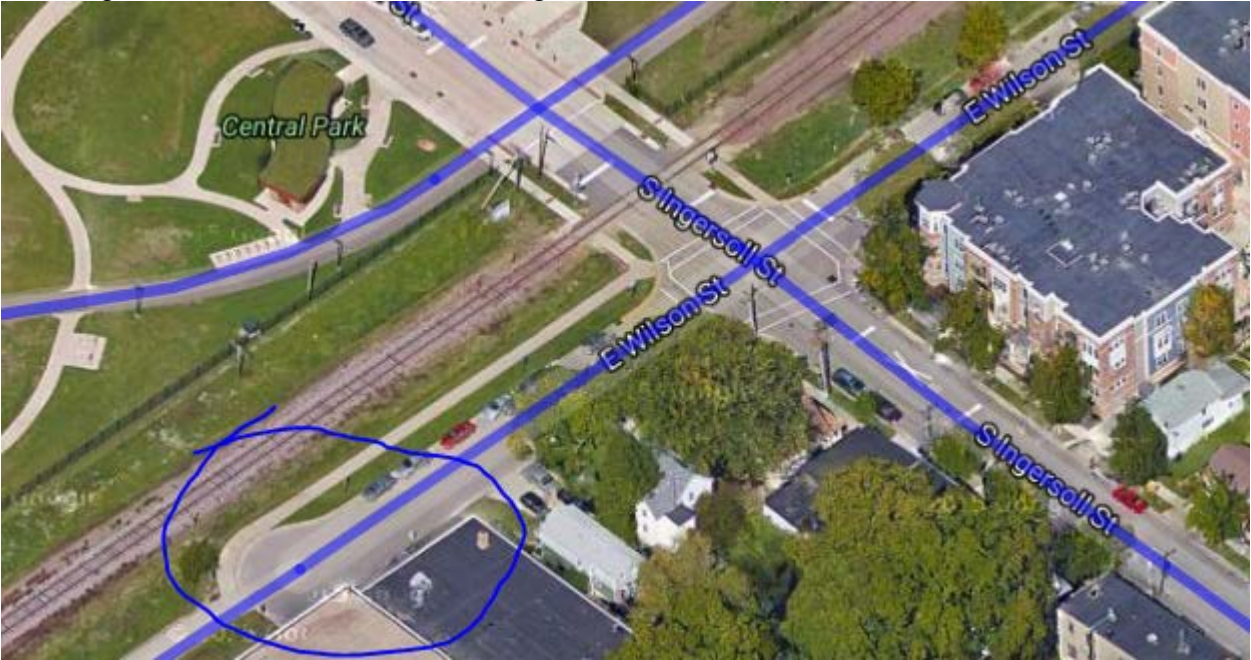


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Challenge 3 location – E Main and Yahara Bike Path boat launch – Full cooked brat with bun



Challenge 2 location – E Wilson and S Ingersoll turn about – 5 oz. of fresh cheese curds



# RACE DAY EVENTS



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Challenge 3 location – Central Park – Drink a pint of beer





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### **Responsible Alcohol Consumption Action Plan**

- 1) Stringent ID checking.
- 2) Mandatory pre-event training for all staff at beer stand. Led by a member of Race Day Events.
- 3) All beer pourers are 18 or older.
- 4) At least one (1) licensed bartender on site to oversee pouring location.
- 5) No more than two (2) beers per person, per trip.
- 6) All beer pourers will wear We I.D. pins.
- 7) No under-age person will ever be allowed to consume alcohol at the event whether they are accompanied by parents or guardians, to drink under their supervision, but by law also allows license holders to make a policy decision not to serve those individuals.
- 8) Everyone that appears under the age of 30 will be required to show identification and they will receive a wristband if they want to purchase beer.
- 9) Liquor will be available inside the confines of Old Sugar Distillery. Participants who decide to purchase mixed drinks will not be permitted to leave Old Sugar Distillery with their beverage.
- 10) Race Day Events will work with the Madison Police Department to staff the event with officers to provide additional security when requested by MPD.
- 11) Participants will not be permitted to leave the confines of the event site with an alcoholic beverage.

### **Offenses punishable by ARREST as determined by local law enforcement authorities:**

- Underage drinking.
- False identification – attempting to use fake ID's.
- Disorderly Conduct or unsafe conduct.





# 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

The Home Depot will be held 10/13/18 at Central Park  
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

- 1. 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

- 1. 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.
- 2. We  will/  will not have on-site EMS. Madison EMS  
CONTACT NAME/CELL NUMBER
- 3. We  will/  will not have on-site Police or Security. Madison Police Department  
CONTACT NAME/CELL NUMBER

### C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website.
- 2. 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.
- 3. 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.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. 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

- 1. 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.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
- 3. If cooking is intended, you must contact the fire department and -



# Park Event Application EMERGENCY ACTION PLAN



- 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	Lucas Molky	Cell: 207-647-1220
Secondary Contact		Cell:
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



# Park Event Application CLEANUP AND RECYCLING

*play*  
**MADISON  
PARKS**

Will you be providing your own receptacles?

Yes

No

*If yes, which receptacles and how many?*

Recycling Bins: 15

Trash Bins: 15

Dumpsters: \_\_\_\_\_

*If yes, name/contact information of collection agency  
providing equipment and service:* \_\_\_\_\_

Will you be renting additional Parks receptacles?

Yes

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

Please indicate quantity of dumpsters: \_\_\_\_\_

per dumpster, and per tip: \$300