

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madison Winter Festival

Park Requested: Elver Park

Estimated Attendance: 1,000

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Central Cross Country Ski Association

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: 046798

OPTIONAL: Federal Tax Exempt Number: 39-2008660

Primary Contact: Yuriy Gusev

Work Phone: 608-385-8864

Address: P.O. Box 930442

Phone During Event: 608-385-8864

Email: yuriy.gusev@cxcskiing.org

FAX: _____

Organization or Event Website: www.winter-fest.com

EVENT SCHEDULE

Date(s) of Event: 2/17/2017

Event Start and End Times: 10am

Rain Date (if any): 2/9/2017

Set-Up Start Time: 7pm

Take-Down Start Time and End Times: 8am and 9pm

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: free hot chocolate

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 10/5/2016

PARK EVENT NARRATIVE

Are you applying for a new community event?

Yes No

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

If the application is for a new event, approval by the Board of Park Commissioners may be required. Please include a one page narrative with the application and materials submitted for the event. The application and narrative will be reviewed by Parks staff and presented to the Board. The Board of Park Commissioners meet on the second Wednesday of the month and agenda items must be submitted by the last Friday of the previous month. Proposals submitted less than six months prior to an event will not be considered.

What is the nature of your event? Is it a festival? Fundraiser? Walk/Run?

Madison Winter Festival

What kind of activities do you plan on having?

Cross country skiing, snowshoeing, running, ice skating, sledding, ski touring, bicycling

How big do you anticipate this event will be (people, square footage, etc.)?

1,000 participants.

What kind of impact do you anticipate your event will have on the surrounding neighborhood(s)?

No impact

Anything else you feel we should know:

Event have been organized at the Capitol Square for the past 10 years

PARK 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:
 - » Vending: when vendors will set up, hours of operation, tear down, leave park
 - » Music/Performances: stage setup, performance schedule, tear down
 - » Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
 - » Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s)
- Please format your schedule in the following manner:
 - » Time (or time span): Activity
 - Example: 8:00 a.m.: Setup
 - 9:00 a.m.: Event Begins
 - 11:00 a.m.-12:00 p.m.: Cleanup

Provide Detailed Event Schedule:

February 11

Ace Age Challenge (cross country ski race 5km, 10km, 20km, 30km)

February 16-17

Set-Up and Preparations

February 18 (9am to 5pm)

Demo Activities, Lessons, Competition: cross country skiing, snow shoeing, ice skating, curling, fat bike, ski touring

Festival Activities: Snow sculpting, ice carving, live music

Note: sledding hill will be open to public throughout the day. We will have volunteers help manage use of the hill.

February 19 (9am to 5pm)

Demo Activities, Lessons, Competition: cross country skiing, snow shoeing, ice skating, curling, fat bike, ski touring

Festival Activities: Snow sculpting, ice carving, live music

Note: sledding hill will be open to public throughout the day. We will have volunteers help manage use of the hill.

February 19

Take-Down and Clean Up