



# Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event?  Yes  No  
 Are you applying for a returning park event with significant changes?  Yes  No

### EVENT INFORMATION

Name of Event: Wisconsin Arborist Assoc. Tree Climbing Competition  
 Park Requested: Goodman Use of Shelter:  Yes  No Estimated Attendance: 100-200 people  
 Type of Event (run/walk, fundraiser, festival, etc): Non Profit Annual Event

### EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Wisconsin Arborist Assoc.  
 Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
**MANDATORY: State Sales Tax Exemption Number: ES#:** \_\_\_\_\_  
 Primary Contact: Gary Kohler Work Phone: 414-750-4919  
 Address: P.O. Box 498 Menton, WI 53056 Phone During Event: same  
 Email: jkohler@wi.na.com  
 Organization or Event Website: Wisconsin Arborist Association

### EVENT SCHEDULE

Date(s) of Setup: Friday Sept. 13, 2019 Setup Start and End Times: 8:00 AM - 8:00 pm  
 Date(s) of Event: Saturday Sept. 14, 2019 Event Start and End Times: 6:00 AM - 8:00 pm  
 Date(s) of Take-Down: Saturday Sept. 14, 2019 Take-Down Start and End Times: 4pm - 8pm  
 Rain Date (if any): Saturday Sept. 21, 2019  
 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 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 Gary Kohler Date 2-10-2019





# Park Event Application

## NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

5-independent areas of tree climbing techniques, safely roped off and professionally run. Concluding with a Masters event where the best male + female climbers compete to win. IT is our Annual event that is held in different host sites throughout the state.

### 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.
Sept. 13, 2019 8 AM	Setup Team meets for tasks and organization
Sept. 13, 2019 2pm	Set up of areas are complete. Ready For Gear Insp.
Sept. 13, 2019 4pm-8pm	Gear inspection, Climbers Meeting - Store Equip
Sept. 14, 2019 6AM	Event Setup - registration opens By 7AM
Sept. 14, 2019 8AM-3pm	PrEliminary Events Conclude, Masters Begin
Sept 14, 2019 6pm	Break-down/cleanup - Awards



port o John  
 Google Maps Goodman Park  
Ascent climb Tree  
Work climb Tree



Imagery ©2019 Google, Map data ©2019 Google 20 ft

" "

7- Independant Event Trees - All roped off for safety.  
 Each marked with yard sign Event Sponsorship & description.  
 Maintained with experienced staff and safety procedures.  
 All paths, playground, and park Areas are open to public.  
 Parking lot areas are sufficient for Event parking.

Goodman Park

4.2 ★★★★★ · 69 reviews

Park

29-acre park offering a playground, ball fields, ice rink, basketball court & paved trails.

★ Free To public and kids events are Free.  
 We provide port o-Johns, with site cleanup.  
 No sound system or alcohol on site.  
 No Temporary structures needed.

- 📍 1402 Wingra Creek Pkwy, Madison, WI 53715
- 📍 3J27+V7 Madison, Wisconsin
- 🌐 cityofmadison.com
- 📞 (608) 266-4711





# 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

WAA TCC will be held Sept. 14th at Goodman 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. Gary Kohler 414-750-4191  
CONTACT NAME/CELL NUMBER
- 3. We  will/  will not have on-site Police or Security. \_\_\_\_\_  
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.





# 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 throughways.
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	Gary Kohler	Cell: 414-750-4919
Secondary Contact	Jacqueline Kohler	Cell: 414-531-8247
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345