

Conditions for IPC World Cup – Cross Country Skiing and Biathlon
January 20-30, 2012 Elver Park

- 1) Aldermanic notification is required by the sponsor two weeks after approval from the Park Commission.
- 2) Event organizers/sponsors will work with Park Staff to construct a marketing message informing the community about the event and explaining when skiing, sledding and skating will be and will not be available to the community.
- 3) Biathlon events are contingent upon approval of the use of air rifles from Madison Police:

25.06 DISCHARGE OF FIREARMS.

- (1) No person shall fire or discharge a firearm of any description, or any pneumatic or spring-loaded pellet gun, without written permission of the Mayor or Chief of Police, such permission shall limit the time of such firing and shall be subject to revocation by the Mayor, the Chief of Police or Common Council.
- 4) Within one day after the event, all temporary structures and trailers will be taken down and removed from the premises.
- 5) Event sponsors/organizers are responsible for contacting Digger's Hotline if their plans include any underground installation.
- 6) Because the area the organizer has designated for tents and trailers is within the standard Parks snow plow route, and large snow mounds are often piled there, it will be the responsibility of the event organizer/sponsor to have the piles removed (at their cost) and dumped at the snow dump area in Elver Park.
- 7) The organizer/sponsor will be required to have a park snow removal plan, contingent on weather conditions, employing a contractor approved by Park staff. Any additional snow removal or other maintenance by Parks staff will require additional charges.
- 8) Event organizers/sponsors will be responsible for grooming trails with professional volunteers. Volunteers must be trained by park staff and event will be responsible for rental fees and equipment damages. Fuel is not stored at the facility; event organizers will be responsible for transportation and the cost of fuel to run equipment, generators, etc.
- 9) Sponsor shall submit a complete park site plan to the Parks Office for final approval by November 2011. Parks staff has the authority to modify the plan and will review it with the sponsor before final approval.
- 10) Bleachers may be installed at organizer/sponsor cost. The location must be approved by Parks Operations Staff.
- 11) Course Marshals are required for all events (practice and competition): a minimum of 25 for practice and 100 for competition.
- 12) The event organizer will coordinate weekday school group visits with Parks Community Services Staff.
- 13) Organizer/sponsor understands that Parks Community Services will operate the warming shelter, concessions, rentals and winter activities before, during and after all events. All proceeds for concessions, rentals and activities will belong to Madison Parks and will not reflect on event cost.

- 14) Parks staff will rent snow making equipment (guns and pumps) starting in December once staff deems the weather appropriate. Event organizers/sponsors are responsible for safe operations of equipment as well as the cost of rental and utilities, such as water and electricity, during operation. Event organizers may bring in other machines and may use generators and water from the pond.
- 15) Event organizers/sponsor will be responsible for the installation of additional snow, if necessary, on the race course, and the cost will be covered by the organizers. Installation will be coordinated with Parks Staff. The ground must be frozen before installation can take place, and all equipment used must be approved.
- 16) A pre-event park walk-through is required with Parks Staff (West Parks Maintenance, Operations Manager, Conservation, Community Services, etc.). The walk-through will be coordinated by the Community Services Manager and scheduled no later than October, 2011.
- 17) No parking allowed on the grass or undesignated areas
- 18) Parking for spectators will be assigned to the parking lot next to the softball fields. The event sponsor will be required to have volunteer parking attendants to monitor and assist with parking.
- 19) You are responsible for the ordering, placement, pickup, and payment for any portable toilets for your event
- 20) An emergency access lane must be maintained throughout the parking lot to the shelters and driveways.
- 21) Event organizers/sponsor will furnish a \$3,000 clean-up/damage deposit. However, the organizing committee will have the opportunity to repair any damage to the park caused by the event. All repair must be coordinated and approved by Park Operation and Construction staff.
- 22) Trail improvements, including extra clearing of trees, grass, etc. must have written approval from Park Operations and Conservation. Improvements to the trails proposed by the event organizer will be considered by Parks staff, but must have a long term value for the community in order to be approved. Any such improvements will be done as an expense to the event.
- 23) Organizers are to submit a plan for cancellation in case of bad weather to the Parks Office for approval at least one month prior to the event
- 24) All applications, permits, fees, and deposits, are to be reconciled and on file in the Park Office at least one month prior to the event. Additional event charges will be billed to the organizer after the event, and must be paid within thirty days of receipt.
- 25) Event organizer/sponsor is responsible for complete clean-up of the event area. Charges will be assessed for any City staff time or resources required for clean up. One dumpster, rented from Parks or a private vendor, will be required for the event.
- 26) Organizers/sponsor will pay the hourly staff labor rate for a Parks Operation staff member at Elver Park during this event, to handle cleaning and facility maintenance. The work schedule for this attendant will be determined approximately two weeks prior to the event, and will be based on the final activity plan.

- 27) Since the Biathlon event and staging/gallery seating will use the bottom of the sledding hill, making the majority of the sledding hill unusable by the community during this event, the event organizers/sponsors will construct a sledding area on the south end of the sledding area to include:
 - a. Collapsible alpine fencing to section off the area
 - b. Hill monitors (4-6 individuals) to monitor the sledding area
 - c. A walkway that directs individuals from the bottom of the hill to the top of the sledding area
 - d. Any other modifications that will insure the safety of sledders
- 31) Organizers/sponsor will be responsible for grooming the sledding hill, as needed, particularly for weekend sledding.
- 32) A certificate of insurance is required, covering this event and naming the City of Madison as "additional insured."
- 33) The Madison Parks Division reserves the right to cancel this event if weather conditions are deemed dangerous to park facilities and/or users, including bad weather prior to and/or on the day of the event.
- 34) Event will be cancelled if above conditions are not completed.

Event organizers/sponsors will be responsible for all park fees, ski passes and special charges associated with this event. A preliminary estimate of costs will be provided to the organizers within two weeks of Park Commission Approval.