



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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

EVENT INFORMATION

Name of Event: 27th Annual Mad City Open
 Park Requested: Elver Park, Hiestand Park Estimated Attendance: 240
 Type of Event (run/walk, fundraiser, festival, etc): Disc Golf A Tier Sanctioned National Event

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Josh Hamm Professional Disc Golf Association
 Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: _____
 Primary Contact: Josh Hamm Work Phone: 262-388-2999
 Address: 2064 Wallace Lake Rd Bldg 4 West Bend, WI 53090
 Email: widiscgolf@gmail.com
 Organization or Event Website: _____

EVENT SCHEDULE

Date(s) of Event: 8-3-19, 8-4-19 Event Start and End Time see attached schedule
 Rain Date (if any): _____ Set-Up/Take-Down Start/End Time see attached schedule
 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 Josh Hamm Date 11-1-18



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

This is the 27th Annual Mad City Open A Tier Sanctioned National Event. We will have close 240 to 300 players estimated to travel to our state for this event. It is also a Wisconsin Tour Stop and will bring in players from local nearby cities also in 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

EXAMPLE	EXAMPLE
6:30 am	Setup at Hiestand Park & Elver Park (Small Pop-up 10x10 Canopy & Table)
7:30am - 8:30am	Saturday - 1st Round Check-in at both Hiestand Park & Elver Park
9:00am - 1:00pm	Saturday - Live Competitive Play Both Parks with 90 Players (5 Players Per Hole)
2:00pm - 6:00pm	Saturday - Live Competitive Play Both Parks with 90 Players (5 Players Per Hole)
6:00pm -8:00pm	Saturday - Both Parks wrap-up with scorekeeping, and breakdown
6:30am	Setup at Hiestand Park & Elver Park (Small Pop-up 10x10 Canopy & Table)
7:30am - 8:30am	Sunday - 3rd Round Check-in at both Hiestand Park & Elver Park
9:00am - 12:00pm	Sunday - Live Competitive Play Both Parks with 90 Players (5 Players Per Hole)
12:00pm to 1:00pm	Sunday Both Parks Wrap-up with scorekeeping, and breakdown
	There will be No Vending needed for the weekend.



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 will have players from all over the country visiting all week. We have designated times, locations posted where players need to be. We plan to have a smooth flow of players in and off the parks.

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

The Attached maps show where the tournament check-in locations are at both park disc golf courses. It is also indicates on the map where the Porta-Potty locations are(1 per park). The only areas of the park being used during Live Competitive Play is the Disc Golf Courses. I will have a Co-Tournament Director at both Parks with a few staff helpers throughout each day. They will be setup by the 10X10 Canopy locations indicated on the maps. Course Closed due to Tournament Signs will be posted at the 10X10 Canopies which are next to Hole #1 at both parks.

Hiestand Park

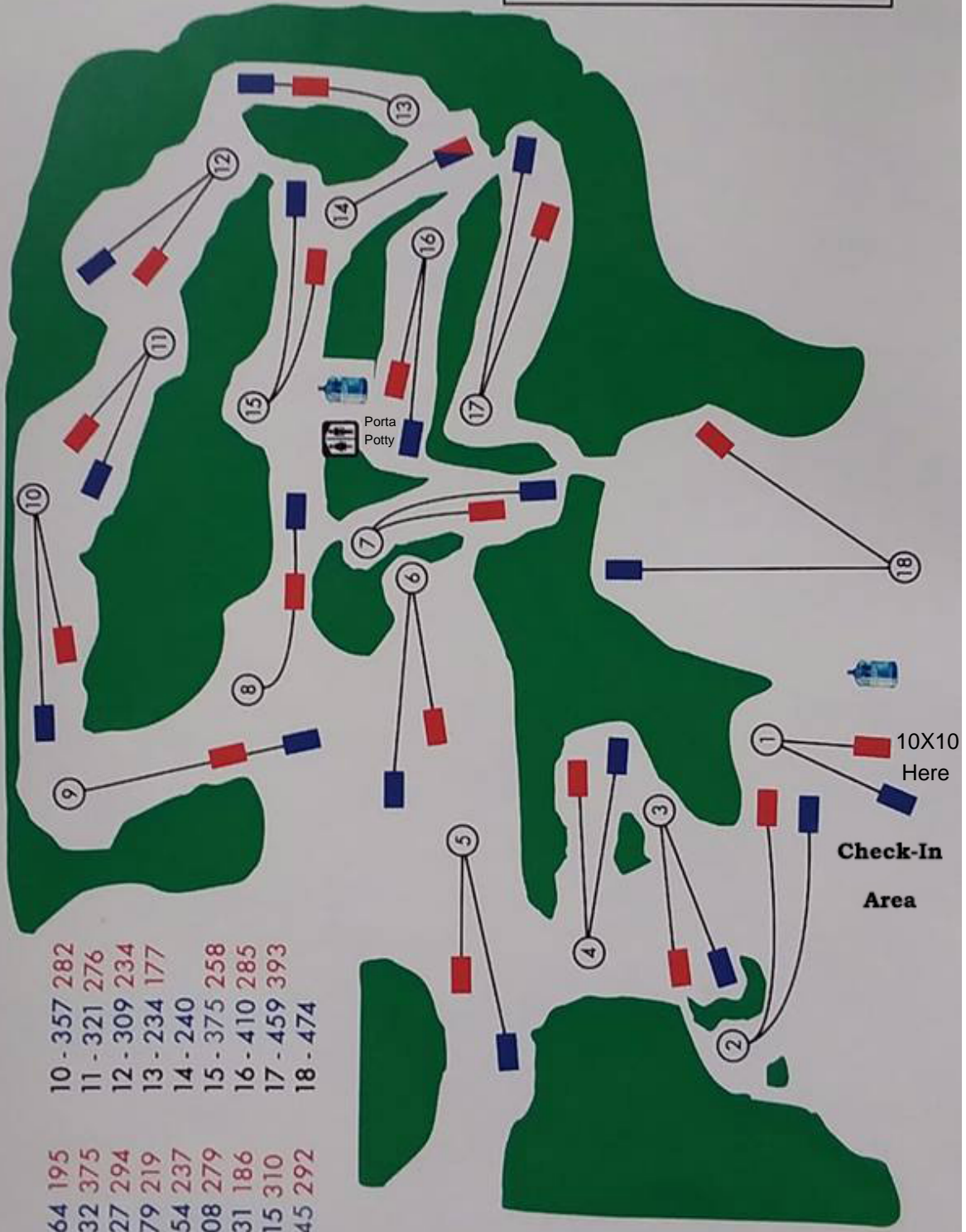
Out-of-Bounds: Wittwer Road.
Fence that surrounds the park.
Hole 3: On/over the bike path. In
marked OB along creek.

1 - 307 241	10 - 537 359
2 - 337 264	11 - 300 208
3 - 475	12 - 315 210
4 - 310 250	13 - 243 198
5 - 457 320	14 - 359 259
6 - 343 260	15 - 477 319
7 - 261 205	16 - 351 292
8 - 268 244	17 - 310 236
9 - 271 215	18 - 357 259



Elver Park

Out of Bounds: Hole 4 Over the Fence Right and Deep, Hole 5 Over the Fence Right and Deep.



- 1 - 264 195
- 2 - 432 375
- 3 - 327 294
- 4 - 279 219
- 5 - 354 237
- 6 - 408 279
- 7 - 231 186
- 8 - 515 310
- 9 - 345 292
- 10 - 357 282
- 11 - 321 276
- 12 - 309 234
- 13 - 234 177
- 14 - 240
- 15 - 375 258
- 16 - 410 285
- 17 - 459 393
- 18 - 474



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

Mad City Open will be held 8-3-19/8-4-19 at Elver Park & Hiestand 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. Josh Hamm / 262-388-2999
CONTACT NAME/CELL NUMBER
- 3. We will/ will not have on-site Police or Security. Josh Hamm / 262-388-2999
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	Josh Hamm	Cell: 262-388-2999
Secondary Contact	Brad Skinkis	Cell: 414-484-5803
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 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?
If Yes, please continue. If No, skip this form.

Yes No

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: Mad City Open PDGA A Tier Tournament

Park Location: Elver Park & Hiestand Park

Public Contact Phone: 262-388-2999

Website: n/a

Admission Cost: Minimum \$60 and up

Date of Event: August 3rd & 4th 2019

Beginning/End Time of Event: 8am to 6pm

Two sentence description of event:

27th Annual Mad City Open A Tier is a National Sanction Disc Golf Tournament held in Madison, WI.



Park Event Application

TEMPORARY STRUCTURE PERMIT



Will temporary structures be set up at the event?

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/dolNeedAPermit.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		
Tent	2	10x10
Trailer		
Inflatable		
Other		

- Company installing the structure(s): Our Staff