

CureSearch for Children's Cancer, requesting the use of Vilas Park on Saturday, October 13, 2012, for a CureSearch Walk

Staff recommends approval of the event, based on the group's agreement to the following conditions:

1. Aldermanic notification – (Sue Ellingson, district13@cityofmadison.com)
2. Sponsor will review all site plans with Lisa Laschinger , the West Parks Supervisor,(608-266-9214 or llaschinger@cityofmadison.com) and agrees to comply with any and all site recommendations made by her.
3. Sponsor will submit a certificate of insurance covering this event and naming the City of Madison as “additional insured.”
4. Fees will be paid at least one week prior to the event.
5. No temporary structures will be set up in the park, other than 10' X 10' pop-ups.
6. The group will be responsible for full clean-up of the shelter and the other areas used in the park immediately at the end of the Walk.
7. Organizer understands that permanent painting or marking of public streets, sidewalks, paths, trees, or signs is not permitted.
8. There will be no vehicles driving or parking on the grass.
9. Nothing will be sold in the park.
10. CureSearch will post a \$3,000 damage deposit with the Parks Division prior to the event and acknowledges that this organization will be responsible for any and all actual field renovation costs which may result from this event.

Potential fees:

Vilas Shelter (1/2 day)	\$90.00
Scheduling Fee	\$120.00
PA Permit	<u>\$100.00</u>
	\$310.00

PARK EVENT PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event CureSearch Walk

Event Organizer/Sponsor CureSearch for Children's Cancer

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

If Yes, provide State of Wisconsin Tax Exempt Number 95-4132414

Address 300 South Carlton Ave, Ste 150

City/State/Zip Wheaton, IL 60187

Primary Contact Ellie Stefanic

Work Phone 630-815-9691

E-mail ellie.stefanic@curesearch.org

Website www.curesearchwalk.org

Secondary Contact Megan Selck

Work Phone 331.223.5313

E-mail megan.selck@curesearch.org

FAX 630-933-9130

Phone During Event 630-815-9691

Phone During Event N/A

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: CureSearch for Children's Cancer

Estimated Attendance 250 - 500 (approx)

Public Amplification: Hours 8:30am to 12:30pm (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Park Requested Vilas Park Yes No

Shelter Reserved by Event Organizer Vilas Park Shelter Yes No

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/12/12

Event Start Date(s)/Time(s) 10/13/12 / 8:30am

Event End Date(s)/Time(s) 10/13/12 / 12:30pm

Does this require time in the park the day before your event? Yes No

Rain Date(s) N/A

Set-Up Date(s)/Time for Event 10/13/12 / 5:30am

Take-Down Time 10/13/12 / 12:30pm

Yes No

APPLICATION SIGNATURE

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Madison, in addition to all rules and regulations governing the City's Parks Division. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant has read the Park Events Application packet. 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.

Signature Ellie Stefanic

Date 4/2/12

CureSearch Walk

To Honor. To Remember. To Cure.

Day of Event Schedule

5:30am – 7:30am

- Tent rental company arrives to set up tents and riser stage
- Setup volunteers arrive to help with the following tasks:
 - Setup tables and chairs
 - Table clothes on tables
 - Place fact signs (yard signs) around site and route
 - Place directional signs on route
 - Setup refreshment tent
 - Setup game and various entertainment items
- Lead registration volunteers help setup registration

7:30am – 8:00am

- DJ arrives – will need help with gear
- Train additional registration volunteers

8:30am

- Music starts
- PARTICIPANTS BEGIN TO ARRIVE
- Registration opens
- Refreshments available
- Games and entertainment begin

9:30am

- Opening Ceremony (approx. 30 min)
 - Ellie - CureSearch Welcome
 - TBD UW Doctor/Researcher/Staff – COG/Research message
 - Family to share story
 - Bereavement ceremony
 - Survivor Medal ceremony
 - Doctors to help give out medals
 - Kids to roll out Reasons banner and start walk!
- Walk to begin!

Approximately 11:00/11:30am

- Closing Ceremony to begin once walkers return
- Cleanup site after closing ceremony to be completed by 12:30pm

CureSearch Walk

To Honor. To Remember. To Cure.

Walk Site Map



Map Key



2 - 10x10 Tents: Refreshments



2 - 10x10 Tents: Games/Crafts



1 - Riser style stage w/ tent cover



Starting Line



Registration, t-shirts, bandanas and restrooms



Parking

Updated April 25, 2012