

# PARK EVENT PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event NORTHSIDE INDEPENDENCE DAY

Event Organizer/Sponsor NORTHSIDE PLANNING COUNCIL

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 38986

Address 2702 INTERNATIONAL LANE SUITE 203

City/State/Zip MADISON, WI 53704

Primary Contact KAREN BASSLER FAX N/A

Work Phone 608-230-1221 Phone During Event 608-886-5707

E-mail kbassler@northsidemadison.org

Website www.northsidemadison.org

Secondary Contact KAREN NICKEL

Home Work Phone 608-241-9257 Phone During Event 608-886-5707

E-mail kznickel@yahoo.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 500-1500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification: Hours 11:00 am to 3:00 pm  Yes  No

Park Requested WARNER PARK

Shelter Reserved by Event Organizer  Yes  No

WARNER PARK

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/5/14 Rain Date(s) N/A

Event Start Date(s)/Time(s) 8:00 am 7/5 Set-Up Date(s)/Time for Event 7:00 am 7/5

Event End Date(s)/Time(s) 4:00 pm 7/5 Take-Down Time 3:00 pm 7/5


Does this require time in the park the day before your event?  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  Date 2/10/14

## PARK EVENT AMPLIFICATION PERMIT APPLICATION

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of park neighbors and other park users. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

### EVENT INFORMATION

Name of Event NORTHSIDE INDEPENDENCE DAY  
Contact Person KAREN BASSLER Phone # During Event 608-886-5707  
Park WARNER Date 7/5/14

### TYPE OF AMPLIFIED SOUND

Band       DJ       Sound System       Speeches/Announcements       Karaoke  
 Other (please specify) acoustic open mic

Times of Sound 11:00 am to 3:00 pm (4-hour maximum)

### EXCERPTS FROM APPLICABLE CITY ORDINANCES

#### 8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

- (1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.
- (3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.
- (5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

#### 24.08 NOISE REGULATION

- (2) In the following zoning districts established under Chapter 28 of the Madison General Ordinances, the noise emitted from any source and measured at any point within any distance beyond fifty (50) feet of the property or public right-of-way where the noise is produced or beyond fifty (50) feet from the noise source when such exists on public property shall not exceed the amounts indicated in the following table:

SOUND PRESSURE LEVEL  
R1, R2, R3, R4, R4A, R4L, Agriculture  
Conservancy, Office Residence  
7:00 p.m. to 7:00 a.m.—70 dBA  
7:00 a.m. to 7:00 p.m.—75 dBA  
R5, R6  
All times—75 dBA

## PARK EVENT MARKETING INFORMATION

Conditional approval of the event is required **before** promoting, marketing or advertising the event.

How will this event be marketed, promoted, or advertised? via Northside News, on Northside Madison Facebook and Independence Day Facebook pages, on posters in local businesses + agencies

Will there be live media coverage during the event and where will the media vehicles be parked? NO

### PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event NORTHSIDE INDEPENDENCE DAY: A FAMILY CELEBRATION

Park Location WARNER PARK

Public Contact Phone 230-1221 / 661-0060 Website www.northsidemadison.org

Admission Cost 0

Date of Event 7/5/14 Beginning/End Time of Event 8:00 am - 3:00 pm

Two sentence description of event (for internet calendar)  
An alcohol-free community celebration of Independence Day, starting with a parade and including games, music, contests and food.

### EQUIPMENT RENTAL

To assist with your Community event, the Madison Parks Division rents some equipment for use by the Event Organization. The Event Organizer must have the ability to pick up and return all equipment from Park Maintenance Facilities.

#### **Rented from Parks Division, but picked up by Event Organizer**

- Trash Barrels # \_\_\_\_\_ barrels
- Key to Shelter and Gates - Refundable deposit required

#### **Rented from Parks Division, dropped off and picked up by Parks Division**

- Dumpsters # \_\_\_\_\_

#### **Rented from Private Vendors**

- Portable toilets

Vendor Name → negotiating w/ vendors right now  
Date or Drop Off \_\_\_\_\_

How Many? 3 plus 1 handicapped accessible  
Date of Removal \_\_\_\_\_

(Dates must be pre-approved by Parks Maintenance Supervisor.)





2702 International Lane, Suite 203, Madison, WI 53704  
608.661.0060 www.NorthsideMadison.org

February 10, 2014

TO: City of Madison Parks Department

RE: Permit application

Enclosed are our permit application materials for the Northside Independence Day event on July 5, 2014 at Warner Park. As you will see, some of the items are still being planned, eg. Portable toilet rentals; trash and recycling coordination. I will keep you updated as we finalize those elements.

If there are any questions about this application, you may contact me at (608) 230-1221.

Cheers,

Karen Bassler  
Executive Director

**2014 Board of Directors**

Sue Gleason, *Chair*   Nikki Sanders, *Vice Chair*   John Boles, *Treasurer*  
Felicia Butler   Travis Currier   Jim Krueger   Steve Reese   Marti Ryan   Nancy Stillwell   Tiffany Werner

## **NORTHSIDE INDEPENDENCE DAY: A FAMILY CELEBRATION**

The *Northside Independence Day: A Family Celebration* is being planned and led by a volunteer group of Northside residents, facilitated by the Northside Planning Council, which is acting as fiscal and insurance agent for the event. In addition, other agencies are participating in various aspects of the event: Madison School Community Recreation is providing equipment and supplies for games and contests, North-East Senior Coalition is providing supplies for games, American Legion is providing volunteers and supplies for a first aid area. The event is planned to take place on Saturday, July 5<sup>th</sup> at Warner Park.

This event is also being planned in coordination with the Gold Wings Road Riders Association's 36<sup>th</sup> Wing Ding Grand Parade, scheduled to depart from Warner Park at 8:30 am on July 5<sup>th</sup>. The Greater Madison Area Convention and Visitors Bureau is handling all the permitting and logistics for the Wing Ding week, including the parade permit for the 5<sup>th</sup>. As part of the coordination between the two events, the GMACVB parade permit application will include the Northside Independence Day parade information and route in addition to the Gold Wings information; the Northside Independence Day parade will follow immediately after the Gold Wings parade, following their route down Sherman Avenue until Trailsway Drive, when the Northside Independence Day parade will turn onto Trailsway and make its way back to the Warner Park shelter via park paths.

### A. Complete Event Schedule

In addition to the parade, the Northside Independence Day event will include speeches by elected officials, an Open Mic for local musicians, games and contests for all ages and food vendors invited and selected by the planning team. All food vendors will be responsible for securing their own individual permits. These elements of the event will run as follows:

### **Proposed Schedule of Events**

<b>8:00</b>	Games area set up, first aid tent set up, PA system install
<b>8:00 – 9:00</b>	Parade preparation, bicycle decorating, Gold Wing staging
<b>8:30</b>	Gold Wings Ride start (parade permit application submitted by Greater Madison Area Convention and Visitors Bureau)
<b>9:10</b>	Northside Parade start (same permit application as Gold Wings)
<b>10:00</b>	Program (Speeches, reenactments, etc.)
<b>10:00</b>	Food vendors set up

**NORTHSIDE INDEPENDENCE DAY:  
A FAMILY CELEBRATION**

**10:30 -3:00** Games and Activities

**11:00 – 3:00** Open Mic

**11:00 – 3:00** Food vendors open

**3:00 – 4:00** Clean up

The planning team is working with the American Legion, United Way of Dane County, local neighborhood associations and scouting troops to recruit volunteers for set-up and clean-up as well as specific duties during the event. The planning team will act as event monitors and emergency contacts.

**B. Site Map of Event**

Please see attached map.

**C. Safety and Security Plans**

The essential elements of the security and safety plan are first aid and lost child needs.

*First Aid:* The American Legion Post 501 will provide volunteers and supplies in the first aid area, working with the Red Cross. The first aid area will be in the main Warner Park shelter, for maximum visibility and access to water and power.

Part of first aid is preparing for heat and humidity in July. The planning team has worked with Alder Weier and the Madison Water Utility to have the Water Wagon on site during the event, providing free drinking water. The planning team will provide cups and water bottles for use with the Water Wagon. In addition, the American Legion Post 501 and the Northside Planning Council will have pop-up tents set up to provide shade and resting areas.

*Lost Children:* Lost children will be brought to the first aid area as well, as it will be a centrally located place and visible. Volunteers in the first aid area will be provided with walkie-talkies to communicate with the event monitors. If a lost child is brought to or finds their way to the first aid area, all pertinent information about them will be shared with all event monitors, who will be located throughout the event area and wearing recognizable t-shirts for easy identification.

In addition, staff inside the Warner Park Community and Recreation Center will be informed about the first aid and lost children procedures, and will also have walkie-talkies to communicate with event monitors in case a child or parent comes inside to look for each other.

*Inclement Weather:* In the event of a weather emergency, the bathrooms at the Warner Park Shelter are a designation shelter area. The event team will have a weather radio on to monitor

**NORTHSIDE INDEPENDENCE DAY:  
A FAMILY CELEBRATION**

weather prior to and throughout the event. If it appears that bad weather is imminent, announcements will be made over the PA system alerting attendees and instructing them to depart or take shelter, as appropriate. Weather will also be monitored the night before and morning of the event, and if it appears bad enough, the event will be canceled. All efforts will be made to publicize a cancellation, through radio and online communications, as well as postings at key locations on the Northside.

*Security and Safety:* The Northside District of Madison Police has been informed about the event, and will continue to be keep up to date on plans as they move forward. They do not anticipate any additional staffing needs beyond their usual patrols during the day, and will be coordinating with the event team about regular walk-throughs and on-site patrols.

All event team members will have walkie-talkies, to communicate about issues and incidents. The event sponsor, Northside Planning Council, is the designated point of contact with the Police and Fire Departments, but all team members will contact authorities as necessary to address issues and incidents of immediate concern.

D. Clean Up and Recycling Plan

The planning team is meeting with Paolo Verde Waste Planning to discuss the possibilities for diversion of maximum amount of waste generated through the event into composting or recycling facilities, similar to what was done at the Marquette Neighborhood's Fete de Marquette last year. At a minimum, the planning team will work with City Parks staff to rent and install sufficient numbers of trash and recycling barrels to forestall littering, and will assign volunteers to monitor those barrels throughout the event and empty them when necessary.

E. Notification Requirements

Alder Anita Weier (District 18) has been participating in the planning team meetings, as her district encompasses half of the Northside area. Alder Larry Palm (District 12), whose district includes the other half of the Northside and Warner Park, has been kept informed about the planning work, and invited to meetings.

G. Accessibility

Warner Park is generally accessible to disabled patrons. There are paved paths throughout the planned event area, usable by wheelchairs. Warner Park has designated handicapped parking spaces as well. The planning team is renting portable toilets for the day, and will include one handicapped accessible toilet in their rental agreement.



## **NORTHSIDE INDEPENDENCE DAY:**

### **A FAMILY CELEBRATION**

#### **Proposed Schedule of Events**

**8:00 – 9:00** Parade preparation, bicycle decorating, Gold Wing staging

*in Northside Town Center parking lot*

**8:30** Gold Wings Ride start

*from Warner Park parking lot*

**9:00** Northside Parade  
(or immediately following last Gold Wings rider)

*from Northside Town Center parking lot*

**10:00** Program (Speeches, reenactments, etc.)

*at Statue of Liberty*

**10:30 -3:00** Games and Activities

*on lawn around WPCRC*

**11:00 – 2:00** Open Mic

*at Statue of Liberty*

**11:00 – 3:00** Food vendors open

*in and around shelter*

**5:00(?)** Mallards Game

**9:00(?)** Fireworks

#### **NORTHSIDE INDEPENDENCE DAY PLANNING TEAM**

Karen Bassler Janet Dyer Carla Glewen David Gouker Karen Hickel "Doc" Holtz Linda Huffman Jim Krueger Lauri Lee  
Chris LeMay Pete LeMay Deb Nelson Tim Nelson Nikki Sanders Vern Stenman Janine Wachter Anita Weier