



# 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: Midwest Log Rolling Championships

Park Requested: Vilas Beach

Estimated Attendance: 300

Type of Event (run/walk, fundraiser, festival, etc): Fundraiser/Athletic Event

## EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Madison Log Rolling

Is Organizer/Sponsor a 501(c)3 non-profit agency?

Yes

No

**MANDATORY: State Sales Tax Exemption Number: ES#:** \_\_\_\_\_

Primary Contact: Shana Versteegen

Work Phone: 608-698-8171

Address: 1021 Seminole Hwy., Madison, WI 53711

Phone During Event: 608-698-8171

Email: shana@shanaversteegen.com

Organization or Event Website: www.madisonlogrolling.com/mlc

## EVENT SCHEDULE

Date(s) of Event: June 9th, 2018

Event Start and End Times: 10am - 5pm

Rain Date (if any): N/A

Set-Up/Take-Down Start/End Times: Set-Up: 8am Take Down done by 7pm

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 Shana Versteegen

Date 1/24/2018





# 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?**

*With the new location close to the zoo, we do anticipate parking to be somewhat of an issue. We will encourage families to drop off athletes and park in nearby streets or in lots away from the zoo. We do hope some of our spectators will be zoo and beach-goers and will have already had a parking spot secured.*

*Part of the beach will need to be closed for our event. We plan to leave as much of the beach area open for the public to continue to splash and play!*

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

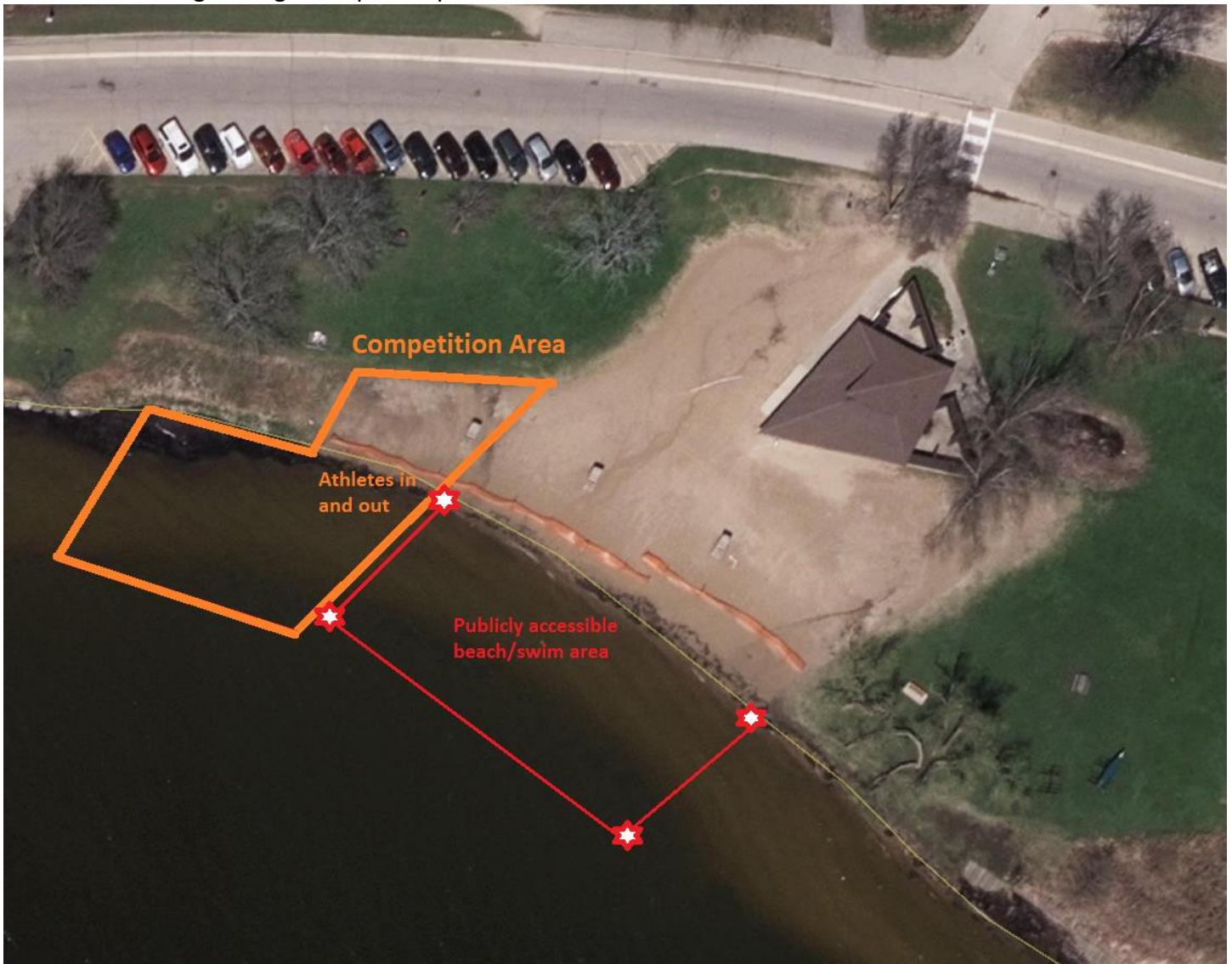
*See attached. Here are some explanataions:*

1. Only tents will be 10x10 and if I understand correctly we do not need a permit for those.
2. We will not be setting up any docks- the judges and athletes will start in the shallow water.
3. In years past we have used the bathrooms at the Wingra Boathouse- attendance was not large enough to need portapotties. We are happy to bring TP and towels to help restock the restrooms at the beach if needed. We will also ensure they are clean at the end of the day.
4. Happy to include some photos, however the format and locations will be completely different at this venue. Log storage will be much different this year. We will pull them over via boat on the morning of the competition and they will sit near the shore (within the box I marked). We will then pull them back to our storage area at Wingra Park via boat at the end of the event. Not ideal but much easier than hauling by truck! This way they will also not be on land at all.
5. Competitors will enter the water via the beach and walk straight to where the judges are standing (once the depth gets about 2' deep). The rollers will be gently pushed away from shore. If the log rolling match gets too close to the beach lane line (sometimes wind can drive them in a different direction) time will be called in the match and they will begin again.
6. Spectators will stand on the beach and within the boxed area on the map. After looking at the area we will have no need for bleachers. Most people bring picnic blankets, chairs, etc. We get quite a few people at Wingra, but never all at once- they stroll through throughout the day. We are hoping at this new location we might get a new audience coming from the zoo or visiting the beach!
7. We have never used lifeguards in the past, however some of our athletes are certified lifeguards. There are 3 judges per match who are observing athletes at all times, and we will also have monitors in the warm-up area (also within the box). Let me know if this is a problem and I can see if I can secure somebody - or if you prefer us to pay a city employee to sit in the chair near us that is fine too.
8. It would be great if we could move the swim ropes so that the new beach lines are clear for swimmers. If this is not a possibility I can work on finding a temporary solution to mark off the area. We have several floating cones we could borrow from Race Day Events if needed.
9. If this all looks good I would be happy to spend my Valentine's Day at the park commission meeting. :)

*For photos from last year's event (to get an idea of what on earth we will be doing) you can visit: <https://www.facebook.com/media/set/?set=a.1587030304663203.1073741835.212488922117355&type=1&f=db5b0bceb7>*

*Keep in mind the set-up will be quite different at Vilas Beach, with our judges and athletes in the water rather than on the dock.*

2018 Midwest Log Rolling Championships







# Park Event Application CLEANUP AND RECYLCING



Will you be providing your own receptacles?

Yes

No

*If yes, which receptacles and how many?*

Recycling Bins: \_\_\_\_\_

Trash Bins: \_\_\_\_\_

Dumpsters: \_\_\_\_\_

*If yes, name/contact information of collection agency  
providing equipment and service: \_\_\_\_\_*

Will you be renting additional Parks receptacles?

Yes

No

*If Yes, please continue. If No, skip the remainder of this form.*

Event/Name of Group: \_\_\_\_\_

Park Name: \_\_\_\_\_

Please indicate quantity of trash barrels: \_\_\_\_\_

8 barrel minimum: Each increment of up to 8 barrels \$150

Please indicate quantity of dumpsters: \_\_\_\_\_

per dumpster, and per tip: \$300



# 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

Midwest Log Rolling Championships will be held June 9th, 2018 at Vilas Beach.  
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. 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.
- 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	Shana Verstegen	Cell:608-698-8171
Secondary Contact	Peter Verstegen	Cell:608-616-2331
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: Midwest Log Rolling Championships

Park Location: Vilas Beach

Public Contact Phone: 608-698-8171

Website: http://www.madisonlogrolling.com

Admission Cost: FREE for Spectators

Date of Event: Saturday June 9th, 2018

Beginning/End Time of Event: 10am - 5pm

Two sentence description of event:

*Join us as the greatest lumberjack athletes in the world log roll for a cause at Vilas Beach in Madison, Wisconsin. Athletes are competing for a ranking at the 2018 Lumberjack World Championships in Hayward, WI and raising money for the Huntington's Disease Society of America's Wisconsin Chapter.*



# Park Event Application AMPLIFICATION PERMIT



**Will there be amplification at the event?**  
*If Yes, please continue. If No, skip this form.*

Yes  No

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Event/Name of Group: Midwest Log Rolling Championships

Type of Amplified Sound:

- Band   
 DJ   
 Sound System   
 Speeches/Announcements   
 Karaoke  
 Other (please specify): \_\_\_\_\_

### SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
6/9/2018	Sound System	10am	5pm (or earlier)

**Public Amplification permit type is determined by Parks Staff.**

#### Public Amplification Permit 1 – (PA1)

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 9 PM, 6 hour duration
- Permit Fee: \$60
- Additional Hour(s) between 8AM and 10PM (9PM for Shelter Reservations): \$20
- Extraordinary extension to 11 PM (requires Park Commission approval): \$50
- Special Conditions:
  - Two 6 hour permits can be purchased on a day.
  - No carryover of hours unused on one date may be applied to a second date.
  - Ranger staff will monitor events for compliance.

#### Public Amplification Permit 2 – (PA2)

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Permit Fee: \$100
- Additional Hour(s) between 8 AM and 10 PM: \$20
- Special Conditions:
  - PA1 Conditions apply
  - Ranger staff will monitor events for compliance at the perimeter and/or 125 ft from the source and at the sound board if applicable.
- **Non-compliance action**
  - A warning will be given to comply with the conditions of the permit. If a second warning is required, a citation will be issued to the responsible party for violation of MGO 8.29. A third violation will result in the amplification being ordered to cease immediately.



# 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 may call Diggers Hotline up to 30 days and no less than 10 business 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/doINeedAPermit.cfm](http://www.cityofmadison.com/fire/code/doINeedAPermit.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		
Trailer		
Inflatable		
Other		

- Company installing the structure(s): \_\_\_\_\_



# Park Event Application

## VENDING PERMITS



**Will vending of any type occur at your event?**

Yes  No

*If Yes, please continue. If No, skip this form.*

Park Event Vending Permits are required to sell anything in a City Park. The fee for this license is dependent on the number of vendors and the number of days vendors will be at the event.

### Food Vendors

If a vendor is selling food, the City of Madison also requires a Temporary Food Establishment Permit which is available from the City Clerk's Office (see next page). Public Health Madison & Dane County can provide more information on this permit and their requirements for the safe handling of food.

\*Please note that food cart vendors licensed by the City to sell downtown or on other streets are still required to purchase a Park Event Vending Permit.

**Event/Name of Group:** \_\_\_\_\_

### PERMIT TYPE

<input type="checkbox"/>	Vending – Single Vendor	Single Day	\$275
		Each additional day in a calendar year	\$50
<input type="checkbox"/>	Vending – Single Non-Profit	Single Day	\$75
		Each additional day in a calendar year	\$25
<input type="checkbox"/>	Vending – Multiple Vendors (up to 7 vendors)	Single Day	\$845
		Each additional day in a calendar year	\$50

### VENDOR LIST

How many vendors will be at the event? \_\_\_\_\_

You will be required to submit a complete list of vendors and contact information for your event as part of your Park Event Permit Conditions.

**Will Beer/Wine be sold at the event?**

Yes  No

*If Yes, please continue. If No, skip this form.*

Alcohol (Beer/Wine) Sales Permit fee is \$700.00 for one day and \$50.00 for each additional day in a calendar year.

### Additionally, a Temporary (Picnic Beer) License is required.

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)? Yes  No

Application Date: \_\_\_\_\_

### Temporary (Picnic Beer) License

The following are regulations from the City Clerk's Office. To obtain a Temporary Class "B" Retailers License, you must fill out an application from the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103.

Temporary (Picnic Beer) License Application, Clerk's Office

### May be Granted and Issued only to:

- Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- State, county, or local fair associations or agricultural societies.
- Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
- Posts now or hereafter established of ex-servicemen's organizations