



MADISON PARKS DIVISION PARK EVENT APPLICATION

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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: The CrossFit Games

Park Requested: Quarin park for the whole week and possible the week before for setup and Olin Park

Small area at Olin, Tenny, Brittingham, Law Park, and Triangle Park Near Olin that wouldn't affect or would have minimal affect

Estimated Attendance: 1,000

Type of Event (run/walk, fundraiser, festival, etc): Fitness Competition and Exposition

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: CrossFit, Inc. and Reebok as the Title Sponsor of the Event

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

MANDATORY: State Sales Tax Exemption Number: ES#:

Primary Contact: Timothy Chan

Work Phone: 619-944-3302

Address: 3218 Lakeside Drive, Prescott, AZ 86301

Phone During Event: 619-944-3302

Email: tim.chan@crossfitgames.com

Organization or Event Website: http://lgames.crossfit.com

EVENT SCHEDULE

Date(s) of Event: August 3rd - 6th 2017

Event Start and End Times: throughout the week

Rain Date (if any): NA

Set-Up/Take-Down Start/End Times: 8/2-8/6, 2017

Does this require time in the park the day before your event? Yes No
If Yes, provide details of times and area requested: On 8/2 we will setup a small trailer and box truck. This will not impact the boat launches. Boat launches would be affected starting 8/3!

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



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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 Tim Chan

Date 5-5-17



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Please provide a brief narrative of the event. The CrossFit Games are the world's premier test to find the Fittest on Earth™. They are world-renowned as a grueling test for the toughest athletes on Earth as well as a thrilling experience for spectators. Since its inception in 2007, the CrossFit Games have become "one of the fastest growing sports in America," according to Forbes

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 8:00 a.m.	EXAMPLE Setup
8/2/17	Production setup, restrooms, trash. Ramps can stay open. Only asking for some parking spaces to be closed.
8/3/17	Competition from 9am-2pm. Ramps closed from 12am- 2pm
8/4/17	Competition from 9am-2pm. Ramps closed from 12am- 2pm
8/5/17	Competition from 9am-12pm. Ramps closed from 12am- 12pm
8/6/17	Competition from 9am-12pm. Ramps closed from 12am- 12pm. Tear down complete by 12pm.
7/31-8/7	Display located at Olin Area Triangle, Law park and Tenney Park. Assembly on 7.31 and tear down on 8.7



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Will you be providing your own receptacles?
if yes, which receptacles and how many?
Recycling Bins:
Trash Bins:
Dumpsters:

X Yes No

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

Will you be renting additional Parks receptacles?
If Yes, please continue. If No, skip the remainder of this form.

Yes X No

Event/Name of Group: The CrossFit Games

Park Name: Quann park for the whole week and possible the week before for setup and Olin Park

Please indicate quantity of trash barrels: 0 8 barrel minimum: Each increment of up to 8 barrels \$150

Please indicate quantity of dumpsters: 0 per dumpster, and per tip: \$300



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Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

I. GENERAL

The CrossFit Games will be held August 1-6, 2017 at Quann and Olin 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. Owen Valuch 415-254-8533
CONTACT NAME/CELL NUMBER
 - 3. We will will not have on-site Police or Security. Andy Rios 805-432-5224
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.



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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
 - 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.



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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	Tim Chan	Cell 619-944-3302
Secondary Contact	Owen Valuch	Cell 415-254-8533
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



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Requirement of a Certificate of Insurance will be noted on the Permit Conditions for your event (example pg. 4)

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
 - The determination is based on the risk level of an event.
 - Risk level is determined by such things as, but is not limited to:
 - Activities planned for the event
 - Anticipated attendance
 - Beer/alcohol
 - Potential for injury
 - Size and nature of the event
- If a Certificate of Insurance is required, the event organizer must:
 - Submit a general liability insurance policy certificate
 - **30 days prior to the event date**
 - In the amount of \$1,000,000
 - Naming the City of Madison as Additional Insured.
 - If alcohol (beer/wine) will be sold, this certificate must include liquor liability
- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office
City Risk Manager
210 Martin Luther King, Jr. Blvd., Rm. 406
Madison, WI 53703
Phone: (608) 266-5965
Fax: (608) 267-8705
Risk Manager Email
eyeum@cityofmadison.com
khenlloy@cityofmadison.com
milloyd@cityofmadison.com

INDEMNIFICATION CLAUSE FOR PERMITS

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.



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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?

Yes

No

*xSome CrossFit Games events are confidential and not announced till the day before.
If Yes, please continue. If No, skip this form.*

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: __

Park Location: __

Public Contact Phone: __

Website: __

Admission Cost: __

Date of Event: __

Beginning/End Time of Event: __

Two sentence description of event:

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amplification being ordered to cease immediately.



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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 checked="" 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? 0

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.