

SPECIAL EVENTS IN MADISON PARKS – GENERAL POLICIES

Proposed Event policy and fees for Neighborhood Associations (NA) and Neighborhood Resource Teams (NRT) events

- One free shelter reservation/special event application fee per year
 - ½ price for any permits required for the event (PA, temp structure, vending, etc).
 - Additional events:
 - \$50 application fee, ½ price shelter reservation and permit fees
 - Key deposit is required
 - A damage deposit is required if there have been problems in previous years.
 - If damage occurs and repairs are not made or paid for, the free reservation for the following year is forfeited.
 - Two weeks' notice is required if trash barrels and picnic tables need to be delivered for an event.
 - With two weeks' notice, up to 4 barrels and 4 tables will be delivered free of charge.
 - If additional equipment is requested, there is a \$150/ trip charge.
 - Requests made less than two weeks in advance are charged the \$150/trip charge for *any* requested equipment.
 - NAs and NRTs will be notified of these new, uniform, non-negotiable terms.
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2016 Proposed Changes for Reservable Spaces

- Make all sun shelters and gazebos reservable structures
 - All necessary permits will be available for the listed price
 - \$100 temporary structure fee applies
 - \$25/weekdays
 - \$50/weekends & holidays
 - \$75 deposit for use of power
 - Deposit is for key at the parks office
 - There will be exceptions to this, depending on location
 - Install temporary or permanent placards similar to what is used at current reservable parks to alert public that space is spoken for. Customer would also bring his/her reservation receipt to event.
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