

Conditions for the Madison Professional Police Officers' Association, requesting the use of Door Creek Park on Saturday, October 18, 2014 for a charity 5k Run, provisionally called the Donut Dash.

Parks Staff recommends approval, based on the following conditions:

1. Aldermanic notification. (Alder. Lauren Cnare, District 3 – already done)
2. Organizers will schedule a site plan meeting at the park with Craig Klinke, the East Parks Maintenance Supervisor (246-4508 or cklinke@cityofmadison.com) at least two weeks before the event, and agree to any site recommendations he may make.
3. Organizers will provide an insurance certificate covering this event and naming the City of Madison as “additional insured”.
4. Organizers will provide a \$1,000 (refundable) damage deposit with the Parks Division prior to the event and acknowledge that they will be responsible for any and all actual field renovation costs which may result from this event.
5. Organizers understand that no permanent marking of streets, paths, or sidewalks will be allowed – chalk may be used, but not spray paint, spray chalk, or stickers.
6. Organizers will apply for a Parade Permit (<https://www.cityofmadison.com/transportation/forms/paradePermit.cfm?>)
7. Organizers will provide a complete event schedule, route map, and site plan, at least two weeks before the event.
8. Organizers understand that no driving or parking on the grass is allowed.
9. Organizers will be responsible for full clean-up of the park areas they use, immediately after the event.
10. Amplification will be allowed from 8am to Noon, but sound will be kept to a reasonable level at all times, and particularly early in the morning.
11. Nothing will be sold in the park; food and beverages may be served to participants.
12. No temporary structures other than 10' X 10' pop-ups will be set up, unless organizers apply for a temporary structure permit.
13. Fees will be paid and the approved insurance will be on file in the Park Office at least two weeks before the event.

Estimated fees:

Scheduling Fee:	\$120.00
PA Permit:	\$100.00

Plus Wisconsin sales tax



Madison Professional Police Officers' Association
Local No. 1, Wisconsin Professional Police Association

PO. Box 1188
Madison, Wisconsin 53701

To whom it may concern:

On behalf of the Madison Professional Police Officers' Association, I would like to thank you for taking the opportunity to review our application for a Park Permit to host our first annual "MPPOA 5K" at Door Creek Park. We envision that our race will benefit a different local charity every year. This year, we will extend our profits to Agrace Hospice, where one of our members was exceptionally cared for at the end of her battle with cancer in 2013.

I was able to unofficially attend Madison College's Turkey Trot at Door Creek Park last year (my kids and I happened upon it as we visited the playground) and I imagine that our event will very closely image theirs. We will host a 5K run/walk, and possibly a 1 mile "fun run" for kids. We like to laugh at ourselves, so our event will be called a "Donut Dash" (or something similar.) We will most likely provide donuts and chocolate milk/water for athletes at the end of the race. If this requires me to obtain a vending permit, I will do so.

I will be able to submit a complete event schedule at least 45 days prior to our event. We are in the process of meeting with Race Day Events, LLC, (meeting scheduled for July 1st) to plan for the event set up and tear down, all activities planned, a race route, etc... I have already reached out to Alderperson Lauren Cnare, and she is very supportive of this endeavor.

I am available to answer any questions reference our plans, which are in their infancy. I apologize if my application is not complete... This is a new experience for me. I think I will be better situated after I meet with Race Day Events next week, but I wanted to get my application to you in time for your next meeting.

Thank you for your consideration,

Emily Samson
Madison Professional Police Officers' Association
Executive Board Member

PARK EVENT PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event The MPPOA Donut Dash

Event Organizer/Sponsor Madison Professional Police Officers' Association

Is Organizer/Sponsor a 501(c)3 non-profit agency? 501(c)5 Yes No

If Yes, provide State of Wisconsin Tax Exempt Number 39-1350653

Address PO Box 1188 OR 809 S. Thompson Dr

City/State/Zip Madison, WI 53701 OR Madison, WI 53716

Primary Contact Emily Samson FAX n/a

Work Phone 608.213.2940 Phone During Event 608.213.2940

E-mail esamson@cityofmadison.com

Website www.mppba.info.com

Secondary Contact Kevin Linsmeier

Work Phone 608.220.1203 Phone During Event 608.220.1203

E-mail klinsmeier@cityofmadison.com

Annual Event? (1st annual) Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: To change annually 2014 - Agrace Hospice

Estimated Attendance goal between 250 - 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification: Hours 8:30 am to 11:00 am (approximate) Yes No

Park Requested Door Creek Park on Littlemore Drive

Shelter Reserved by Event Organizer Yes No

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/18/14 Rain Date(s) 10/26/14

Event Start Date(s)/Time(s) 8:00 am on 10/18/14 Set-Up Date(s)/Time for Event * See addendum

Event End Date(s)/Time(s) 12:00 pm " " Take-Down Time 10/18/14 by 3:00 pm

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 Emily P. Samson Date 6/24/14

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 The MPPOA Donut Dash
Contact Person Emily Samson Phone # During Event 608.213.2940
Park Door Creek Park Date 10/18/14

TYPE OF AMPLIFIED SOUND

Band DJ Sound System Speeches/Announcements Karaoke
 Other (please specify) _____

Times of Sound 8:00 am (earliest) to 12:00 pm (latest) (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 ADDITIONAL PARK PERMITS CHECKLIST

ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits required for an event in the City of Madison. You must include all pertinent information for those permits with this application. Please indicate the permits that apply to your event. Submit the required Park permit applications with this Parks Event application packet. Check and date additional permits that are required for your event. Parks staff will review your application and advise if additional permits are required for the event.

Notification Requirements

Have you done the appropriate notifications? N/A Yes
Alderson Name/Date: Notified Lauren Chase / 6/20/14
NA Name/Date: Notified _____ / _____
Traffic Engineering Name/Date: Notified _____ / _____

Park Permits

Applications included in this packet and at www.cityofmadison.com/parks.

- Vending Permit - All vendors must return their permit application at least 30 days prior to the event.
- P.A. Permit
- Beer/Alcohol Selling Permit
- Temporary Structure Permit - for tents, inflatables, stages, dunk tanks, trailers, etc.

Street Use Permit

Included in this packet, but must be submitted separate from the Parks Event application

- Street Use Permit - necessary to close a city street, sidewalk and/or request special street parking considerations. Call 266-6033 with questions. Please indicate date you submitted Street Use Permit application _____

Other City Permits

- Temporary Restaurant Permit - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at www.publichealthmdc.com or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted _____
- Parade Permit - may be required of a run, walk or bike ride event. From the Police Department, www.cityofmadison.com/police/parade.htm.
Date Parade Permit Application Submitted _____
- Temporary Class "B" Retailers License - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, www.cityofmadison.com/clerk.
Date Class "B" Permit Application Submitted _____
- Fireworks Permit - From the Fire Department, (608) 266-4457, www.cityofmadison.com/fire.
Date Fireworks Permit Submitted _____
- Burn Permit - For bonfires. From the Fire Department, 266-4457 or online at www.cityofmadison.com/fire.
Date Burn Permit Submitted _____

County/State Requirements

Not all of these will be pertinent to your event.

- Diggers Hotline (800-242-8511) must be contacted whenever a tent or temporary structure will be erected and the ground will be penetrated by stakes, tools, or equipment.
- For utility hookups, signage, zoning, etc and to assure that all City regulations are satisfied, please contact the Building Inspection Unit at (608) 266-4551. Be prepared to specifically explain your Community Event in detail.
- The Dane County Sheriff's Department ((608) 266-4970) should be contacted whenever any Community lakes patrol is required.
- DNR Water Regulations and Zoning should be contacted ((608) 275-3266) regarding any water resource implication, such as the use of fireworks, water ski ramps, etc. There may be instances when your event plans may require a Community permit from the DNR.
- The Pedestrian/Bike Commission within the City Department of Transportation must be contacted ((608) 266-4761), if an event will affect the Pedestrian/Bike trails.



Madison Police Department

Michael C. Koval, Chief of Police

City-County Building
211 S. Carroll Street
Madison, Wisconsin 53703-3303
Phone: (608) 266-4022
Fax: (608) 266-4885
police@cityofmadison.com
www.madisonpolice.com

FAX COVER

Date: 6/24/14

To: Kathryn Padorr

Your FAX Number: 267-1162

From: Emily Samson

Office Telephone Number: 266-4887

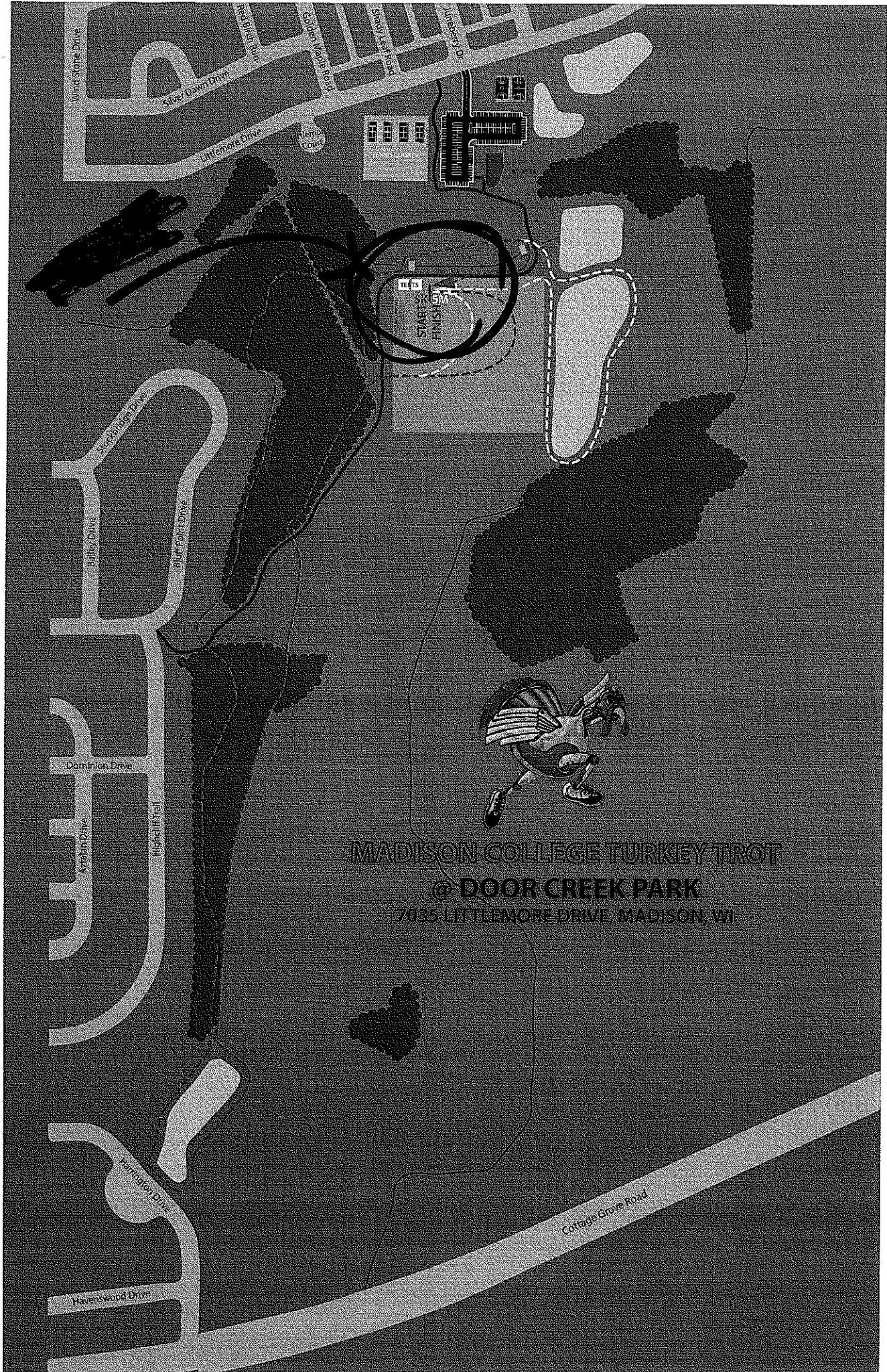
FAX Number: 224-7150

Total Number of Pages: 5 (including cover sheet)

Comments:

If you do not receive all the pages indicated, or if you have any problems, call (608) 266-4923 as soon as possible, or respond to the office phone number indicated above.

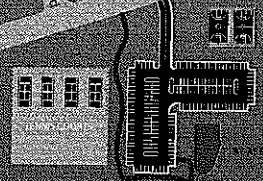
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Wind Stone Drive
Silver Oak Drive
Littlemore Drive
600 West Main Street
East 1st Street
2nd Street
3rd Street
4th Street
5th Street
6th Street
7th Street
8th Street
9th Street
10th Street
11th Street
12th Street
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41st Street
42nd Street
43rd Street
44th Street
45th Street
46th Street
47th Street
48th Street
49th Street
50th Street

Scophtide Drive
Bible Drive
Purcell Drive
Dominion Drive
Arban Drive
Highway 111

Harrison Drive
Havenswood Drive



MADISON COLLEGE TURKEY TROT
@ DOOR CREEK PARK
7035 LITTLEMORE DRIVE, MADISON, WI

Cottage Grove Road