



# 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: Wisconsin USATF Association Cross Country Meet (Qualifier for the USATF Junior Olympic National Cross Country Meet on December 14<sup>th</sup>).

Park Requested: Yahara Hills Golf Course Estimated Attendance: 2,500

Type of Event (run/walk, fundraiser, festival, etc): Cross Country Meet

## EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Wisconsin USATF

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

Yes

No

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

Primary Contact: Scott Brinen

Work Phone: \_\_\_\_\_

Address: 8418 Shale Drive Madison Wi. 53719

Phone \_\_\_\_\_

During Event: 608-220-4881

Email: scottbrinen@gmail.com

Organization or Event Website: http://wisconsin.usatf.org/

## EVENT SCHEDULE

Date(s) of Event: November 10th

Event Start and End Times: 8am-4pm

Rain Date (if any): NA

Set-Up/Take-Down Start/End Times: Nov 9<sup>th</sup> 8am-5pm  
Nov. 10<sup>th</sup> 6-8am, 4-5pm

Does this require time in the park the day before your event?

Yes

No

If Yes, provide details of times and area requested: Request Setup on November 9<sup>th</sup>

## 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: Hot Chocolate, hot dogs, hamburgers, donuts, candy

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



# Park Event Application

## NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

Wisconsin USATF Association Cross Country Meet (Qualifier for the USATF Junior Olympic National Cross Country Meet on December 14, 2019). Athletes will be coming from all over the state to compete in this event. They will have to qualify at this meet in order to compete a month later at the National meet hosted at this same location. We would like to be able to have this date so that we can give the athletes an opportunity to run the course before the national meet as well as a test run for the nationals with our timing and course layout. The races usually start at 8am and run for 20-30 minutes and then there is a 30-40 minute break in between each race. There would be 12 staggered races. I would not know the exact start time until probably a few days before. If there is bad weather coming we would adjust earlier or later in the day. The 9<sup>th</sup> and the 10<sup>th</sup> we would be on the course as soon as there is light and working until sundown.

### 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

<b>EXAMPLE</b>	<b>EXAMPLE</b>
8:00 a.m.	Setup
8am-5pm 11/9/19	November 9 <sup>th</sup> Setup of course, finish line, tents of the course. We would start at 8am and probably work all the way up until 5pm (end of daylight) We would come back the next morning to finish. Some runners may show up on the 9 <sup>th</sup> to check out the course and run some of it on the 9 <sup>th</sup> .
6am-5pm 11/10/19  Race Portion 8am-4pm (approx.)	Start Setup at 6am or 7am whenever there is enough light on November 10 <sup>th</sup> day of race and cleanup\tear-down after. 12 races would happen that day for different ages and gender. They will start at 8am and run until approx. 4pm. Each race time is about 15-30 minutes and there is 20-30 minutes between each race. The exact schedule is TBD and may have to be adjusted if there is bad weather etc. I wouldn't have the final schedule until a few days before. I do not know how much time it will take for cleanup as this will be the first time hosting the event...my guess is it will run right up to the 5pm end time.



# 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?**

Some amplified sound for announcers and music. Some finish line removable fencing, portable toilets, minimal signage.

**Provide Detailed Event Site Map (feel free to provide this map as a separate attachment):** See Attached Course layout. We do not have the final temporary tent structure layout yet. But the best guess is 2 smaller 10X10 or 20X20 tents near the finish line area. We would also bring in a few porta potties for the event, location TBD. I can submit that at a later date as we get closer and WI USATF can do site overview in the spring.

# SITE MAP - WI USATF ASSOCIATION CROSS COUNTRY MEET



TEMPORARY STRUCTURE(S) – IF NICE WEATHER A 10X10

IF RAINING A 20X10 OR 2, 10X10s

There are no other temporary structures.

The athlete tent indicated on the site map is only for the December USATF meet, not the November USATF meet.

Route Map: 2019 WI USATF Cross Country Qualifier



THESE ARE THE TENTATIVE ROUTES SUBMITTED BY THE USATF. FINAL ROUTES WILL BE DETERMINED IN THE SPRING WHEN THE MADISON GOLF OPERATIONS SUPERVISOR MEETS WITH THE ORGANIZER AT YAHARA HILLS GOLF COURSE. THE ROUTES WILL BE CONFIRMED IN FALL WHEN THERE IS ANOTHER MEETING AND THE CONDITIONS OF THE GOLF COURSE ARE BETTER KNOWN. THE MADISON PARKS DIVISION GOLF OPERATIONS SUPERVISOR WILL HAVE FINAL APPROVAL OF THE ROUTES.



# 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: 2019 Wisconsin USATF Association Cross Country Meet

Park Name: Yahara Hills Golf Course

Please indicate quantity of trash barrels: 8  
\$150

8 barrel minimum: Each increment of up to 8 barrels

Please indicate quantity of dumpsters: 0  
\$300

per dumpster, and per tip:



# 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

Wisconsin USATF Association Cross Country Meet will be held Yahara Hills Golf Course at November 9<sup>th</sup> and November 10<sup>th</sup>

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. Scott Brinen 608.220.4881

- 3.   We will/  will not have on-site Police or Security. Peter Henkes 262-498-9829

CONTACT NAME/CELL NUMBER

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



# Park Event Application

## EMERGENCY ACTION PLAN



- 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.
- 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	Scott Brinen	Cell:608.220.4881
Secondary Contact	Peter Henkes	Cell:262-498-9829
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420





# 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  x 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: 2019 Wisconsin USATF Association Cross Country Meet

Park Location: Yahara Hills Golf Course

Public Contact Phone: \_\_\_\_\_

Website: http://wisconsin.usatf.org/

Admission Cost: FREE

Date of Event: November 10<sup>th</sup> 2019

Beginning/End Time of Event: 8am-4pm

Two sentence description of event:

Wisconsin USATF Association Cross Country Meet. This event will have an open race and USATF Age and Gender Based Cross Country races to qualify for the 2019 USATF Junior National Cross Country Championship Meet in Madison, Wisconsin.



# Park Event Application AMPLIFICATION PERMIT



**Will there be amplification at the event?**

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

Yesx 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: Wisconsin USATF Association Cross Country Meet

Type of Amplified Sound:

Band  DJ  xSound System  xSpeeches/Announcements  Karaoke

Other (please specify): \_\_\_\_\_

### SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
11.9.2019	Announcements and some Music	8am	4pm
11.10.2019	Announcements and some Music	8am	4pm

**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: Wisconsin USATF Association Cross Country Meet

### TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have?

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging		
Tent	2	TBD -either 2, 10x10 tents or 1, 20x20 tent
Trailer		
Inflatable		
Other		

- Company installing the structure(s): Installed by WI USATF Staff



# 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:** Wisconsin USATF Association Cross Country Meet

### 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? 1 \_\_\_\_\_

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