



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: 2019 USATF National Olympic Cross Country Championships
 Park Requested: Yahara Hills Golf Course Estimated Attendance: 5500
 Type of Event (run/walk, fundraiser, festival, etc): National Youth Cross Country Championships

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Badger Track Club
 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: 608.220.4881
 Address: 8418 Shale Drive Phone During Event: 608.220.48
 Email: scottbrinen@gmail.com
 Organization or Event Website: www.badgertrackclub.com

EVENT SCHEDULE

Date(s) of Event: 12/14/19 Event Start and End Times: 9am-4pm
 Rain Date (if any): n/a Set-Up/Take-Down

12/10-12/13/19 7am-5pm setup
12/14/19 7-9am, 4-5pm
12/15/19 7am-5pm take-down

Does this require time in the park the day before your event? Yes No
 If Yes, provide details of times and area requested: We would need access to the course for December 10th-15th

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: Yahara Golf Course will be providing most of the food and drink for the event. We will have some local vendors selling coffee, soda and other drinks as well as food.
 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 _____ Date _____



Park Event Application GENERAL INFORMATION



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 _____

A handwritten signature in black ink, appearing to be "A. Smith", written over a horizontal line.

Date _____

1.24.2018



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

2019 USATF Junior Olympic National Cross Country Championships. 2019 National Paralympic Cross Country Championships. Youth athletes from all over the country (3,000-4,500) will be competing on the course as well as 100 or so physically and intellectually disabled Paralympic athletes (approx. 100). There will be 11 races broken down by gender and age group and one Paralympic Cross Country race at the end on Saturday December 14th. Each race will be staggered by 40-50 minutes (final schedule will come from the USATF National Office the week before) Historically the races start at 9am and finish at 4pm. 30 minutes after each race there will be awards.

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	EXAMPLE
8:00 a.m.	Setup
December 10 th 7am-5pm	First Day Course Setup and Layout
December 11 th 7am-5pm	Course Setup and Layout Continued
December 12 th 7am-5pm	Vendor Tenting and Officials Tenting. Athletes will have access to the course for running.
December 13 th 7am-5pm	Tenting, Officials, Vendors setup, sounds setup. Athletes will have access to the course for running. Officials and volunteers walkthrough
December 14 th 7am-5pm	Last setup, Race Day, Awards and takedown. Leave Course (Approx. Race Schedule - 9am-4pm)
December 15 th 7am-5pm	Final Cleanup-taking down of remaining structures which would include tenting...etc. My guess is we will run out of light on December 14 th and have to come back on the 15 th



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?
TBD

Heavy Traffic. 5000-7000 people will be coming and going in a 6 hour window. Madison Police will be involved for traffic control as well as volunteers. There will be noise from the PA system. We don't have the complete Police and safety plan in place yet as this event is 12 months out. We are still working on all the details and don't have a script we can use because this is the first time this event has been held in Wisconsin and at this course.

Provide Detailed Event Site Map (feel free to provide this map as a separate attachment): Detailed Map will be attached of the course. All layouts we currently have are included the remaining items are TBD

2019 USATF NATIONAL OLYMPIC CROSS COUNTRY CHAMPIONSHIPS



TEMPORARY STRUCTURES (7 TENTS, 1 TRAILER)

- SIZES YET TO BE DETERMINED
- THE BIGGEST TENT WILL BE 40X40
- MOST TENTS WILL BE 20X20 OR 10X10
- UNMARKED TENTS FOR USATF MERCHANDISE, OFFICIALS, TIMING, CONCESSIONS, MEDICAL, AND ATHLETE REGISTRATION



AWARDS CEREMONY - 40X40 STAGE

Route Map: 2019 USATF NATIONAL OLYMPIC CROSS COUNTRY CHAMPIONSHIPS



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: 20 TBD after the review of the Reno event in 2018 we will have better numbers _____

Trash Bins: 20 TBD after the review of the Reno event in 2018 we will have better numbers _____

Dumpsters: _____

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

Will you be renting additional Parks receptacles? Yes TBD 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

2019 Junior Olympic National Championships. 2019 Paralympic National Championships
will be held December 14th at Yahara Hills Golf Course

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. TBD whether we do this or have multiple athletic trainers on-site

CONTACT NAME/CELL NUMBER

- 3. We will will not have on-site Police or Security. Scott Brinen 608.220.4881

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



Park Event Application EMERGENCY ACTION PLAN



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.
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	Jay Preston	Cell: 262-542-7060
Emergency	Dane County 911 Center	911



Park Event Application **EMERGENCY ACTION PLAN**



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: 2019 Junior Olympic National Cross Country Championship\2019 National Paralympic Cross Country Championship

Park Location: Yahara Hills Golf Course

Public Contact Phone: _____

Website: _____

Admission Cost: Free

Date of Event: 12.14.2019

Beginning/End Time of Event: 9am-4pm

Two sentence description of event: 2019 USATF Junior Olympic National Cross Country Meet and 2019 National Paralympic Cross Country Championship Meet



Park Event Application AMPLIFICATION PERMIT



Will there be amplification at the event?

Yes

No

No

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

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: 2019 Junior Olympic National Cross Country Championship\2019 National Paralympic Cross Country Championship

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
12.13.2019	Announcer and some music	10am	3pm
12.14.2019	Announcer 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, (608) 266-4457.

Event/Name of Group: TBD

TEMPORARY STRUCTURE INFORMATION

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

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging	1	TBD - 40X40 FOR AWARDS CEREMONY
Tent	7	TBD - 40x40 max size, most 10x10 or 20x20
Trailer	1	TBD
Inflatable		
Other		

- Company installing the structure(s): We are still working on the bids for this process



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: There will be food vendors, but we are not sure how many. We do know the clubhouse at Yahara will be selling food. We would like several vendors at the site on December 13th when the athletes can come out to review the course, as well as the day of December 14th. My guess would be it would fall under the up to 7 vendors so I am going to check that box for now.

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 checked="" 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? Not known currently TBD

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