



Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for a returning park event with significant changes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

EVENT INFORMATION

Name of Event: Reebok FitBarge

Park Requested: Brittingham; Olin Park Estimated Attendance: 1,000+

Type of Event (run/walk, fundraiser, festival, etc): Lake and Fitness Activation

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Brittingham Boats, LLC & Reebok

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: _____

Brittingham Boats Primary Contact: Tyler Leeper Work Phone: 608-250-2555
Address: (Mailing) 824 Knickerbocker St. Phone During Event: 608-695-8444
Email: tyler@madisonboats.com Organization or Event Website: www.madisonboats.com

Reebok Primary Contact: Matthew Powell Work Phone: 781-708-6014
Address: 25 Drydock Ave, Boston Ma 02210 Phone During Event: 781-708-6014
Email: matt.powell@reebok.com Organization or Event Website: Reebok

EVENT SCHEDULE

Date(s) of Event: 7/27/18 – 8/6/18

Event Start and End Times: 6:30 am to 9 pm (10 pm on 7/29, and 11:30 on 8/4)

Rain Date (if any): -None Set-Up/Take-Down Start/End Times: July 24th -27, 2018 & Take Down August 7-8th, 2018

Does this require time in the park the day before your event? Yes No
If Yes, provide details of times and area requested: FitBarge @ Olin: We request access of Olin Launch on 7/24 for the loading of the Barge. We will need to block off a portion of the boat launch however 4 of the 6 launches will remain open and only 8 trailer parking spots will be affected. We request shuttle access of equipment and supplies from Olin Launch on the 25-27th. For takedown we request access for equipment and supplies on August 7th and removal of barges on August 8th.

PERMITS

Will you have amplified sound at this event? @Brittingham Boats Yes No
If yes, please fill out an Amplification Permit Application (page 13)
Will have any temporary structures such as tents, stages, inflatables? @Brittingham Boats 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



Park Event Application

GENERAL INFORMATION



- 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: TBD: Brittingham Boats Expects to expand their food menu and services.
- 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

SITE MAP



Please provide a brief narrative of the event.

Brittingham and Reebok are requesting use of Olin Park and Brittingham Park to facilitate access and use of the FitBarge in which we will be offering a series of free programs and activities over the course of 10 days.

The FitBarge is an opportunity to activate our lakes and create an attraction that focuses on fitness and outdoor recreation. The idea is to build a 40'x60' floating lounge and activity platform that people can paddle or boat to. Reebok and Brittingham Boats are developing a program of FREE fitness classes and entertainment from yoga and boot camp to SUP Polo and local bands. Our ultimate goal is to further solidify Madison as one of the fittest cities in America.

We are excited that Reebok has chosen Brittingham Boats and the once neglected Brittingham Park as the hub and focal point for access to the Fit Barge. We have an incredible opportunity to engage our local community, activate our lakes, and highlight our city and our parks on an international stage.

In addition to Brittingham Boats, we are also requesting use of Olin Park to launch and provide shuttle support to the Fit Barge. We also request a pontoon shuttle to the FitBarge from Olin Park so people of all abilities can experience and enjoy the FitBarge and to facilitate easy access for event participants.

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

Olin Park Schedule	
Tuesday 7/24/18	Delivery of Barges and loading of equipment (Closure of two launches and 8 trailer parking spaces requested. See attachment on Olin Boat Launch Map and Plan)
7 am	Arrival of Barges and Crane: Crain will position close to water and unload barges directly into the water.
8 am – 3 pm	Loading of Barges into water
3 -8 pm	Additional loading of equipment and materials onto barges.
8 pm	All equipment out of Olin Park
Wednesday 7/25/18 and Thursday 7/26/18	Construction of FitBarge in the Lake
8 am to 7 pm	Regular Shuttling of personnel and materials to barge via one or two construction boats. Likely to have approximately one shuttle per hour with loading taking about 15 minutes (similar to a regular boat) with more shuttles first thing in the morning and as we wrap up in the evening. No closure required.



Park Event Application

SITE MAP



Friday 7/27/18 through Monday, 8/6/18 dawn to dusk (6 am to 8:30 pm)	We request ability to shuttle approximately 24 people from Olin Park every half hour via two pontoon boats. Load and Unload time is about 10 min (less than that of a regular launch of a boat). We will also be shuttling instructors and equipment from Olin to the Fit Barge (likely 6 additional times per day) All instructors and personnel will be instructed to park in the car parking lot on the far side of the fields or on the street.
Tuesday 8/7/18	De-Construct the FitBarge
6 am to 8 pm	Regular Shuttling of personnel and materials to barge via one or two construction boats. Likely to have approximately one shuttle per hour with unloading taking about 15 minutes (similar to a regular boat) with more shuttles first thing in the morning and as we wrap up in the evening. No closure required.
Wednesday 8/8/18	Removal of Barges (No closure needed. See attachment on Olin Boat Launch Map and Plan)
6:30 am	Arrival of Crane and flatbed truck and loading of equipment
7-12 pm	Removing equipment and detaching barges.
12 pm – 8 pm	Loading of Barges
8 pm	All equipment out of Olin Park

Olin Park Shuttle Schedule	
7/27 to 8/6 ~dawn to dusk (6 am to 8:30 pm)	We request ability to shuttle approximately 24 people from Olin Boat Launch every half hour via two pontoon boats. Time on dock to load and unload time is about 10 min. and we will be able to load and unload on the outside of the piers so not to take up the boat launch. We also expect to run supplies, equipment, instructors out of Olin Park which is likely to add an extra shuttle every 2 hours. <i>Exact Shuttle Schedule TBD.</i>
Brittingham Park Schedule at Brittingham Boats	
Friday 7/27/18	Set up and Start of FitBarge Activation at Brittingham Boats
8 am to 3 pm	Delivery and set up of Brittingham Boats Including: 50 zero gravity chairs Hammocks and welcome signage along with class and event schedule Add additional structures here: Pop up Tent, check in station, etc. 4 Branded Wayfinding Flags along Proudfit Rd. (See Brittingham Map) 5 Banners on the building (See Brittingham Map)



Park Event Application

SITE MAP



3 pm	FitBarge is live. Brittingham Boats regular rentals and activity open to all. Expected higher levels of traffic.
Friday 7/27/18 to Monday 8/6/18 dawn to dusk (6 am to 8:30 pm)	FitBarge is live. This event focuses on the services already offered by Brittingham Boats, including paddle craft rentals, lawn games, and café services. The additional enhancements will be highlighting the FitBarge and the FitBarge Schedule and creating place making enhancements like the chaise and hammocks. We do expect higher volumes of visitors and rentals.
7/29: Sunday Funday & Full Moon Paddle (FMP Rain Date Monday)	<p>Sunday is a Kickoff Day with public interactive events at Brittingham and on the FIT Barge During this Day we expect to have live music from 11 am to 9:30 pm.</p> <p>Sunday Full Moon Paddle. (Rain Date Monday 7/30/18) We request to connect one of Brittingham Boats signature events with this Sunday Funday. The full moon Paddle offers people a chance to paddle out under the moon in a <u>festive atmosphere that is magical for families, couples and friends alike.</u></p> <p><u>Full moon Paddle Timeline:</u> 7:30 FMP Live Music Starts 8:00 Boats head Out <u>9:30 Music on land Ends: Boats Back</u> 10:00 End of Event</p> <p>No Additional Structures</p>
<i>Monday 7/30 Full Moon Paddle Rain Date</i>	<p><i>If Sunday the 29th is poor weather we would change the Full Moon Paddle to Monday 7/30/18.</i></p> <p><i>The full moon Paddle offers people a chance to paddle out under the moon in a festive atmosphere that is magical for families, couples and friends alike.</i></p> <p><i><u>Full moon Paddle Timeline:</u></i> <i>7:30 Live Music Starts</i> <i>8:00 Boats head Out</i> <i>9:30 Music on land Ends: Boats Back</i> <i>10:00 End of Event</i></p> <p><i>No Additional Structures</i></p>
Saturday 8/4/18	<p><u>SPECIAL REQUEST: Access to Brittingham Park after hours.</u> Movie Night on FitBarge: Jaws!!!! 7:30 Boats out 8:30 Movie starts on Barge 10:30 Movie Ends 11:30 All boats away and everyone out of Park.</p> <p>For the Movie night no music, no structures and no activity will take place at Brittingham Boats. The activity will be from 7:30-8:30 pm when boats leave and 10:30-11 when they return. All participants will be told to be very considerate of neighborhood when leaving and head lamps and solar lanterns will lead people out of park promptly.</p>
Monday 8/6/18: Community Activation &	Throughout the event we will be working to include and engage local organizations. Monday we will have additional programming to highlight our youth, lakes and education.



Park Event Application

SITE MAP



Lake Education	We will be working with South District Police workouts to offer police – kid workouts, Paddle for a Purpose fundraiser for Clean Lakes Alliance. We will have a lake testing 10x10 pop-up. We will also have live music from 1 pm to 7 pm.
8/7	The FitBarge is closed and Brittingham Boats returns to regular operations.

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?

FitBarge @ Olin Park:

The greatest days of impact at Olin are the days we load the barges into the water on 7/24 and take them out on 8/7. During this time, we will need use of 8 trailer parking spaces for staging, and the two Western two boat launches (see map). We will need to close two boat launches.

We foresee this impact to be very minimal as this is on a Tuesday and a Wednesday and would still leave 4 boat launches open, all of the 20 Car parking stalls and 46 trailer parking stalls open.

During the days of construction (7/24 & 7/25) and during the event we foresee additional demand on the car parking stalls however there is additional parking by the shelter, along the street and by the fields. Our shuttles will be limited to 12 people per boat and we are expecting up to two boats running between two or three pick-ups resulting in one pick-ups about 2x per hr. We are also able to use the outside of the pier so we will not impact boat launch access during our shuttle times.

FitBarge @ Brittingham Boats:

Brittingham Boats and the surrounding neighborhood will see the greatest impact during the FitBarge. We would expect to see an increase in boat traffic and people coming to visit and stay in the park. We are working to explore overflow parking and car shuttles during this time as well as additional bike racks.

Because the primary activity is on the FitBarge there will not be a significant or ongoing impact of amplified noise or event activity.

Three Days are worthy of noting. 7/27 when the FitBarge goes live we will be doing a series of media events.

On Sunday 7/29 (rain date Monday the 30th) will be our big kick off with “Sunday Funday” focusing on creating an all day series of fun interactivities on the FitBarge and also at Brittingham Boats, culminating with a signature Brittingham Boats Full Moon Paddle.

On Saturday 8/4/18 we will have a Movie Night: Jaws. People will leave Brittingham at 7:30 and return around 10:30 pm.



Park Event Application

SITE MAP



Finally on 8/6, our last day, will have a greater focus on community giving. We will have a fundraiser for Clean Lakes Alliance and will be working with youth programs and neighborhood groups to encourage engagement in our lakes and in fitness, including a workout with a number of the police officers from the South District. Details on schedule and organizational involvement are yet to be finalized.

Provide Detailed Event Site Map (feel free to provide this map as a separate attachment):

Maps Attached:

- FitBarge Launch and Load at Olin Park**
- FitBarge Shuttle at Olin Park**
- FitBarge Activation at Brittingham Boats**
- FitBarge Barge Access Plan**

FitBarge Olin Launch & Load Map

Untitled layer

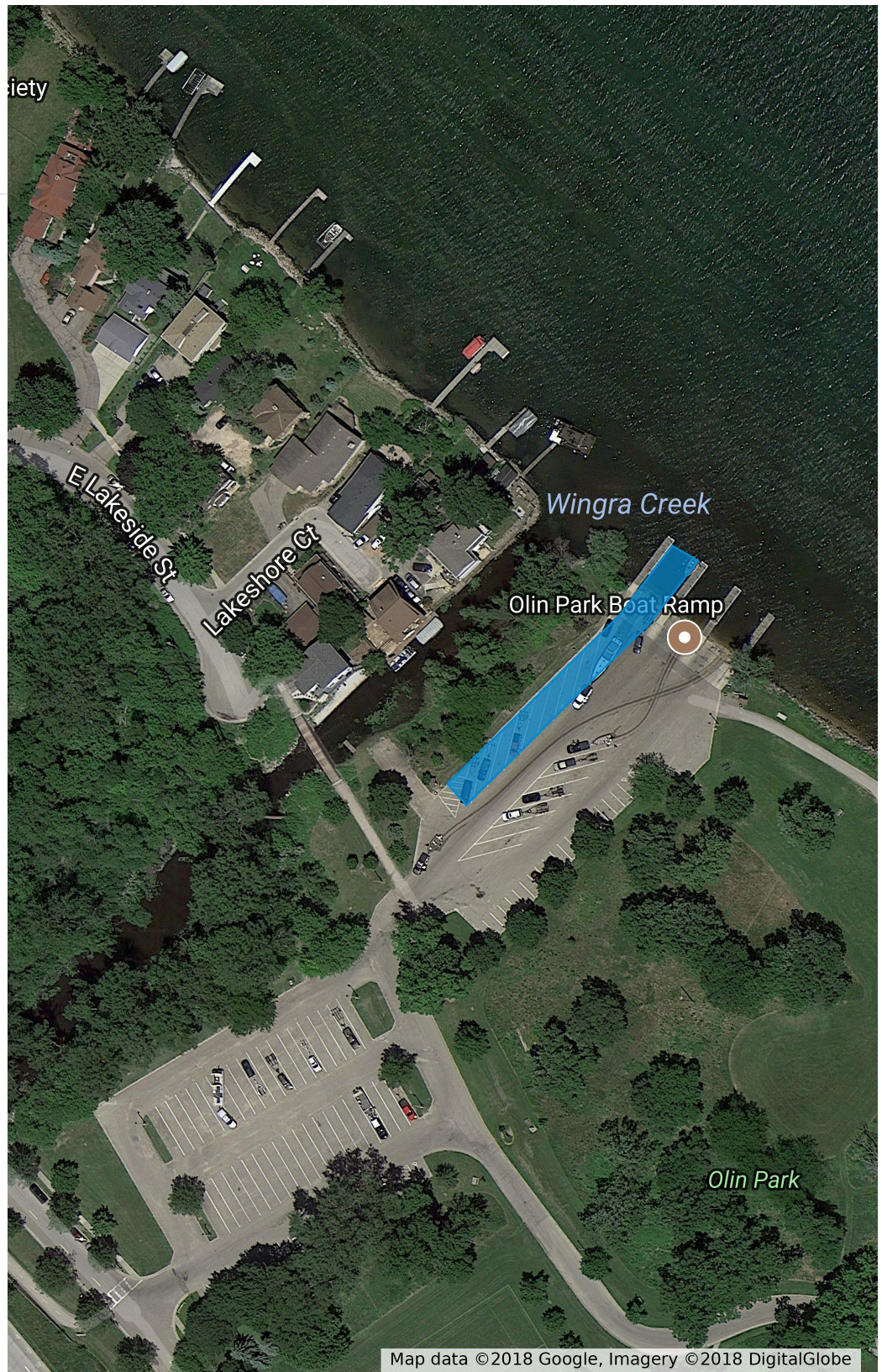


Staging and Loading area for
Fit Barge

This outlines the space and
planned operation of loading
and unloading of the barges
on 7/24 and 8/6:


Request use of 8 Car & Boat
Parking spaces and two of the
6 boat launches.

Unaffected area includes 4
Boat Launch's; 20 Car parking
stalls; 46 Car and trailer stalls.



Fit Barge: Olin Shuttle Map

Untitled layer

 On Wayfinding Flag



FitBarge: Olin Shuttle Pickup.
One wayfinding flag and one sandwich board.

 Pick Up Location

Brittingham Boats will facilitate participant Shuttles to the FitBarge from Olin Park. The request includes one wayfinding sign at entrance of park, and one at pick up with Sandwich board.

We will expect to load on the outside of the pier to reduce impact on other boaters.



FitBarge Activation @ Brittingham Boats

Untitled layer

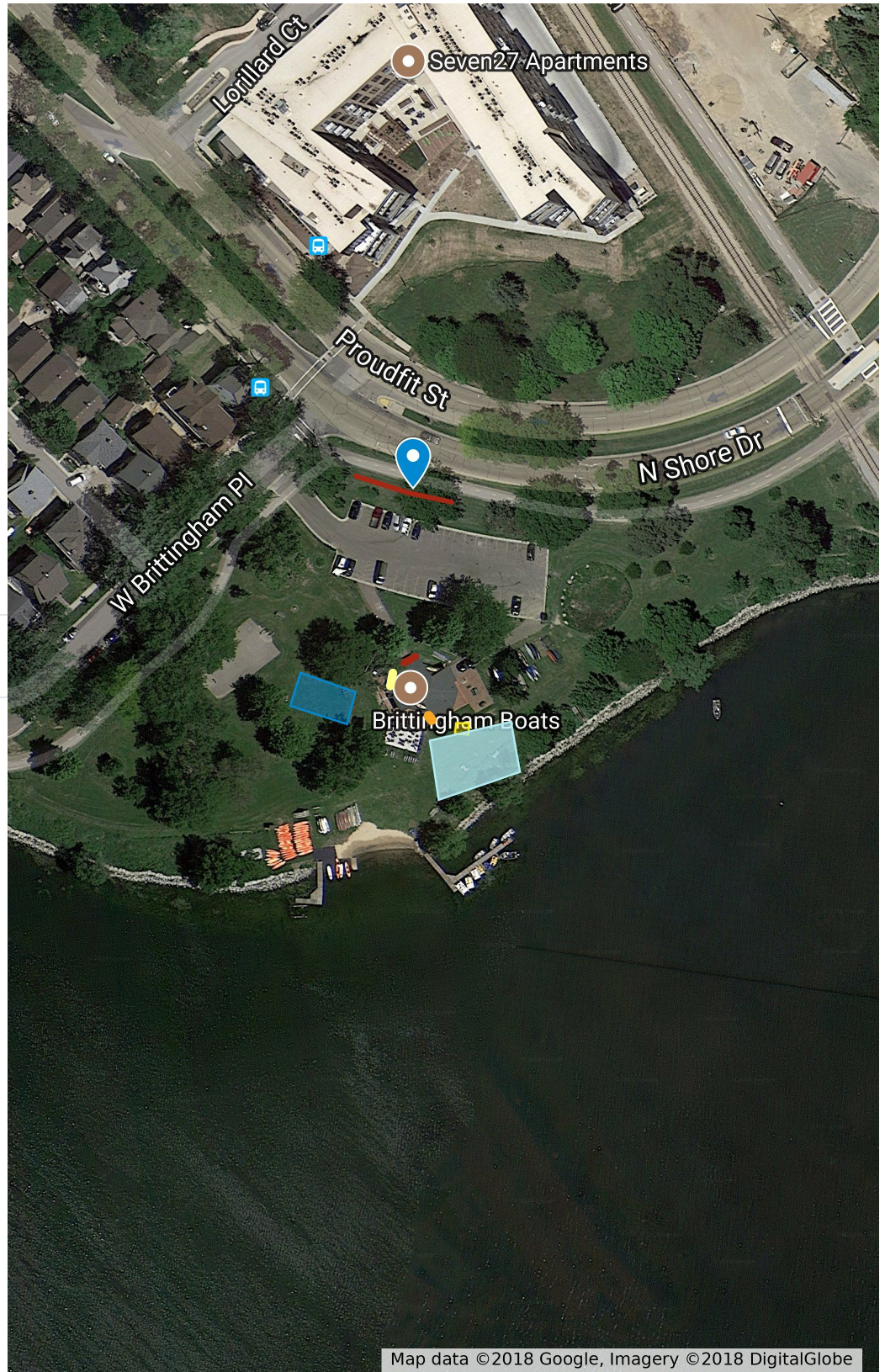
- 4 Wayfinding Flags
- WayFinding Flags
- Zero Gravity Zone
- 1 Welcome Sign
- 1 FitBarge Event Schedule Sign
- 1 Lakeside FitBarge Welcome Sign
- Hammock-Activity Station
- DJ/Band Out to the lake not houses

Untitled layer

Brittingham Boats will be the primary location for all FitBarge participants. Brittingham Boats existing services meet most needs but will be supplemented with ground activation highlighting the FitBarge and creating a matching environment.

For event signage we request one welcome banner 3'x 8' on the front of the building and one 3' x 8' schedule of event sign on the west side of the building with schedule of activities and events.




We request One banners on the lake side of the building or the pergola about 3 x 10 and four way-finding flags along Proudfit.



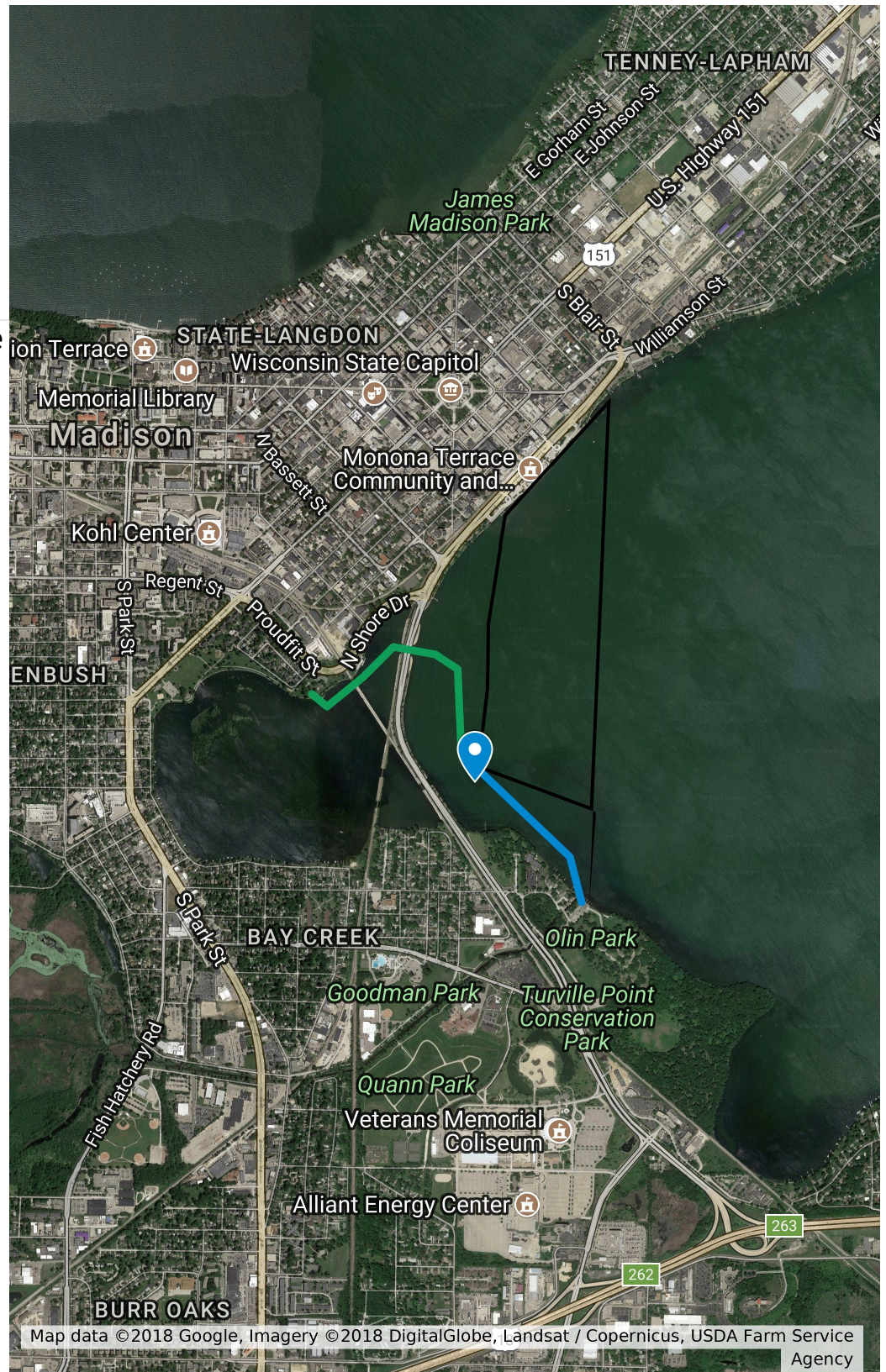
The blue shape is the general area for the 50 zero gravity chairs. Bands will play on our pergola or in the yellow shape focusing out towards the lake and not the houses. The blue shape on the West side of the building will be where additional hammocks are placed on 7/29 and 8/6.

FitBarge Barge Access Plan

Untitled layer

-  Barge Location 1
-  Paddle route to FitBarge
-  Shuttle of People
Material,
Construction, Bands

The primary way to access the FitBarge is by paddle craft from Brittingham Boats. Additional support will be provided by pontoon boats shuttling participants, equipment, staff and instructors from Olin Park.





Park Event Application CLEANUP AND RECYCLING



Will you be providing your own receptacles? X Yes No
If yes, which receptacles and how many?

Recycling Bins: _____ We will be using our existing waste receptacles during the event but request extra to make sure we have enough. Can we get extra Recycling Bins? _____

Trash Bins: _____

Dumpsters: _____

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

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

Event/Name of Group: Reebok

Park Name: Brittingham

Please indicate quantity of trash barrels: 8
\$150

8 barrel minimum: Each increment of up to 8 barrels

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

FitBarge will be held 7/24/18 to 8/8/18 at Brittingham Boats, Olin Boat Launch,.

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. _____ CONTACT NAME/CELL NUMBER
- 3. We will/ will not have on-site Police or Security. _____ 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 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.



Park Event Application

EMERGENCY ACTION PLAN



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	Tyler Leeper for Brittingham Boats	Cell: 608-695-8444
Secondary Contact	Matt Powell	Cell:781-708-6014
Emergency	Dane County 911 Center	911
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? Yes No
If Yes, please continue. If No, skip this form. *If possible*

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: Reebok
FitBarge

Park Location: Brittingham
Boats

Public Contact Phone: 608-250-
2555

Website:
www.Madisonboats.com

Admission Cost: All events are
free

Date of Event: 7/27-
8/6

Beginning/End Time of Event:

Two sentence description of event:

Reebok's "FitBarge" brings Madison lake life and fitness together in the heart of Madison. The "FitBarge" is a floating activation center that will host fitness classes, games, and live music just off John Nolan Drive on Lake Monona. This fun and unique fitness experience showcases what Madison summers are all about.



Park Event Application AMPLIFICATION PERMIT



Will there be amplification at the event? Yes No

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

Amplification is requested for Brittingham Park at Brittingham Boats. Amplification will be live music during the outlined times. We will notify Alder Eskrich.

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: _____

Type of Amplified Sound:

Band DJ Sound System Speeches/Announcements Karaoke

Other (please specify): _____

SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
7/28	Live Band	1 pm	7 pm
7/29	Live Band	11 am	9:30 pm
8/3	Live Band	3 pm	7 pm
8/4	Live Band	11 am	5 pm
8/5	Live Band	1 pm	7 pm
8/6	Live Band	1 pm	7 pm

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**



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: FitBarge

TEMPORARY STRUCTURE INFORMATION

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

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION

- Company installing the structure(s): _____



Park Event Application

VENDING PERMITS



Will vending of any type occur at your event?

Yes X 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 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? _____

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 X 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