



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 Glide Series
Park Requested: Yahara Hills, Hiestand, Elver Use of Shelter: Yes No Estimated Attendance: 90 per event
Type of Event (run/walk, fundraiser, festival, etc): disc golf tournaments

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Glide Disc Golf
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: _____

Primary Contact: Mike Battla Work Phone: 608-285-5190
Address: 4222 Milwaukee St, Ste 7, Madison Phone During Event: 414-550-4174
Email: mike@glidediscgolf.com 53714
Organization or Event Website: www.dgscene.com/glideseries facebook.com/glideseries

EVENT SCHEDULE

Date(s) of Setup: 3/16, 6/22, 7/20 Setup Start and End Times: 7:30-8:30
Date(s) of Event: 3/16, 6/22, 7/20 Event Start and End Times: 8:30-5:00
Date(s) of Take-Down: 3/16, 6/22, 7/20 Take-Down Start and End Times: 5:00-6:00
Rain Date (if any): NA Does this require time in the park the day before your event? Yes No

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 during the 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: _____
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 Michael Battla Date 2/25/19



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

Disc golf tournaments. Very simple. Geared toward locals.
 3/16/19 - Yahara Hills Golf Course
 6/22/19 - Heistand Park
 7/20/19 - Elver Park

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

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY IN THE PARK (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
7:30 - 8:30	Set up. Tournament central. Water jugs, etc.
8:30 - 9:30	Check-in
9:30 - 9:40	Players Meeting
10:00 - 12:00	Round 1
12:00 - 1:00	Lunch
1:00 - 3:30	Round 2
4:00 - 5:00	Awards
5:00 - 6:00	Breakdown / Clean-up



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?

I have been running these events for several years and they have not had an impact on the local residents/businesses.

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

These events only use the disc golf courses.

Tournament Central @ Heistand Park and Elver Park will be a 10x10 tent. The tent will be located as indicated on the included site maps as the check in areas.

Tournament Central @ Yahara Hills will be located inside the clubhouse.

Plan to keep the public off the courses when they are closed: Ahead of each event, we post some announcements online (our Facebook page, there is also a Madison Disc Golf Group on Facebook). We post a sign by hole #1 explaining that the course is closed to the public during competition and that all other area courses are open. As the tournament director, I am by hole #1 for most of the day so I talk with people who have come to play.

Hiestand Park

Out-of-Bounds: Wittwer Road.
Fence that surrounds the park.
Hole 3: On/over the bike path. In
marked OB along creek.

1 - 307 241	10 - 537 359
2 - 337 264	11 - 300 208
3 - 475	12 - 315 210
4 - 310 250	13 - 243 198
5 - 457 320	14 - 359 259
6 - 343 260	15 - 477 319
7 - 261 205	16 - 351 292
8 - 268 244	17 - 310 236
9 - 271 215	18 - 357 259



Elver Park

Out of Bounds: Hole 4 Over the Fence Right and Deep, Hole 5 Over the Fence Right and Deep.



- 10 - 357 282
- 11 - 321 276
- 12 - 309 234
- 13 - 234 177
- 14 - 240
- 15 - 375 258
- 16 - 410 285
- 17 - 459 393
- 18 - 474

- 1 - 264 195
- 2 - 432 375
- 3 - 327 294
- 4 - 279 219
- 5 - 354 237
- 6 - 408 279
- 7 - 231 186
- 8 - 515 310
- 9 - 345 292



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
Glide Series will be held 3/16
6/22
7/20 at Yahara Hills
Hicstead Park
Elver Park
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 throughways.
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	Mike Butka	Cell: 414-550-4174
Secondary Contact		Cell:
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345