

# PARK EVENT PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: 2016 C Scow National Championship Regatta  
Park Requested: Olin Date Requested: 6/9 to 6/12 2016 Estimated Attendance: 200

## EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Lake Monona Sailing Club  
Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No

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

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Primary Contact: Tom Eckert Work Phone: 608 665 7032

Address: 2612 Waunona Way, Madison, WI 53713 Phone During Event: 608 469 9996

Email: big36@aol.com FAX: \_\_\_\_\_

Organization or Event Website: TBD

## EVENT SCHEDULE

Date(s) of Event: 6/09 to 6/12 2016 Event Start and End Times: 8:00 am to 6:00 pm

Rain Date (if any): none Set-Up Start Time: 10:00 am

Take-Down Start Time and End Times: 10:00 am to 2:00 pm

Does this require time in the park the day before your event?  Yes  No  
If Yes, provide details of times and area requested: \_\_\_\_\_

Are you requesting use of the park shelter?  Yes  No

## PERMITS

Will you have amplified sound at this event?  Yes  No  
(If Yes, please fill out an Amplification Permit Application.)

Will you sell anything in the park?  Yes  No  
(If Yes, please fill out a Park Event Vending Permit Application.)

Will you serve any food or beverage?  Yes  No  
If Yes, what: Lunches and beer

Will you sell beer/wine?  Yes  No  
(If Yes, please fill out a Beer/Wine Sales Permit Application.)

Will you put up any temporary structures, such as tents, stages, inflatables, dunk tanks?  Yes  No  
(If Yes, please fill out a Park Event Temporary Structure Permit Application.)

Note that permits are not required for 10' x 10' pop-up tents.)

## APPLICATION SIGNATURE

The applicant for a Park Event Permit shall agree to indemnify, defend, and hold the City and its officers, officials, 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 granted.

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.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## SPECIAL EVENT REQUEST FORM 2014

The following group has submitted its application for a ~~continuing event:~~  
small one-time event in 2016!

<u>Organization:</u>	Lake Monona Sailing Club		
<u>Name of Event:</u>	C Scow National Championship Regatta		
<u>Park Requested:</u>	Olin – lakefront area Note: they will not need to close boat launches or use the pavilion. Any event other than a big special event could still use the pavilion. A parking plan should probably be required.		
<u>Date:</u>	June 10 – 12, 2016		
<u>Times:</u>	9am – 5pm two days, 9am – 3pm third day, plus set-up 6/9		
<u>Attendance:</u>	200		
<u>Fees:</u>	tbd		
<u>Amplification:</u>	none		
<u>Basic Description:</u>	National Championship Regatta for Class C Scow sailboats		
<u>Aldersperson:</u>	Alders. Lucas Daily and John Strasser, Districts 13 and 14		
<u>Note:</u>	The local sailing club is putting in a bid to the national organization for this regatta. They do need to know this fall if they can count on having the space, so the bid process can continue. At this point, I am not asking Managers for approval, but for permission to tell them we provisionally approve their use of the park, with the understanding that we will need more details and will impose some conditions.		
<u>Approved:</u>	<u>Denied:</u>	<u>Need more information:</u>	<u>Managers' comments:</u>

## PARK EVENT SCHEDULE

- The schedule begins when event set-up starts and ends when clean-up 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, such as:
  - » Vending: When will vendors set-up, hours of operation, tear-down, leave park
  - » Music/Performances: Stage set-up, performance schedule, tear-down
  - » Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down, leave park
  - » Run/Walk/Parade, etc.: When does staging start, start time(s), end time(s)

**Provide Detailed Event Schedule:**

Olin park will serve as the shore base for the 2016 C Scow National Sailing Championships. Two tents will be setup on the flat area east of the boat launch to serve as event headquarters. Tents will be setup Thursday 6/9/16 and be removed Sunday afternoon or Monday morning 6/13. Starting Thursday afternoon the boat launch will be used to launch the competing sailboats which will be moored east of the swim area. The launch area will still be available for non-event participants to use. The tents will be used for registration.

Friday morning 6/10 (8:00 to 9:00) some additional boats may be launched and all the racers will be shuttled to their moored boats via motor boat. At approximately 10:00 racing will commence in the middle of the lake. Racing will continue until 4:30 with a break on shore for lunch. After the races beer will be served (not sold) on shore to the competitors. At 6:00 to 6:30 the racers will leave the park for dinner at a local establishment.

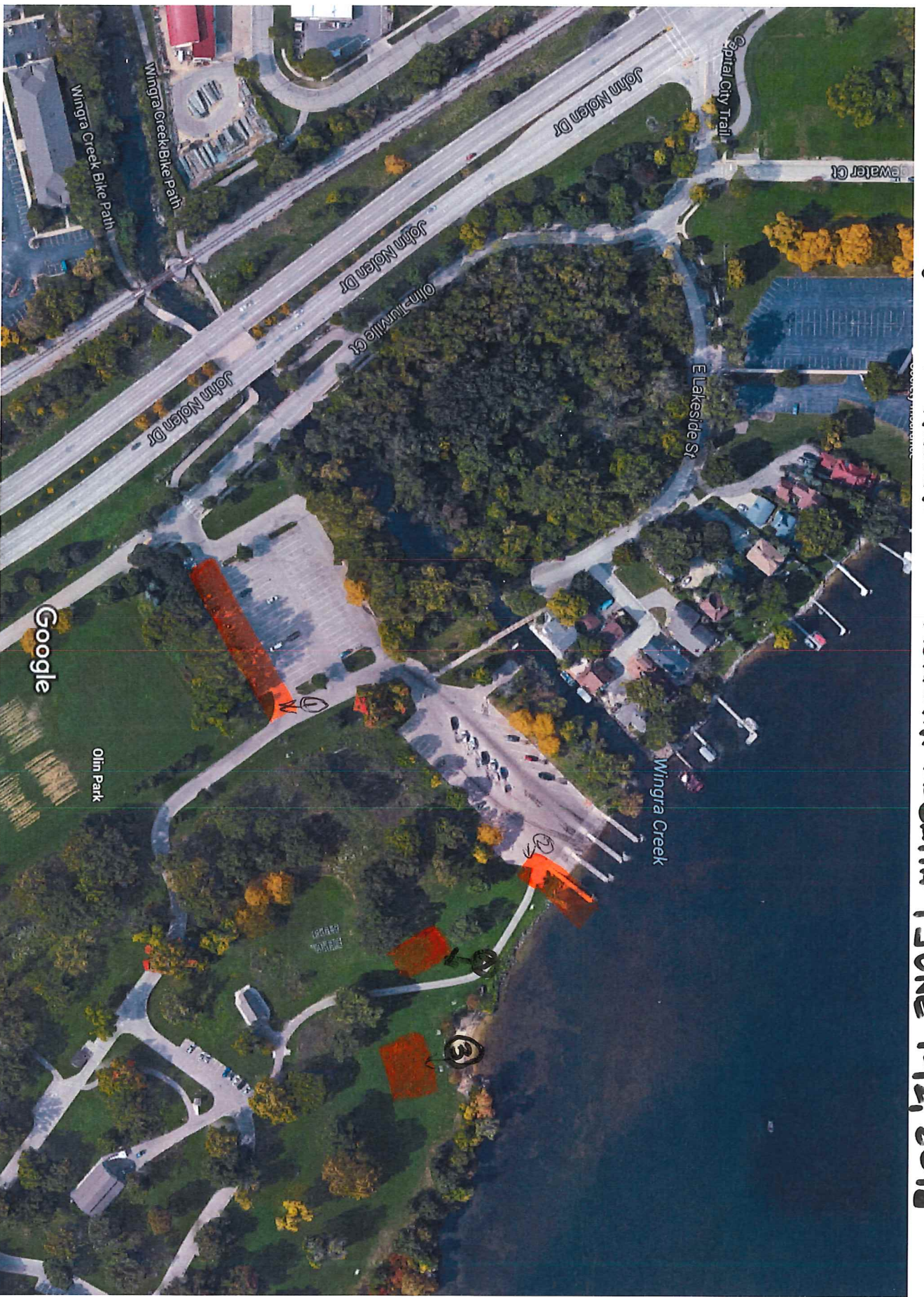
Saturday 6/11 the same schedule will be used.

Sunday 6/12 will see one race in the morning after which the boat launch will be used to remove the boats from the lake. An awards ceremony will be held and the event will end. The area will be cleaned up and tents removed.

TH, 6.9.16, 8A - EVENT SET-UP  
 WEDNESDAY P - REGISTRATION, UPPER BOAT LAUNCH PARKING AREA  
 - XP SAILBOATS ARRIVE - 1 LAUNCH DEDICATED TO EVENT  
 OTHERS REMAIN OPEN TO PUBLIC  
 F 6.10 8A - REG/ARRIVAL  
 SA 11 10A - RACES START  
 4:30  
 5P - SOCIAL  
 6P - END OF ACTIVITIES  
 SU 6.12 10A - FINAL RACE  
 SAIL BOATS LEAVE  
 XP

# ESSEX NATIONAL CHAMPIONSHIP REGATTA | JUNE 9-12, 2016

<https://www.google.com/maps/place/Olin+Park/@43.0550161,-89.3784735,398m/data=...>



- ① - REGISTRATION DAY - TH, 6, 9, 16
- ② - EVENT BOAT LAUNCH - TH & SU
- ③ - EVENT SET UP AREA
- ④ - TRAILER PARKING

Imagery ©2015 Google, Map data ©2015 Google 100 ft