



PARK EVENT PERMIT APPLICATION



CONTACT INFORMATION

Name of Event: _____

Event Organizer / Sponsor: _____

Organization / Sponsor Address: _____

Organization / Sponsor website: _____

Is the Organizer / Sponsor a 501(c)3 non-profit agency? ☐ Yes ☐ No

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

Day-of contact info:

Primary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

Secondary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

EVENT INFORMATION

OCCURRENCE:

- ☐ One-Day Event
☐ Multi-Day Event (consecutive days)
☐ Recurring Event (weekly, monthly)

TYPE OF EVENT (select all that apply):

- ☐ Music / Concert / Festival
☐ Athletic Competition
☐ Free Community Gathering / Health Fair
☐ Fundraiser
☐ Other: _____

EVENT DATES (see page 2 for detailed schedule form)

Set Up - Date(s): _____ Event Start - Date(s): _____

Clean Up - Date(s): _____ Event End - Date(s): _____

LOCATION INFORMATION

Park Requested: _____

Requesting use of shelter: ☐ during set up ☐ during event ☐ during cleanup

Requesting use any athletic fields: ☐ Yes ☐ No ☐ Unsure

EVENT DATES (select all that apply for the event)

- | | | | |
|--------------------|--|-----------------------|--|
| Annual Event? | ☐ Yes ☐ No | Public Amplification? | ☐ Yes ☐ No |
| Vending? | ☐ Yes ☐ No | Temporary Structure? | ☐ Yes ☐ No |
| Serving beer/wine? | ☐ Yes ☐ No | Selling beer/wine? | ☐ Yes ☐ No |

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: Bethany Jurawicz

Date: _____



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ATTENDANCE AND SCHEDULE FORM

ESTIMATED ATTENDANCE

Estimated average daily attendance for event: _____ Estimated total attendance for event: _____

DAILY ATTENDANCE INFO:

Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____

EVENT SCHEDULE (be as detailed as possible)
EVENT SCHEDULE SHOULD INCLUDE, BUT NOT LIMITED TO:

SETUP DATE(S)/TIMES * PARK SHELTER USE DATE(S)/TIMES * EVENT DATE(S)/TIMES * CLEANUP DATE(S)/TIMES * VENDOR SETUP/TAKE DOWN DATE(S)/TIMES * CONCERT SETUP/SET TIMES/TAKE DOWN * TEMPORARY STRUCTURE SETUP/TAKE DOWN * RUN/WALK START/END TIMES * SPECIFIC ADVERTISED ACTIVITIES THAT WILL DRAW A CROWD * ETC.

(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) *INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*



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SITE MAP

A site map is required for all Park Event permit requests that will have setup outside of a Park shelter. The information you should include on your site map depends on the details of the event request (location, setup, etc.)

Please submit your site map as a separate attachment.

Site Map Requirements

- Identify requested Park
- Event perimeter
 - Indication if putting up fencing
 - Indication of each entry and exit point
- Temporary Structures (stages, tents, portable toilets, inflatables, etc.)
 - **must include dimensions of each structure**
- ADA accessible pathways within the event perimeter
- Signage, banner placement
- Vendor area(s)
- Beer/wine tent(s), garden(s), etc.
- Garbage/recycling receptacles and / or dumpster placement
- Route map(s) – if applicable
 - Indication of any bike path usage along the route
 - Water station or portable toilet locations along the route

PUBLIC IMPACT

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? Have you communicated with any residents/businesses that may be impacted by the event?

LOT 2/OLBRICH NORTH

VEHICLE ACCESS
E 2nd St

KEEP OFF
NO CLIMBING
SIGN

100 FT

140 FT

TABLES
40ft x 100ft
tent
20 x 30 stage

Porta Potties

ENTRANCE TO
PARKING

ENTRANCE TO
MUSIC

Garver Events
Outdoor
Licensed Area

Moonlit Reverie
Hair Salon

Roll Play

Garver Feed Mill
Recently viewed

Twig & Olive Photography
Wedding Photos
You'll Love

Google

ayers



PARK EVENT PERMIT APPLICATION



PUBLIC AMPLIFICATION 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.

Will you be using public amplification at your event?

☐ Yes ☐ No

If No, you can skip this form.

If Yes, you must complete this form.

AMPLIFICATION INFORMATION

Name of Event: _____

Type of Amplified Sound:

☐ Sound System

☐ Speeches/Announcements

☐ Karaoke

☐ Band(s) (names): _____

☐ DJ (names): _____

☐ Other (please specify): _____

Amplification Schedule:

- You must include any sound checks or equipment testing, in the amplification schedule.

Date: _____ Start Time: _____ End Time: _____ Type: _____

Date: _____ Start Time: _____ End Time: _____ Type: _____

Date: _____ Start Time: _____ End Time: _____ Type: _____

Date: _____ Start Time: _____ End Time: _____ Type: _____

Date: _____ Start Time: _____ End Time: _____ Type: _____

Date: _____ Start Time: _____ End Time: _____ Type: _____

Public Amplification Permit 1 – (PA1) - \$60 / 6 hours

☐ Yes ☐ No

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Additional Hour(s) between 8AM and 10PM: \$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.

Public Amplification Permit 2 – (PA2) - \$150 / 6 hours

☐ Yes ☐ No

- 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
- Additional Hour(s) between 8 AM and 10 PM: \$30
- 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.



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TEMPORARY STRUCTURE FORM

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. Dunk tanks, sprinklers or other water features are NOT ALLOWED without special permission from Madison Parks.

REQUIRED FOR STAKING IN A MADISON PARK

Diggers Hotline, 811 or 1-800-242-8511

You must call Diggers Hotline 10-14 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.

Tents and Canopies Permit

The Notification of Operation permit is required for tents in excess of 400 sq. ft. An application is available online: <http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm>, (608) 266-4457.

Event/Name of Group: _____

TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure(s) do you plan to have? (Dimensions required)

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging		
Tent		
Trailer		
Inflatable		
Other		

- Company installing the structure(s): _____

TEMPORARY STRUCTURE PERMIT FEES

- With a shelter reservation: \$110/structure
- Without a shelter reservation: \$220/first structure
 - » Additional temporary structures: \$110/structure



PARK EVENT PERMIT APPLICATION



PARK EVENT VENDING PERMIT FORM

Will you be having vending at your event?

☐ Yes ☐ No

If No, you can skip this form.

If Yes, you must complete this form.

Name of Event: _____

Event organizers/sponsors are responsible for submitting a list of event vendors at least two weeks prior to the event to the City of Madison.

- How many for-profit vendors will be at the event? _____

- How many non-profit vendors will be at the event? _____

VENDING PERMIT FEES:

Single Non-Profit Vendor permit	\$ 75.00
Each additional day	\$ 25.00
Single Vendor permit	\$ 275.00
Each additional day	\$ 50.00
Umbrella Vendor permit (multiple vendors, up to 7 vendors)	\$ 845.00
Each additional day	\$ 50.00

Events on City of Madison property are also required to submit event and food vendor information to [Public Health of Madison and Dane County](#). Food vendors are required to have a [Transient Food Stand License](#) or [Mobile Food Establishment License](#) from PHMDC, contact leadadmin@publichealthmdc.org for requirements or questions.

Events with vendors, in the State of Wisconsin, are also required to submit a [S-240](#) form to the [WI Department of Revenue](#).

VENDOR LIST

(Submit separate list as needed – include all info below for each vendor)

Legal Business Name	Address	Contact (name)	Email	WI sellers permit #	Food OR Merchandise	Nonprofit
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No



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PARK EVENT BEER/WINE SALES PERMIT FORM

Will you be serving or selling beer/wine at your event?

☐ Yes ☐ No

If No, you can skip this form.

If Yes, there is important information on this form about City of Madison licensing requirements, continue reading.

Temporary B Picnic License – APPLICATION DUE AT LEAST 60 DAYS BEFORE EVENT

A Temporary B Picnic License is required if you plan on serving or selling beer/wine at your event.

A Certificate of Insurance with liquor liability is also due with the Temporary B Picnic License at least 60 days before the event.

[Temporary B Picnic License](#)

[Temporary B Picnic License FAQ](#)

Submit to:

City of Madison Clerk's Office

210 MLK Jr Blvd, Room 103

Madison, WI 53703

licensing@cityofmadison.com

608-266-4601

Will you be selling beer/wine at your event?

☐ Yes ☐ No

If No, you can skip this rest of this form.

If Yes, you must complete this form.

Street Use Event Beer/Wine Selling Permit

Permit fee is \$700.00.

Name of Event: _____

I understand I must obtain a Temporary B Picnic License in order to sell beer/wine at my event.

(initial)_____

I understand I must submit a Certificate of Insurance with Liquor Liability along with the Temporary B Picnic License application at least 60 days before the event date to the Clerk's Office.

(initial)_____

If the Temp B Picnic License is denied, the event will be:

☐ Canceled

☐ Not Canceled



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PARK EVENT CLEANUP AND RECYCLING PLAN

Events are required to submit a clean-up and recycling plan with their application. Plans should include number and location(s) for garbage/recycling containers and dumpsters, collection during event, disposal after the event and any other relevant information.

Park Events can request additional Madison Parks trash barrels. Please email madisonevents@cityofmadison.com to find out how many receptacles are already in the Park so you can determine if you need to request more.

Will you be renting City of Madison receptacles?

☐ Yes ☐ No

Name of Event: _____

Location (where should they be delivered in the Park?): _____

Please indicate quantity of trash barrels: _____

8 barrel minimum: Each increment of up to 8 barrels \$150

Please indicate quantity of recycling barrels: _____

(\$142.18 no tax)

If you are not requesting City equipment, please provide the name and contact information of the collection agency providing equipment or services for the event. _____

Any group that leaves an area in a condition that requires special clean-up by City crews will be charged the full cost of clean-up.

If you need assistance with your clean-up and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

Provide detailed trash/recycling/clean-up information (please submit as a separate document if needed):



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PARK EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you want your event listed on the City of Madison Online Event Calendar?

☐ Yes ☐ No

If No, skip this form.

If Yes, please continue.

CITY OF MADISON CALENDAR OF EVENTS

If you want your event to be listed on the City of Madison online event calendar, please complete the Marketing Information form. Your event will only be included on the calendar if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendar.

**required info*

*Official Name of Event: _____

*Location: _____

Public Contact Phone: _____

*Website: _____

*Admission Cost: _____

*Date of Event: _____

*Beginning Time of Event: _____ *End Time of Event: _____

*Two sentence description of event (short promotional description of the event):

Poster Kiosks on the Capitol Square and State Street

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are placed in the kiosks approximately every 1-2 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, max size 12"x17", up to one month in advance of your event. Drop off at the Parks Division, 330 E Lakeside St, Madison, WI 53715, Monday – Friday, 8:00 am – 4:30 pm.