



Park Event Application GENERAL INFORMATION



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

EVENT INFORMATION

Name of Event: Camp Randall Invite (Previously Monona Invite)
 Park Requested: Vilas Park/Lake Wingra Estimated Attendance: 500
 Type of Event (run/walk, fundraiser, festival, etc): Rowing Regatta

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Camp Randall Rowing Club Inc
 Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: 45044
 Primary Contact: Melissa Waldvogel Work Phone: 608-252-5825 Address: 3246 Bookham Dr, Sun Prairie, WI
 Phone During Event: 608-575-0031 Email: melissa.waldvogel@yahoo.com
 Organization or Event Website: camprandallrc.org

EVENT SCHEDULE

Date(s) of Event: April 27 2019 Event Start and End Times: 8am-3pm
 Rain Date (if any): none Set-Up/Take-Down Start/End Times: 4/20/19 – 4/27/19
 Does this require time in the park the day before your event? Yes No
If Yes, provide details of times and area requested: to bring docks, safety launches, boat trailer to parking lot prior to event

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: Teams will provide lunch/snacks to their team members
 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

NARRATIVE & SCHEDULE



Event Description:

Camp Randall Rowing Club hosts an annual regatta where high school athletes compete in rowing events. This year, we expect to that the St. Louis Rowing Club, Mendota Rowing Club, New Trier High School and the Twin Cities Youth Rowing Club attend and race a course on Lake Wingra. There are multiple events, held at approximately 15 minute intervals, with teams racing from the start line (near Wingra Park) to the finish line (near Vilas Beach).

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 8:00 a.m.	EXAMPLE Setup
Saturday 4/20	Set up course (with anchors and buoys) and the launch docks.
Sunday 4/21 to Thursday 4/25	Finish set up if needed (depending on weather)
Friday 4/26 (3:00 PM to 7:00 PM)	Bring CRRC Trailer to course, rig boats and practice on course, potentially out of town crews (St. Louis and Twin Cities) to do the same. *Set up team tents (below permit requirement).
Saturday 4/27	
7:00 AM	Final arrival of crews
8:00 AM	Racing begins
3:00 PM (approximate)	Racing ends. Begin clean up including removing course and the launch docks. Site is cleaned up.
7:00 PM	End.



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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

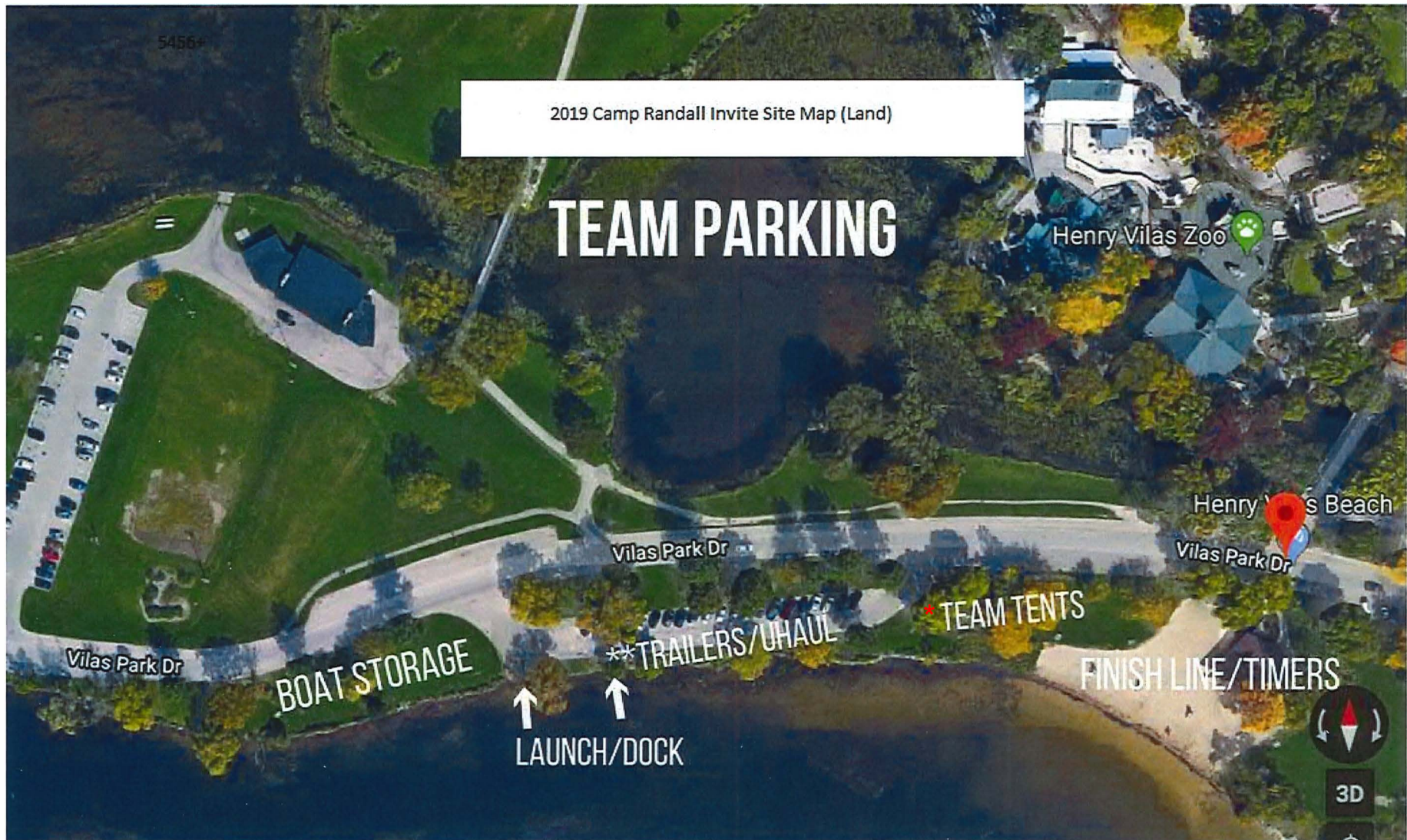
- If the event includes a run/walk component on City streets, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a Parade Permit.

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?

Volunteers from the Camp Randall Rowing Club will assist with parking and traffic. Volunteers will have information on overflow parking options (Bowman Park). There will be three to four safety launches on Lake Wingra. These launches will create a small wake.

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

See attached.



** Lot has parking on the left side (as you pull in). Please pull all the way forward to make room for all trailers/trucks to park on this side. The right side is "no parking". We will use that as a last resort if necessary.

**Busses should drop and park at Bowman Park off Fish Hatchery Rd.



Park Event Application CLEANUP AND RECYCLING



Will you be providing your own receptacles?
If yes, which receptacles and how many?

Yes No

Recycling Bins: _____

Trash Bins: _____

Dumpsters: _____

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

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

Yes No

Event/Name of Group: Camp Randall Rowing Club Inc
Park Name: Vilas Park

Please indicate quantity of trash barrels: 8

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

Please indicate quantity of dumpsters: n/a

per dumpster, and per tip: \$300



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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

Camp Randall Invite will be held April 27, 2019 at Vilas Park/Lake Wingra.
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 Melissa Waldvogel 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.
- 3. If cooking is intended, you must contact the fire department and -



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EMERGENCY ACTION PLAN



- 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	Melissa Waldvogel	Cell: 608.575.0031
Secondary Contact	Tom Anderson-Brown	Cell: 608.335.2857
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?
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: Camp Randall Invite

Park Location: Vilas Park/Lake Wingra

Public Contact Phone: 608-575-0031

Website: camprandallrc.org

Admission Cost: Free

Date of Event: April 27 2019

Beginning/End Time of Event: 8am-3pm

Two sentence description of event:

Camp Randall Rowing Club is hosting the Camp Randall Invite. This regatta features high school rowing teams from across the Midwest. Teams will race an 1800m course with the best viewing from Vilas Beach.