



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: WIARNG Open House

Park Requested: Warner

Use of Shelter: ☐ Yes ☒ No Estimated Attendance: 200-500

Type of Event (run/walk, fundraiser, festival, etc): Community Engagement

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Wisconsin Army National Guard

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☒ Yes

☐ No

MANDATORY: State Sales Tax Exemption Number: ES#: A-1147569

Primary Contact: SFC Heath Whitcher

Work Phone: 608-301-8200

Address: 6001 Manufacturers Drive

Phone During Event: 608-220-3693

Email: Heath.h.whitcher.mil@army.mil

Organization or Event Website: _____

EVENT SCHEDULE

Date(s) of Setup: 3 June 2023

Setup Start and End Times: 0800 - 1100

Date(s) of Event: 3 June 2023

Event Start and End Times: 1100 - 1600

Date(s) of Take-Down: 3 June 2023

Take-Down Start and End Times: 1600 - 1830

Rain Date (if any): None

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 you 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 _____

Date 20200413



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

WIARNG Open House is an opportunity to meet fellow Wisconsinites serving our community as a part of the Wisconsin Army National Guard. There will be a UH-60 Black Hawk (and possibly LUH-72 Lakota), multiple cargo and specialty vehicles, mobile kitchen, and Army Combat Fitness Test equipment demonstration and activities as well as a Rock wall and Meal Ready to Eat Cook-off and other activities with a Passport station and stamp activity for children. We plan to serve a desert from our kitchen. We would also like to invite 4-5 local food trucks to provide food and beverages at the event.

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.
3 JUN, 0800 - 1100	General Set-up, move all vehicles in to place, set up tents and activities.
3 JUN, 1030 - 1100	Civilian Food Trucks set-up.
3 JUN, 1200 & 1215	UH-60 Black Hawk Helicopter Lands followed by LUH-72 Lakota Helicopter
3 JUN, 1100	Event start.
3 JUN, 1330 - 1430	Panel Discussion (Army Experiences)
3 JUN, 1500 - 1600	Army Rock Band Plays
3 JUN, 1530 -1600	Helicopters Depart.
3 JUN, 1600	Event Ends, Take down and clean-up begins.
3 JUN, 1830	Final inspection of area before departure.



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?

We believe that our event will have minimal impact on local residents and businesses. The available parking will be sufficient for the event. Music and amplified sound will be limited in duration and in the middle of the day. The Helicopter (s) will approach and depart from the West over Lake Mendota and the trees to the West of the baseball diamonds, limiting noise. The movement of large vehicles will be routed to the park via HWY 113 from the North which should allow for limited to no traffic disruption Sherman Ave. / Northport Dr. Intersection.

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

See attached map.



Park Event Application

CLEANUP AND RECYCLING



Will you be providing your own receptacles?

☐ Yes

☒ No

If yes, which receptacles and how many?

Recycling Bins: _____

Trash Bins: _____

Dumpsters: _____

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

Will you be renting additional Parks receptacles?

☒ Yes

☐ No

If Yes, please continue. If No, skip the remainder of this form.

Event/Name of Group: WIARNG Open House

Park Name: Warner Park

Please indicate quantity of trash barrels: 6 Trash, 2 Recycling 8 barrel minimum: Each increment of up to 8 barrels \$150
(\$142.18 no tax)

Please indicate quantity of dumpsters: 0 per dumpster, and per tip: \$300
(\$284.37 no tax)



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

WIARNG Open House will be held 3 June 2023 at Warner Park South parking lot.
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. SFC Whitcher 608-220-3693
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	SFC Heath Whitcher	Cell: 608-220-3693
Secondary Contact	LTC Crag Janesn	Cell: 608-553-5311
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 INSURANCE



Requirement of a Certificate of Insurance will be noted on the Permit Conditions for your event (example pg. 4)

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
 - The determination is based on the risk level of an event.
 - Risk level is determined by such things as, but is not limited to:
 - Activities planned for the event
 - Anticipated attendance
 - Beer/alcohol
 - Potential for injury
 - Size and nature of the event
- If a Certificate of Insurance is required, the event organizer must:
 - Submit a general liability insurance policy certificate
 - **30 days prior to the event date**
 - In the amount of \$1,000,000
 - Naming the City of Madison as Additional Insured.
 - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office
City Risk Manager
210 Martin Luther King, Jr. Blvd., Rm. 406
Madison, WI 53703
Phone: (608) 266-5965
Fax: (608) 267-8705
[Risk Manager Email](mailto:eveum@cityofmadison.com)
eveum@cityofmadison.com
mlloyd@cityofmadison.com

INDEMNIFICATION CLAUSE FOR PERMITS

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.



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.

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: WIARNG Open House

Park Location: Warner Park South Parking Lot

Public Contact Phone: TBD - 1 May

Website: TBD - 1 May

Admission Cost: Free

Date of Event: 3 June 2023

Beginning/End Time of Event: 1100 - 1600

Two sentence description of event:

Meet fellow Wisconsinites serving our community in the Wisconsin Army National Guard and see an touch equipment like Helicopters, trucks and special equipment.



Park Event Application AMPLIFICATION PERMIT



Will there be amplification at the event?

☒ Yes

☐ No

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

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
3 June 2023	Army Rock Band	1500	1600
3 June 2023	Panel Discussion	1330	1430

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: \$150
- Additional Hour(s) between 8 AM and 10 PM: \$30
- 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**
 - » 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.



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 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 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/dolNeedAPermit.cfm, (608) 266-4457.

Event/Name of Group: WIARNG Open House

TEMPORARY STRUCTURE INFORMATION

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

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging	2	30 X 40
Tent	10	10 X 10
Trailer	4	15 X 20
Inflatable		
Other		

- Company installing the structure(s): Self Installed

TEMPORARY STRUCTURE PERMIT

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



Park Event Application

VENDING PERMITS



Will vending of any type occur at your event?

☒ Yes

☐ 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: WIARNG Open House

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? 4-5 Local Food Carts will be invited.

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

☒ 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



Park Event Application SUBMISSION & FOLLOW-UP



SUBMIT

Submit the completed application forms and applicable documents by the outlined deadlines. You may submit your full application via email, USPS, or in person using the contact information below:

City of Madison Parks Division
210 Martin Luther King, Jr. Blvd., Rm. 104
Madison, WI 53703
madisonevents@cityofmadison.com

Please remember that new events (or repeat events that have changed) require application submission a MINIMUM of 180 days (6 months) in advance of the date of the event. Repeat events without modification require application submission a MINIMUM of 60 days (two months) in advance of the date of the event. A late fee of \$250.00 will be charged for applications received after these deadlines.

REVIEW

Park Event applications are reviewed by the Park Event Staff Team and/or the Park Commission, which meets the second Wednesday of each month. Event organizers may be required to attend the Park Commission meeting if/when the application is reviewed. Park Event Staff will contact you if your attendance is required.

APPROVAL

If/when the application is approved, a Park Event Permit will be issued to the Event Organizer. The permit will list the date, time and location of the event, as well as conditions for the event.

CONDITIONS

All conditions of the Park Event Permit must be met before, during, and after the event. Failure to do so may result in deductions from the Event Deposit.

NOTIFICATION

You may be required to notify both your alder and your regional Parks Maintenance Supervisor about your event. Once the Parks Division receives, processes, and approves your application, we will indicate whether or not these notifications are necessary.

Alder Look-Up: [by Address or by Map](#)
www.cityofmadison.com/Council/councilMembers/alder.cfm

When notifying your alder, you should note:

- Event Date
- Event Location
- Event Permits
 - » Amplification
 - » Temporary Structure
 - » Vending
 - » Beer/Wine
 - » All Additional City Permits