

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: March for Babies

Park Requested: Olin Park

Date Requested: May 9, 2015

Estimated Attendance: 1000

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: March of Dimes

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

Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: 1740

OPTIONAL: Federal Tax Exempt Number: 13-1846366

Primary Contact: Laura Brackett

Work Phone: 414-203-3127

Address: 5215 N Ironwood Rd Milwaukee, WI 53207

Phone During Event: 414-333-9253

Email: lbrackett@marchofdimes.com

FAX: 414-778-3503

Organization or Event Website: marchforbabies.org

EVENT SCHEDULE

Date(s) of Event: May 9, 2015

Event Start and End Times: 8:30am

Rain Date (if any): none

Set-Up Start Time: 3:00 pm May 8th

Take-Down Start Time and End Times: 12:00pm-2:00pm

Does this require time in the park the day before your event?

Yes No

If Yes, provide details of times and area requested: 3:00 Pm May 8th area around park shelter

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: Madison Fresh Market lunch

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 _____

The March of Dimes has had March for Babies at Law Park for the past 2 years. The amount of walkers averages about 1,000 people. The route along John Nolan gets very crowded with walkers walking in both directions. Moving to Olin Park will allow for 2 routes, so families can choose how long they want to walk, will give people more space to maneuver along the sidewalks and we will have more space to set up sponsor tents and a bounce house for the kids. Furthermore, the pavilion will provide some shelter for families in the event of inclement weather. I feel this is a positive move for March for Babies and our supporters will be pleased.

Thank you.

Laura Brackett

PARK EVENT TEMPORARY STRUCTURE PERMIT APPLICATION

Permit fee is \$210.00/structure, plus \$35.00/day for each successive day.

Do you plan on using any temporary structures?
If Yes, please continue. If No, skip this form.

Yes No

Event Name of Group: March for Babies

ORGANIZER INFORMATION

Contact Person: Christine Rader

Address: 8517 Excelsior Dr Madison, WI 53717

Work Phone: 608-729-7799

Phone During Event: 608-215-9410

EVENT INFORMATION

Event Name: March for Babies

Park Requested: Olin Park

Event Date: May 9, 2015

Number of People: 1000

TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have? How many? Indicate size and/or dimension.

2 Tent: 20x20

1 Inflatable: Bounce House 15 x 15?

 Dunk Tank:

 Trailer:

1 Staging: 20x20

 Other (specify):

- Time duration this structure will be in the park: 5:00 am - 2:00 pm

- Diggers Hotline Ticket Number:

(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Parks Division at least 5 days prior to the event. You may call (608) 266-4711 or fax (608) 267-1162 the ticket number to the Parks Division.)

- Location of the structure in the park. You must attach a park map. Park maps can be downloaded from the Parks Division website or obtained in the Parks Division.

- Is the structure going in a designated area? Yes No

- Company installing the structure: Event Essentials

- Do you or the tent installer have insurance to cover the placement of this structure for your event? Yes No

Temporary structures, such as tents, staging, trailers, dunk tanks, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the Parks Division no later than 5 days prior to the event.

AMPLIFICATION PERMIT APPLICATION

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?
If Yes, please continue. If No, skip this form.

Yes No

EVENT INFORMATION

Name of Event: March for Babies

Contact Person: Christine Rader

Park: Olin Park

Date: May 9, 2015

Type of Amplified Sound:

Band DJ Sound System Speeches/Announcements Karaoke

Other (please specify): _____

Times of Sound: 8:30 am

To: 1:00pm

EXCERPTS FROM APPLICABLE CITY ORDINANCES

8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

(1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.

(3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.

(5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

PARK EVENT MARKETING INFORMATION

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

Do you have marketing information?

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

Yes No

How will this event be marketed, promoted, or advertised?

Social media, website, emails, local media

Will there be live media coverage during the event and where will the media vehicles be parked?

No.

PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

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. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event: March for Babies

Park Location: Olin Park

Public Contact Phone: Chrisitne Rader 608-215-9410

Website: marchforbabies.org

Admission Cost: \$0.00

Date of Event: May 9, 2015

Beginning/End Time of Event: 8:30-1:00

Two sentence description of event (for internet calendar):

Walk to support March of Dimes at Olin Park and stay for family activities. There are two routes to choose from at this family friendly event; just under 1 mile or 2.3 miles.

PARK EVENT EQUIPMENT REQUEST

Do you have a need for trash barrels and/or dumpsters?
If Yes, please continue. If No, skip this form.

Yes No

Please indicate your trash barrel needs:

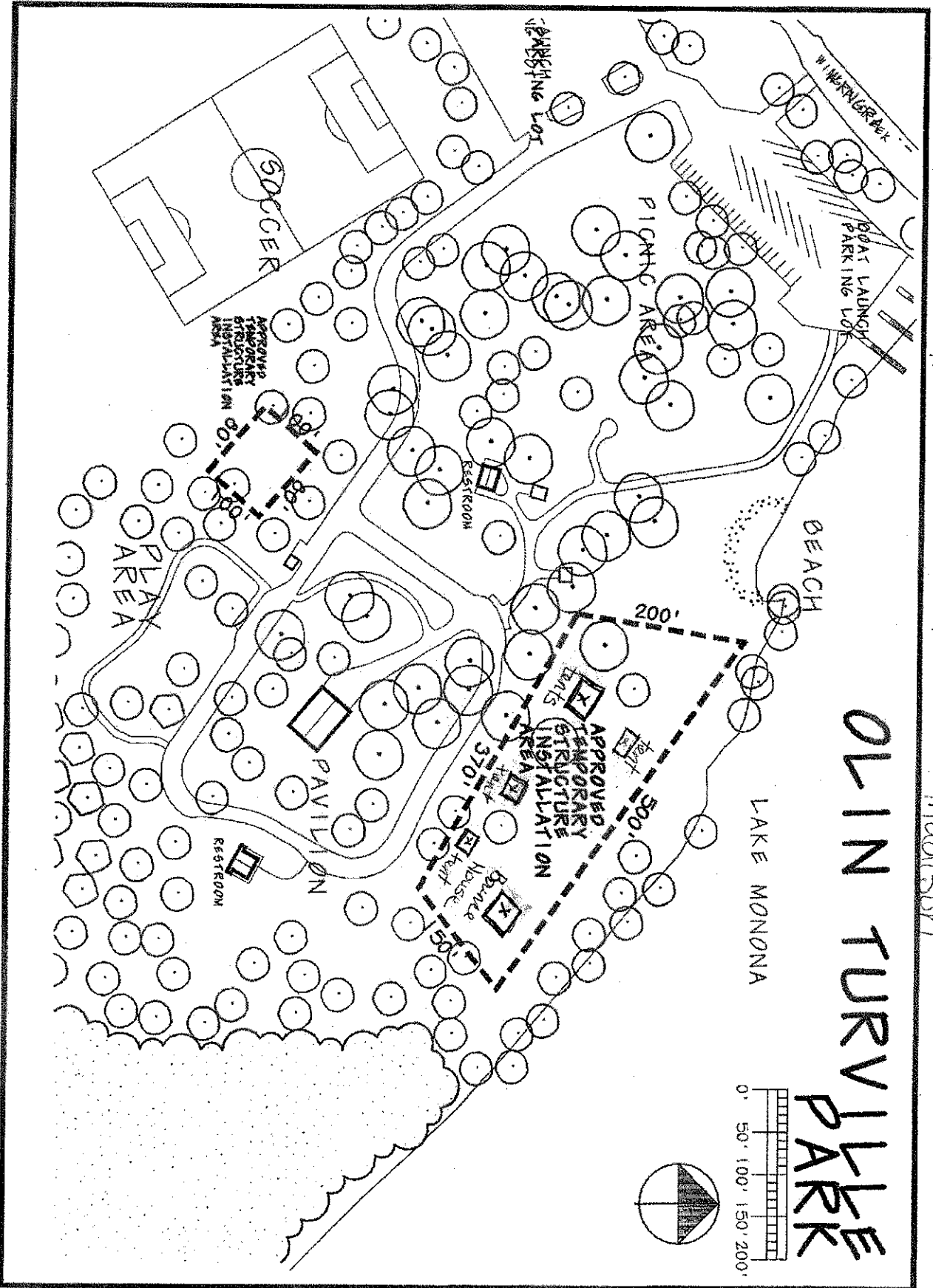
8 barrel minimum: \$12.50 per barrel

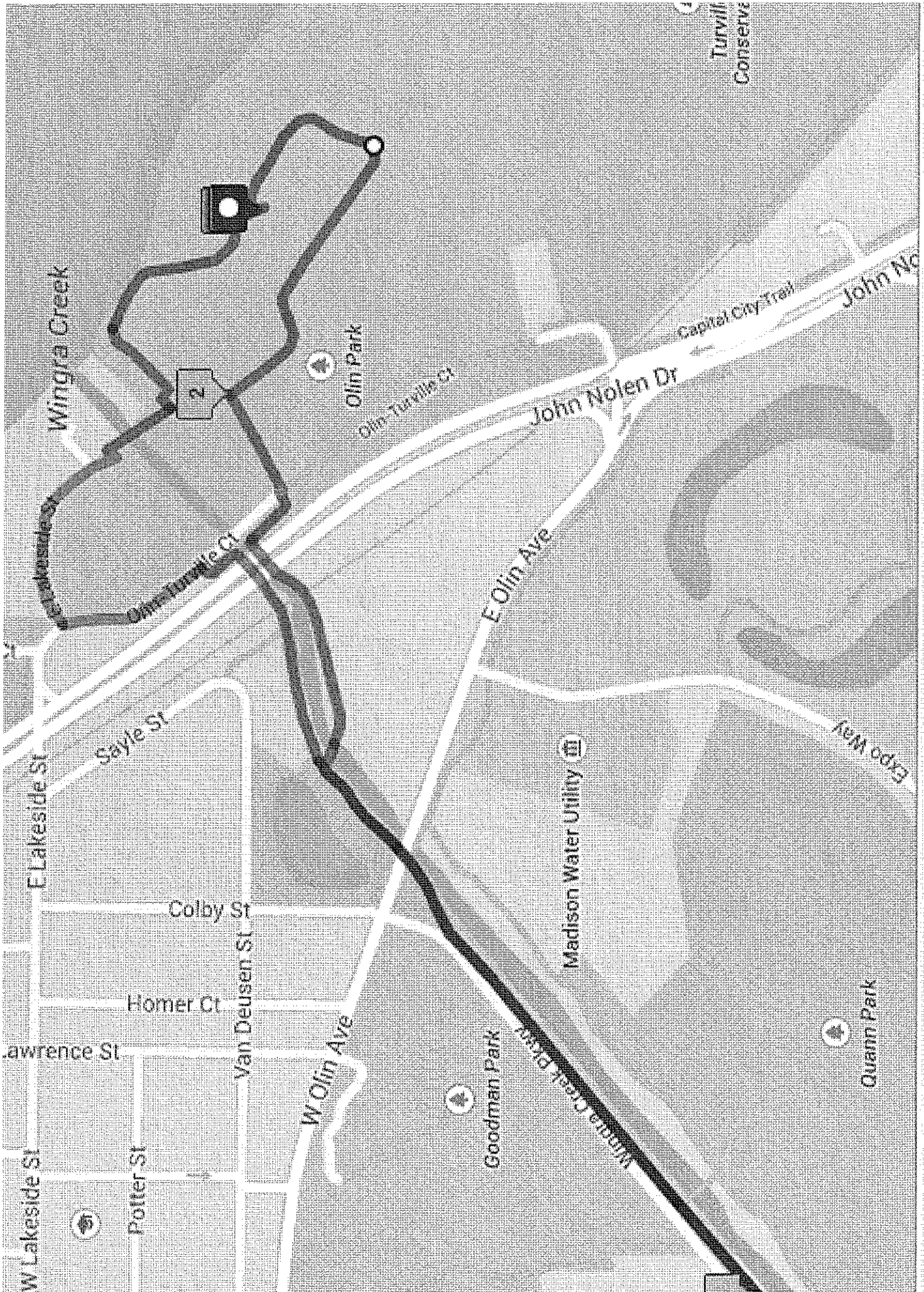
20

Please indicate your dumpster needs:

per Dumpster, per Tip: \$284.36

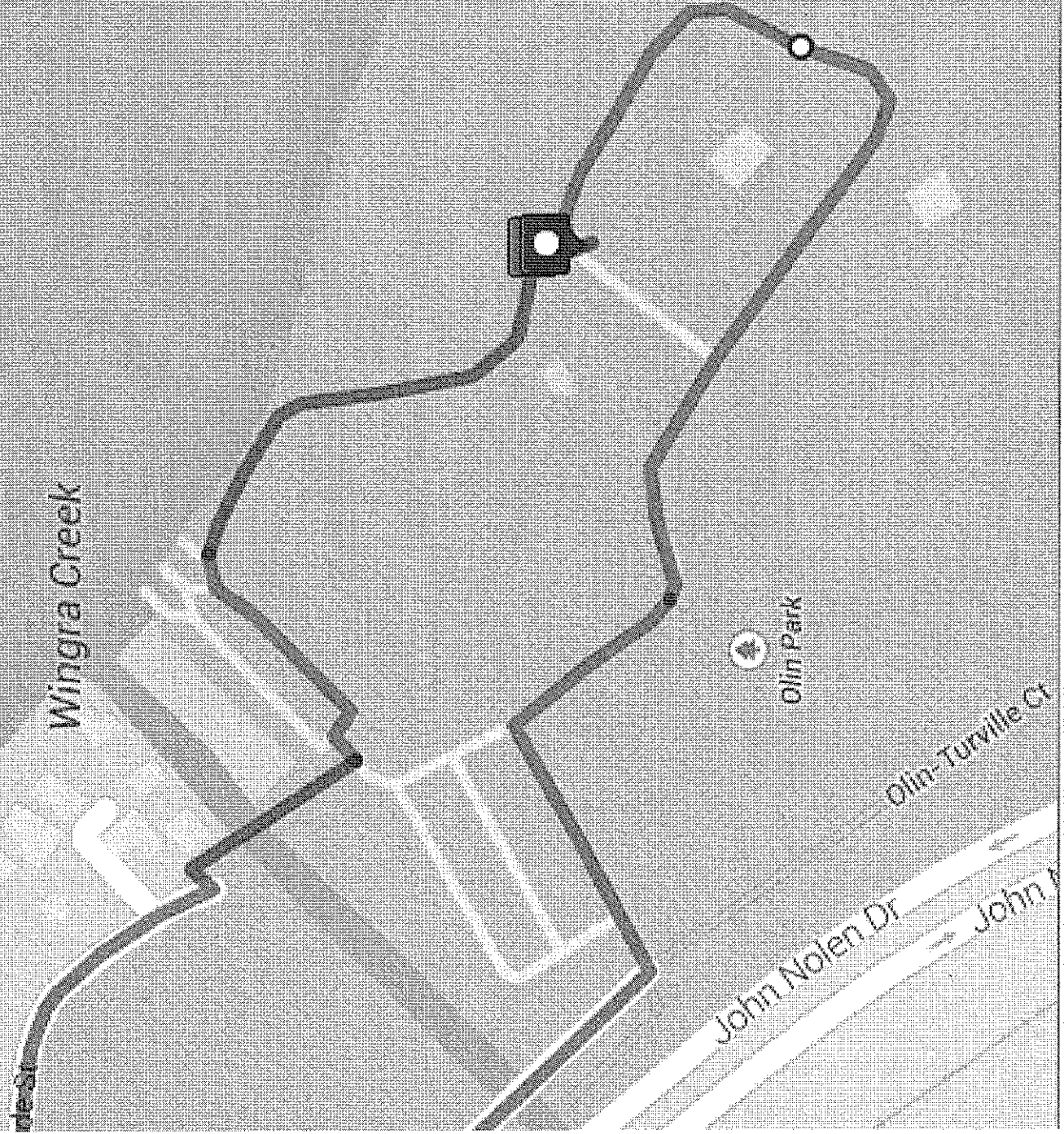
March for Babies 5/9/15 Madison





Parade Permit applied for: 11/18/14 2.3 mile

Wingra Creek



.86 mile

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "March for Babies" will be held May 9, 2015 at Olin Park 1156 Olin-Turville Ct, Madison, WI.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "March fo Babies" (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 Christine Rader .

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 (Christine Rader 608-215-9410)
- 3. We will / will not have on-site Police or Security (Christine Rader 608-215-9410)

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 Christine Rader 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 Christine Rader 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 -
 - 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: Christine Rader.
- 6. Parking for vendor and staff vehicles will be: Olin Park parking lot.
- 7. Parking for attendee vehicles will be: Olin Park parking lot.

V. CONTACT INFORMATION

Primary Contact	Christine Rader	608-215-9410
Secondary Contact	Laura Brackett	414-333-9253
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency Fire Inspector Jerry McMullen (608) 266-4420
 Division Chief Ron Schwenn (608) 266-4420

Madison Police Department

Non-Emergency Field Lieutenant David McCaw (608) 261-9694
 Executive Captain Carl Gloede (608) 261-9694