

# PARK EVENT PERMIT APPLICATION

FORM 10-01-05 PM 1/12

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event ORTON PARK FESTIVAL

Event Organizer/Sponsor MARGUETTE NEIGHBORHOOD ASSOCIATION

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

If Yes, provide State of Wisconsin Tax Exempt Number 20-1926852

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Primary Contact TODD JENSEN FAX \_\_\_\_\_

Work Phone 608-444-9044 Phone During Event 608-444-9044

E-mail toddjensen@yahoo.com

Website www.marguette-neighborhood.org

Secondary Contact Gary Kallas Phone During Event 608-235-2925

Work Phone 608-235-2925 257-4576

E-mail garyk@wil.mar.org

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: MMA AND WIL-MAR CENTER

Estimated Attendance 3,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification: Hours NOON to 10:30  Yes  No

Park Requested ORTON PARK

Shelter Reserved by Event Organizer  Yes  No

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8/22 Rain Date(s) 8/29-9/1

Event Start Date(s)/Time(s) 8/22-5pm Set-Up Date(s)/Time for Event 8/22 am

Event End Date(s)/Time(s) 8/25-8pm Take-Down Time 8/26 am

Does this require time in the park the day before your event?  Yes  No

## APPLICATION SIGNATURE

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Madison, in addition to all rules and regulations governing the City's Parks Division. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant has read the Park Events Application packet. The applicant has included all of the appropriate permit applications and materials for this event.

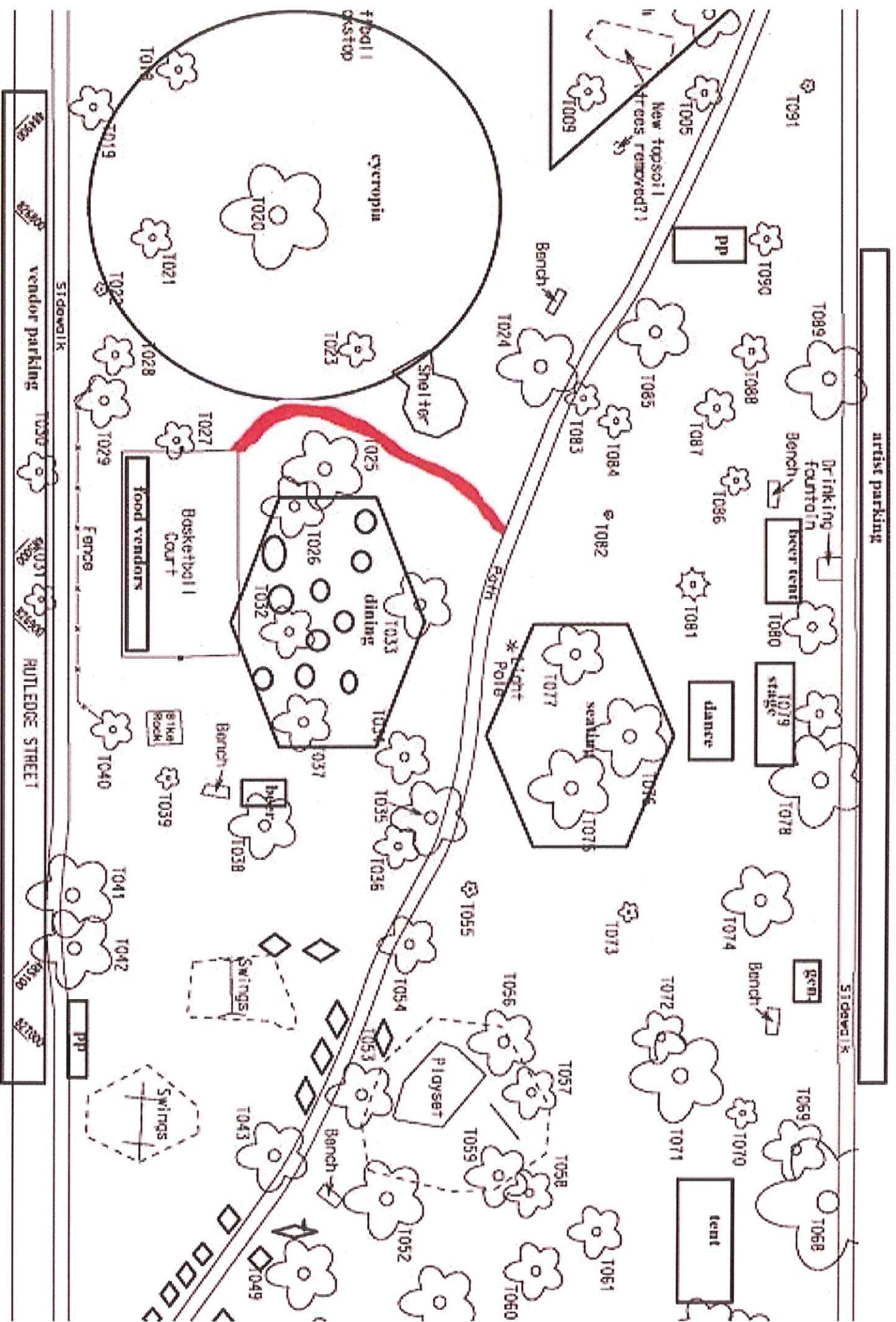
I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Signature Todd Jensen Date 12-20-12



# ORTON PARK FESTIVAL 2012 - SITE MAP

DESIGNATED VEHICLE PATH - FOOD VENDORS





**MARQUETTE NEIGHBORHOOD ASSOCIATION**  
**A Place for All People - Established 1968**  
 953 Jenifer Street  
 PO Box 3223  
 Madison, WI 53704

Board of Directors

Scott B. Thornton, President	Carl Durocher
Todd Jensen, Vice President	Corey Green
Cheryl Solaris, Treasurer	Michael Jacob
Mike Soref, Secretary	Julie Spears
Tom Boos	Anne Walker
John Coleman	

Thursday, August 23 <sup>rd</sup>	Activity	Volunteers-Name/Phone
2-4:00 p.m.	Port-o-potties	
4-5:00 p.m.	Wil-Mar and Chocolate Shoppe Ice Cream	
<b>Friday, August 24<sup>th</sup></b>		
10:00 a.m. -2:00 p.m.	A to Z brings tables and chairs Matthews Tents arrive	
Noon	Stage arrives at Noon Generator Dance Floor arrives Sound people set up	
	Volunteers place tables and chairs	
3-5:00 p.m.	Food vendors arrive to set up	
<b>Saturday, August 25<sup>th</sup></b>		
9-10:30 a.m.	Product vendors and non-profits arrive	
<b>Sunday, August 26<sup>th</sup></b>		
7:15 p.m.	Teardown starts Stage Beer caddies Vendors Volunteers stack chairs and tables and pick up refuse Volunteers take down fencing Back stage chairs and umbrella stacked for Monday retrieval	
<b>Monday, August 27<sup>th</sup></b>		
10-Noon	Tents removed by Matthews Rental Generator removed Backstage chairs and equipment removed Dance Floor A-Z Tables and Chairs	

*Trash pick up*

The Marquette Neighborhood Association is a public charity under section 501(c)(3) of the Internal Revenue Code.



Wed, Jul 11, 2012

## Activities : Festivals : 2012 Orton Park Schedule

### Thursday, August 23rd

#### Family Night

- 5:30 - Snacks, kids activities, parade
- 7:45 - Cycropia Aerial Dance \*

### Friday, August 24th

#### International Night

- 5:30 - Grupo Um Dois Tres \*
- 6:30 - MNA Auction
- 7:00 - Freshlyground (South Africa) \*
- 8:30 - Cycropia Aerial Dance \*

### Saturday, August 25th

- Noon - Peter and Lou Berryman \*
- 1:30 - Tret Fure \*
- 3:00 - Pieta Brown \*
- 4:45 - JD McPherson \*
- 6:00 - MNA Auction
- 7:00 - The Pines \*
- 9:00 - The Sadies (Toronto) \*

### Sunday, August 26th

- 9:30 - Jazz Brunch with Sally DeBroux
- 12:00 - Lynette- 4 Chairs No Waiting Redux \*
- 1:30 - Madisalsa \*
- 2:30 - Orton Cake Walk (near playground)
- 2:45 - MNA Auction
- 3:45 - The Holmes Brothers \*
- 5:45 - Anders Osborne \*

\* Confirmed

Here are the plans for security and trash/recycling.

Please let me know if you have questions.

- **Safety and Security plan:** Off duty officers Friday, Saturday and Sunday. Bouncers at the beer and wine gardens. Per-Mar Security 9pm-9am Friday and Saturday nights.
- **Trash and Recycling Plan:** Adequate number of trash and recycling containers on sight. Sierra Club staffing. City trash pickup on Saturday and Sunday morning.

Thanks,

Scott

**BEER / ALCOHOL SALES PERMIT APPLICATION**

**EVENT ORGANIZER INFORMATION**

Name of Group MARQUETTE NEIGHBORHOOD ASSOCIATION  
Contact Person TODD JEWELL  
Address 1808 RUTLEDGE ST. MADISON  
Work Phone NA Home Phone 608-444-9044  
Today's Date 12/13/12

**BEER SELLING PERMIT INFORMATION**

Name of the Licensed Bartender JOHN DURAND  
Security Company OFF-DUTY OFFICERS

Have you applied for the Temporary Class "B" Retailers License from the City Clerk's Office?  Yes  No  
Indicate Application Date: \_\_\_\_\_

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison additionally insured?  Yes  No  
Indicate Application Date: \_\_\_\_\_

**PERMIT COSTS**

Beer/Alcohol Sales Permit..... \$450 per Event



## PARK 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 Madison Ordinance noise restrictions. 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.

### EVENT INFORMATION

Name of Event ORTON PARK FESTIVAL  
Contact Person TODD JENSEN Phone # During Event 608-444-9044  
Park ORTON Date 8/22-25

### TYPE OF AMPLIFIED SOUND

Band       DJ       Sound System       Speeches/Announcements       Karaoke  
 Other (please specify) \_\_\_\_\_

Times of Sound INTERMITTENT to \_\_\_\_\_ (4-hour maximum)

### 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.

#### 24.08 NOISE REGULATION

(2) In the following zoning districts established under Chapter 28 of the Madison General Ordinances, the noise emitted from any source and measured at any point within any distance beyond fifty (50) feet of the property or public right-of-way where the noise is produced or beyond fifty (50) feet from the noise source when such exists on public property shall not exceed the amounts indicated in the following table:

SOUND PRESSURE LEVEL  
R1, R2, R3, R4, R4A, R4L, Agriculture  
Conservancy, Office Residence  
7:00 p.m. to 7:00 a.m.—70 dBA  
7:00 a.m. to 7:00 p.m.—75 dBA  
R5, R6  
All times—75 dBA

**PARK EVENT TEMPORARY STRUCTURE PERMIT APPLICATION**

**EVENT ORGANIZER INFORMATION**

Name of Group MARQUETTE NEIGHBORHOOD ASSOCIATION

Contact Person TODD JENSEN

Address 1808 RUTLEDGE ST.

Work Phone NA

Home Phone 608-444-9044

**EVENT INFORMATION**

Event Name ORTON PARK FESTIVAL

Park Requested ORTON

Event Date 8/22-25

Number of People 999

**TEMPORARY STRUCTURE INFORMATION**

➤ What type of temporary structure do you plan to have? How many?

Tent  
 Inflatable

Dunk Tank  
 Trailer

Staging  
 Other (please specify)

➤ Size and/or Dimension STAGE 24' x 20' - TENT 40' x 60'

➤ Time duration this structure will be in the park 1PM 8/23 - 9PM 8/25

➤ Diggers Hotline Ticket Number \_\_\_\_\_  
(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Park Office 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 Office.)

➤ Location of the structure in the park. You must attach a park map. Park maps can be downloaded from Parks website [www.cityofmadison.com/parks](http://www.cityofmadison.com/parks) or obtained in the Parks Office.

➤ Company installing the structure INTELLASOUND/STAGE MATTHEWS TENT

➤ 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 Park Office no later than 5 days prior to the event.

Today's Date 12-20-12