



# 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: Opera in the Park

Park Requested: Garner Park Use of Shelter:  Yes  No Estimated Attendance: 10k-12k

Type of Event (run/walk, fundraiser, festival, etc): orchestra concert with soloists

## EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Madison Opera

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

**MANDATORY: State Sales Tax Exemption Number:** ES#008-0000613183-

Primary Contact: Jill Krynicki

Work Phone: 608-238-8085 06

Address: 335 W. Mifflin St

Phone During Event: 608-333-5443

Email: krynicki@madisonopera.org

Organization or Event Website: www.madisonopera.org

## EVENT SCHEDULE

Date(s) of Setup: 7/21/2022

Setup Start and End Times: 12p-7p, 8a-5:30p

Date(s) of Event: 7/23/2022

Event Start and End Times: 8p-11p

Date(s) of Take-Down: 7/23/2022 immediately following

Take-Down Start and End Times: 11p-2a approx

Rain Date (if any): 7/24/2022

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 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:* dinner

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 01/07/2022



# Park Event Application NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

In 2002, Madison Opera embarked on a new and ambitious venture: a free outdoor concert, with world-renowned soloists, the Madison Opera Chorus, and the Madison Symphony Orchestra. Join us in 2022 for the 21st year of Madison Opera’s Opera in the Park, as we celebrate what opera means to our community. Polish up your light stick conducting skills, put together the perfect picnic, and join friends from across our region on a beautiful summer night full of music. Free admission.

Artists and repertoire will be announced in spring 2022. We are monitoring the public health situation closely, and will keep the public informed of any changes and safety protocols as they are developed in regards to 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.
see attached	

**Preliminary - Opera in the Park Schedule - 2022**

as of 01/07/2022, subject to change

<b>Monday, July 18</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
9:30 AM			Opera Staff Meeting		
afternoon		2 Street Banners put up, meet at Rosa/Mineral Pt corner			
<b>Tuesday, July 19</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM		"No Parking" Signs put up- Brian & Tim	Jill picks up no parking signs, hardware store, Target, place Panera order, call in the Jimmy Johns order		
<b>Wednesday, July 20</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM	Billy & Steve pick up Truck, load items at warehouse & OC prep?		9am-4:15pm Jill picks up Garner Park keys, Give gate key/Crew parking passes to Tim		
<b>Thursday, July 21</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
9:00 AM	TD Picks up items at OC, Full Compass		Pick up radios @General Communication		
1:00 PM	Sunbelt (Generators, towers) Intellasound arrives at the park		1:00-4:00 Sitzprobe		
2:00 PM	IA Crew Call: Place the stage, run cable, set side stage scaffolding & FOH, unload motors, lighting	Plywood for Generators, Golf Carts arrive	Andrew on site taking B-roll?		
3:00 PM		Total Water Arrives w/H2O Sunbelt delivers scaffolding Set up water in VIP tent asap			
4:00 PM		Capital City Tents Arrive	Beth on site for tent placement		
7:00 PM	End Crew Call, Security arrives	Security Arrives Park golf carts in orch tent			
<b>Friday, July 22</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
8:00 AM	Begin crew call, Security departs				
9:00 AM	Sunbelt delivers House Lights some time	Vendors arrive: Bucky's	Jill brings banners to Park	Grace & Kate do bins, PA at office to load cars, go to park	AM Merchandise delivered to shelter
9:30 AM			Jill picks up Panera coffee/bagels		
10:00 AM	Coffee Break	Coffee Break Grounds Crew arrive: fencing	Coffee Break		
10:30 AM		Place program tables			
12:00 PM		Start fencing & backstage set up	Jill picks up Jimmy Johns order		
12:30 PM	Lunch Break	Lunch Break	Lunch Break		
1:00 PM		Finish fencing & backstage, audience chairs		PVC by prog tables, Set up audience chairs	Oakwood arriving around 1pm
2:00 PM	Start Light Focus, run intercom, RV arriving	FOH fencing up	RV Arrives		
4:00 PM	set up staging in VIP tent	Grounds Crew VIP tent tables, PVC	Dinner coming from caterer, Beth at Park for VIP tent layout	lights in portapotties	
5:00 PM	Sound touch ups, patch lighting	5pm Grounds Crew Released		5:00-7:00 PAs set up VIP tables, program tables, PVC	Artists Arrive Live at 5 interviews
5:30 PM		Barricades up (start w/Garner Parking lot)	Rope off section for videographer near FOH		
6:00 PM	Dinner for show crew & Sound check for Kathryn	Dinner Break	Dinner Break	Karra & Adam hang banners. Need a spotter. Leave room for speakers	
7:00 PM	Start rehearsal		T-shirt to ASMs		
10:00 PM	Night Focus				
11:00 PM	Security arrives	Security arrives	Security arrives		
<b>Saturday, July 23</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
8:30 AM	Security departs	Get ready for Grounds Crew arrival			

9:00 AM		Grounds Crew arrive: finish setting barricades, rope fence, PVC if nec	MO Staff on site for set up, Kate arrives Get signs ready for sign volunteers	Grace arrives	
11:00 AM		Coffee break	Begin to get tub stuff ready for volunteers	PAs arrive	
12:00 PM				Signs & Set Up Vols	
1:00 PM		Grounds Crew released, Chocolate Shoppe arrives, Lunch avail		lunch avail	
2:00 PM				Volunteer Check in & Parking starts	
3:00 PM	Light & Sound check		Staff on site		
4:30 PM		Police Capt arrive EMS arrives, parks on basketball court	Jill orders Roman Candle for crew dinner		
5:00 PM	Pre-recorded announcements start	Police traffic control arr	Have a cart & driver at drop off for dinner guests	Table, Golf Carts start	
6:00 PM	Dinner Break, Prelude dinner begins in VIP tent	Dinner Break, Prelude dinner begins in VIP tent, police patrol begins	Dinner Break, Prelude dinner begins in VIP tent		
7:00 PM	Show Call				
8:00 PM	Show Start (see cue sheet)	Show start	Show start	Show start	
Intermission		Stack tables & chairs from VIP tent start to take down fencing for exit	Begin packing up whatever you can. Kate & Grace pack up Shelter	Table vols resume	
10:30 PM	Load out crew arrives				Post Show reception
Post Show			Signs go in Jill's car	Tear Down Vols	Park turns on Shelter lights for exit
2am	Stage leaves, Security arrives	Done with strike Security arrives			

**Sunday, July 24**

Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM		Bucky's picks up Potties			
8:45 AM			Jill arrives at Park		
9:00 AM		Security released Grounds Crew arrive: take down fence posts, clean up park.	Jill takes down parking signs, walk park for litter	Clean up Crew arrive: take down parking signs, walk park for litter	
1:00 PM		Grounds Crew released			
1:00 PM		Capital City Tents picks up	Jill takes signs, etc to office		
	Billy returning OC risers, MOC stand/chairs, return Ryder Truck	Brian & Tim drop off at warehouse, & office			

**Monday, July 25**

Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM		Sunbelt picks up light towers, generator, scaffolding Premier Golf Carts picks up from CUNA	Jill returns Radios, Shelter Key Jen arranges for Total Water pick up		

Table 1

Dropdead date	2020	Vendor	Deposit	Outstanding
				Sunbelt Power
				Sunbelt Towers
<b>30 days</b>	Thursday, June 25	Tents		
<b>3 weeks out</b>	Saturday, July 4	RV		
<b>2 weeks out</b>	Saturday, July 11	Pepsi		
		Bucky's		
<b>1 week out</b>	Saturday, July 18	Golf Carts	no penalties	
<b>Day-of</b>	Saturday, July 25	City/Parks		



# 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?**

The impact anticipated is an inconvenience to the immediate residents surrounding Garner Park, due to the number of patrons attending. We minimize neighborhood parking inconveniences by having the public park in University Research Park and CUNA. Only disabled parking is allowed on the neighborhood streets, limiting the amount of extraneous traffic. Madison Police are on site directing traffic before and after the event to reduce congestion. Signage is posted during the week prior alerting neighbors to the imminent parking restrictions for the event. The sound is projected toward the Garner Park hillside, away from neighbors to minimize noise annoyance.

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

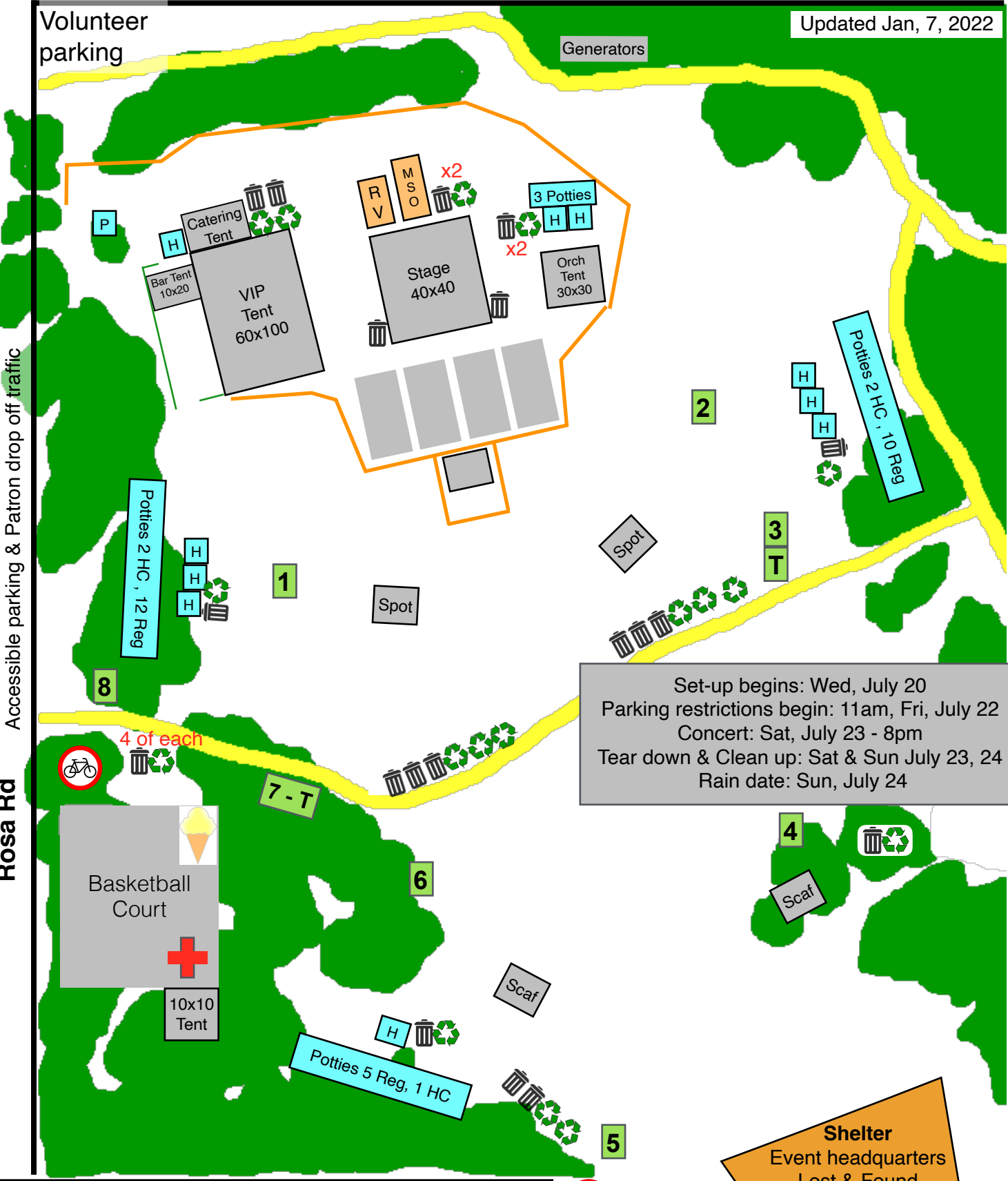
attached

Wellspring Church-  
Volunteer parking

South Hill Dr- Crew Parking

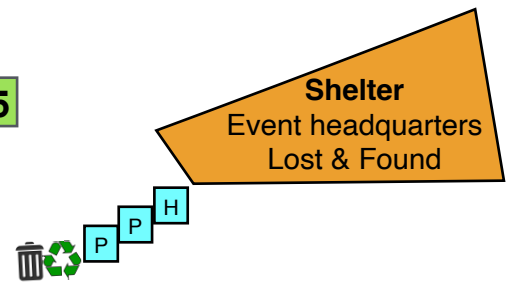
# Opera in the Park 2022

Updated Jan, 7, 2022



Set-up begins: Wed, July 20  
 Parking restrictions begin: 11am, Fri, July 22  
 Concert: Sat, July 23 - 8pm  
 Tear down & Clean up: Sat & Sun July 23, 24  
 Rain date: Sun, July 24

Key: # Program table, trash/recycling, handwashing  
 Bike parking, Chocolate Shoppe Stand  
 Ambulance & First Aid tent, fencing, T-shirt table





# 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: Opera in the Park / Madison Opera

Park Name: Garner Park

Please indicate quantity of trash barrels: 24 trash, 24 recycling 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

Opera in the Park will be held Sat, July 23, 2022 at Garner Park  
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. Madison Fire Dept  
CONTACT NAME/CELL NUMBER
- 3. We  will/  will not have on-site Police or Security. Madison Police Dept for event, GS4 Security Solutions  
CONTACT NAME/CELL NUMBER detail overnight

### 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	Jill Krynicki, Event Manager	Cell: 608-333-5443
Secondary Contact	Kathryn Smith, General Director	Cell: 608-233-3431
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](#)  
[eveum@cityofmadison.com](mailto:eveum@cityofmadison.com)  
[mlloyd@cityofmadison.com](mailto: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: Opera in the Park

Park Location: Garner Park

Public Contact Phone: 608-238-8085

Website: www.madisonopera.org

Admission Cost: Free

Date of Event: 7/23/2022, rain date 7/24/2022

Beginning/End Time of Event: 8pm-11pm

Two sentence description of event:

Opera in the Park, Madison Opera's gift to the community, is a night like no other. In beautiful Garner Park, the stars come out in the sky, the light sticks glow in the audience, and world-renowned singers share their favorite opera and musical songs with the Madison Opera Chorus and Madison Symphony Orchestra.



# 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: Opera in the Park / Madison Opera

Type of Amplified Sound:

- Band     
 DJ     
 Sound system     
 Speeches/Announcements     
 Karaoke  
 Other (please specify): orchestra with vocal soloists and emcees

### SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
7/22/2022	rehearsal	7pm	10pm
7/23/2022	performance	5pm	11pm

**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](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Event/Name of Group: \_\_\_\_\_

#### TEMPORARY STRUCTURE INFORMATION

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

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging	1	32ft x 32ft Intellasound stage - same as in 2019
Tent	4	one 60 x 100 ft (vip tent), two 30 x 30 ft (orchestra tent, caterer tent), one 10x20 bar tent
Trailer	1	RV camper dressing room
Inflatable		
Other		

- Company installing the structure(s): Intellasound (stage), Capital City Tents (tents), Rockstar Productions (RV)

#### 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:** \_\_\_\_\_

### PERMIT TYPE

<input checked="" type="checkbox"/>	Vending – Single Vendor	Single Day	\$275
		Each additional day in a calendar year	\$50
<input checked="" 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? 2 Madison Opera, Chocolate Shoppe

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](mailto: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/alders.cfm](http://www.cityofmadison.com/Council/councilMembers/alders.cfm)

When notifying your alder, you should note:

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