

# PARK EVENT PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event PI PHI WING FEST 2012 (subject to change)

Event Organizer/Sponsor PI BETA PHI SORORITY

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

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address 130 LANSDON ST, AAAA

City/State/Zip MADISON, WI, 53703

Primary Contact EMILY PARKINSON

FAX \_\_\_\_\_

Work Phone 608-749-8510

Phone During Event same

E-mail eparkinson@wisc.edu

Website pibetaPhi.org/wisc

Secondary Contact KATHERINE WADE

Phone During Event same

Work Phone 312-307-9585

E-mail kswade@wisc.edu

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: PI BETA PHI FOUNDATION & FIRST BOOK

Estimated Attendance 100-300 (not all at once) (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification: Hours 5 to 7 pm  Yes  No

Park Requested PEACE PARK

Shelter Reserved by Event Organizer  Yes  No

## EVENT DATE(S)/SCHEDULE (may change)

Date(s) of Event (including set-up and take-down) 10/3/12 Rain Date(s) N/A

Event Start Date(s)/Time(s) 5pm Set-Up Date(s)/Time for Event 4pm

Event End Date(s)/Time(s) 7pm Take-Down Time 8pm

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 Emily Parkinson Date 7/29/12

To Whom It May Concern,

The Wisconsin Alpha chapter of Pi Beta Phi sorority, a registered University of Wisconsin student organization, is seeking permission to use Madison's Peace Park as the venue for a fundraising event in October of 2012. Each year, our chapter hosts two large fundraising events for two non-profit, literacy-focused organizations: The Pi Beta Phi Foundation and First Book. This year, we are planning on putting on a social event where members of the UW and city of Madison communities can purchase tickets in advance or at the event and come and enjoy all you can eat wings, sides, and non-alcoholic beverages, participate in hot wing eating contests, listen to music performed by a student DJ, socialize and play outdoor games such as cornhole. This will be the first year of the event and with Peace Park's proximity to Langdon and State Streets, we feel it would serve as the perfect location and help us reach our goal of raising \$1,000 for these two deserving charities.

The projected date of this event would be Wednesday, October 3<sup>rd</sup>, with setup beginning at 4pm and cleanup ending at 8pm. The event itself would last from 5-7 pm. The event would be open to the public but would cost money (entry price is still being decided). We plan on having various flavors of wings as well as side dishes and non-alcoholic beverages supplied by a catering company. The specific catering company has not yet been decided, we are in contact with a few at this point. We would plan to arrive at 4pm to begin setting up an entry/ticket table, food tables, contest tables, and DJ/sound equipment. Food would be scheduled to arrive at 4:30pm. Music will be provided by a student DJ should that be approved and should the park have equipment accommodations.

Potential safety or health hazards will be dealt with by attaining a health guarantee from the catering company as well as having first aid available. Plenty of water/milk will be provided for those participating in hot wing eating contests. Should an unsafe situation arise, we will have emergency contact numbers (our Chapter President and Executive Board members, Pan-Hellenic and Intra Fraternity Council presidents, and Campus Police) posted throughout the venue. Our members will be serving the food and monitoring the event and will be aware of procedures to follow should an emergency occur. Any feedback on emergency procedures from the board would be appreciated, however we are on a very tight budget and most likely will not be able to pay for hired security.

Garbage cans will be located throughout the park so that attendees can throw away all trash. After the event is over and the park has cleared, our members will thoroughly clean up any trash left behind and remove all decorations and equipment. Also due to our very small budget for this event, we may not be able to provide the \$3000 clean up deposit, but the event should not cause any clean up that we will not be able to successfully manage.

Peace Park is accessible to all persons via State Street and should not require any additional accessibility accommodations. Due to the proximity to campus and most of the attendees' homes, we do not feel the need to provide portable toilets.

Links on your website to additional forms such as vending and amplification permits led me to the City of Madison Parks home page, so I was unable to complete those forms. We will need permission for amplification.

I am also wondering whether or not the City of Madison Parks provides trash cans as well as sound equipment for events.

Please let me know if you need anything else from me at this time, and when I can expect to hear from you about the progress of my application. Due to moving arrangements, I would prefer to be contacted by email or telephone if possible.

Thank you for your time and consideration,

Emily Parkinson

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Pi Beta Phi Fraternity for Women  
University of Wisconsin-Madison  
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