

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event Tie-Dyed for Mr. Dave: Hope Steps & A Cure 5K/Run/Walk Park Requested Olbrich Park
Date(s) Requested Oct. 4, 2015 Estimated Attendance 300

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization Aplastic Anemia & MDS International Foundation

Is Organizer/Sponsor a 501(c) (3) non-profit agency? Yes No ES# Will obtain (If you do not provide a State sales tax exemption number, you will be charged sales tax.)

Primary Contact Barbara St. John Work phone 608.320.1240

Address 4519 Camden Rd, Wpdison, WI 53716 FAX# 608.221.4031

email bstjohn@stjohnhomes.com Phone during event 608.320.1240

Organization or Event Website Aplastic Anemia & MDS International Foundation
Event website has not been designed yet

EVENT SCHEDULE

Rain date (if any) NONE

Event start and end times 8 - 11 am

Set-up start time People will begin to gather about 8, event @ 9:00 am

Take-down start and end times Nothing to take down - end about 11 after a ceremony

Does this require time in the park the day before your event? no If so, provide details of times and area requested _____

Are you requesting use of the park shelter? Yes _____ No

PERMITS

Will you have amplified sound at this event? Yes _____ No Possible - will fill out APP if needed
(If yes, please fill out an Amplification Permit Application.)

Will you sell anything in the park? Yes _____ No
(If yes, please fill out a Vending Permit Application.)

Will you serve any food or beverage? If so, what? no
Will you sell beer? Yes _____ No

(If yes, please fill out a Beer Selling Permit Application.)
Will you put up any temporary structures, such as tents, stages, inflatables, dunk tanks?
Yes _____ No
(If yes, please fill out a Temporary Structure Permit Application. Please note that no permits are required for 10' X 10' pop-up tents.)

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true.

Signature Barbara St John Date Oct 3, 2014

PARK EVENT PERMIT APPLICATION CHECKLIST

REQUIRED PARK EVENT DOCUMENTS

Please check below to indicate that you have attached the following to the completed application:

- Park Event Schedule (Step 3)
- Park Event Site Map (Step 4)
- Emergency Action Plan (Step 5)
- Park Event Clean-Up and Recycling Plan (Step 6)
- Park Event Permit Application (Final Step)

print all?

Date(s) the alder, businesses and residents will be notified of the event:

October 4, 2015

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- Route Map (Step 4)
- Certificate of Insurance (Step 8)
- Park Event Marketing Information (Step 10)
- Amplification Permit Application (Step 11)
- Park Event Vending Permit Application (Step 12)
- Park Event Temporary Structure Permit Application (Step 13)
- Beer/Wine Sales Permit Application (Step 14)

ADDITIONAL CITY OF MADISON PERMITS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: www.publichealthmdc.com/environmental/food/tempfood.cfm or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted: _____
- Parade Permit** - May be required of a run, walk or bike ride event. An application is available online: www.cityofmadison.com/trafficengineering/paradepermit.cfm.
Date Parade Permit Application Submitted: *Sept. 29, 2014*
- Street Use Permit** - Necessary to close a city street, sidewalk and/or request special street parking considerations. Questions? Call (608) 266-6033, www.cityofmadison.com/specialevents/streetEvents.
Date Street Use Permit Application Submitted: _____
- Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: www.cityofmadison.com/clerk/licensing/liquor.cfm or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.
Date Temporary Class "B" Retailers Permit Application Submitted: _____
- Fireworks Permit** - An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.
Date Fireworks Permit Application Submitted: _____
- Tents and Canopies Permit** - Required for tents in excess of 200 sq. feet or a canopy in excess of 400 sq. ft. An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.
Date Tents and Canopies Permit Application Submitted: _____

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: The - Dyeed for Mr. Dave: Hope, Steps & A Cure 5K Run/Walk
Contact Person: Barbara St. John 608.320.1240 bstjohn@stjohnhomes.com
Park: Olbrich park Date: October 4, 2015

Type of Amplified Sound:

Band DJ Sound System Speeches/Announcements Karaoke

Other (please specify): _____

Times of Sound: Approx 9:00am & 10-10:30 am To: Speeches, presentation, awards

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?

Yes No

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

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

Direct mailing, internet, radio, word of mouth, social media, signage
flyers, posters

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

We would love to have a tv station come... but to date...
nothing is set up.

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: Tie-Dyed for Mr. Dave: Hope, Steps & A Cure 5K Walk/Run

Park Location: Olorich Park

Public Contact Phone: 608.320.1240

Website: TBD

Admission Cost: TBD

Date of Event: Oct. 4, 2014

Beginning/End Time of Event: 8 - 11 am

Two sentence description of event (for internet calendar):

Raise awareness, funds to support patients and families affected by Aplastic Anemia. Proceeds go to the Aplastic Anemia & MDS International Foundation in honor of Dave "Mr. Dave" St. John who passed away May 2, 2014.

October 4, 2015

Padorr, Kathryn

From: Barbara St. John [bstjohn@starkhomes.com]
Sent: Friday, September 19, 2014 12:07 PM
To: Padorr, Kathryn
Subject: Re: Obtaining Permits for 5k/Run/Walk

Olbrich

Hi Again...

After meeting with the East Side Club, I have determined we will need the use of Olbrich park and the start/finish. Registration will take place at the east side club but the actually race will start down further by Walter Street. What do I need to do to reserve this and what is the cost? I am trying to navigate the website...but since I am new to this...want to make sure I am clear. Then...I think the next thing is to request a parade permit? Though...the route is not in the street. There will be three locations where the street is crossed and I believe we need to have police at those locations?

After the race is over...the silent auction and bone marrow donor drive and party to follow will be at the East Side Club.

Thanks.

Barb

On Wed, Sep 17, 2014 at 3:19 PM, Padorr, Kathryn <KPadorr@cityofmadison.com> wrote:

Yes, certainly, if you can let me know by the end of October, that will be fine.

You're very welcome.

From: Barbara St. John [mailto:bstjohn@starkhomes.com]
Sent: Wednesday, September 17, 2014 3:03 PM
To: Padorr, Kathryn
Subject: Re: Obtaining Permits for 5k/Run/Walk

Hi...Can I let you know about if we will need Olbrich park sometime next week? Not sure if we will now...but want to be sure. Yea...I am pretty pumped about this. It seems that if I have a really bad day missing my Dave, I start working on this and make a little more progress. Like turning grief into action. Very healing.

Will be in touch! Thank you! :-)

