

# PARK EVENT PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Mother's Day 5k

Park Requested: Olin Park

Estimated Attendance: 500

## EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: All Community Events, Inc.

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: n/a

**OPTIONAL: Federal Tax Exempt Number:** n/a

Primary Contact: Peter Starykowicz Work Phone: 224-757-5425 x24

Address: 25661 Hillview Ct., Suite E, Mundelein, IL 60060 Phone During Event: 847-373-2937

Email: colin@allcommunityevents.com FAX: 224-218-2500

Organization or Event Website: www.allcommunityevents.com

## EVENT SCHEDULE

Date(s) of Event: May 8, 2016 Event Start and End Times: 7:30 AM - 12 PM

Rain Date (if any): n/a Set-Up Start Time: 6 AM

Take-Down Start Time and End Times: 12 PM - 2 PM

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

If Yes, 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

(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: \_\_\_\_\_

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?  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 Colin Starykowicz

Date 1/13/2016

# PARK EVENT PERMIT APPLICATION CHECKLIST

## REQUIRED PARK EVENT DOCUMENTS

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

- |   |              |
|---|--------------|
| <input checked="" type="checkbox"/> Park Event Schedule                   | (Step 3)     |
| <input checked="" type="checkbox"/> Park Event Site Map                   | (Step 4)     |
| <input checked="" type="checkbox"/> Emergency Action Plan                 | (Step 5)     |
| <input checked="" type="checkbox"/> Park Event Cleanup and Recycling Plan | (Step 6)     |
| <input checked="" type="checkbox"/> Park Event Permit Application         | (Final Step) |

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

April 1st, 2016

## ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- |  |           |
|--|-----------|
| <input checked="" type="checkbox"/> Park Event Narrative                       | (Step 1)  |
| <input checked="" type="checkbox"/> Route Map                                  | (Step 4)  |
| <input type="checkbox"/> Certificate of Insurance                              | (Step 8)  |
| <input checked="" type="checkbox"/> Park Event Marketing Information           | (Step 10) |
| <input checked="" type="checkbox"/> Amplification Permit Application           | (Step 11) |
| n/a <input type="checkbox"/> Park Event Vending Permit Application             | (Step 12) |
| n/a <input type="checkbox"/> Park Event Temporary Structure Permit Application | (Step 13) |
| n/a <input type="checkbox"/> Beer/Wine Sales Permit Application                | (Step 14) |
| n/a <input type="checkbox"/> Park Event Equipment Request                      | (Step 15) |

## 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](http://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](http://www.cityofmadison.com/trafficengineering/paradepermit.cfm).

Date Parade Permit Application Submitted: \_\_\_\_\_ TBD

- 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](http://www.cityofmadison.com/specialevents/streetEvents).

Date Street Use Permit Application Submitted: \_\_\_\_\_ 1/13/2016

- Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: [www.cityofmadison.com/clerk/licensingliquor.cfm](http://www.cityofmadison.com/clerk/licensingliquor.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/doINeedAPermit.cfm](http://www.cityofmadison.com/fire/code/doINeedAPermit.cfm), (608) 266-4457.

Date Fireworks Permit Application Submitted: \_\_\_\_\_

- Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: [www.cityofmadison.com/fire/code/doINeedAPermit.cfm](http://www.cityofmadison.com/fire/code/doINeedAPermit.cfm), (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: \_\_\_\_\_

# PARK EVENT AMPLIFICATION PERMIT APPLICATION

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. 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?

Yes  No

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

## EVENT INFORMATION

Name of Event: Mother's Day 5k

Contact Person: Colin Pekovitch

Park: Olin Park

### Type of Amplified Sound:

Band       DJ       Sound System

Band       DJ       Sound System       Speeches/Announcements       Karaoke

Other (please specify): \_\_\_\_\_

# PARK EVENT PUBLIC AMPLIFICATION PERMIT

- Sound Limit: 95 dB at the sound board; if no sound board, 85 dB, 150 ft from the source.
  - Time Limit: between 8 AM and 10 PM
  - Duration: 6 hours
  - Permit Fee: \$100
  - Additional Hour(s) between 8 AM and 10 PM: \$20 per hour
  - Extraordinary extension to 11 PM (requires Park Commission approval): \$50
  - Special Conditions:
    - » The Park Commission can require additional conditions related to PA permit usage as a condition on a park special event permit approval.
    - » Two 6 hour permits can be purchased for one day.
    - » No carryover of hours unused on one date may be applied to a second date.
    - » Ranger staff will monitor events for compliance. If the sound board limit is used, rangers will monitor at the perimeter and/or 150 ft from the source as well for data collection purposes.

## SOUND DURATION INFORMATION

## PARK EVENT CLEANUP AND RECYCLING PLAN

- Each organization is responsible for cleanup of the event area. In accordance with Park Commission policies, a cleanup deposit of \$1,000 - \$3,000 may be required.
- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

***Provide Detailed Trash/Recycling/Cleanup Plans:***

Garbage cans will be provided at the park and all trash and recycling will be removed accordingly.

## 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?

Flyers, event calendars, online, Facebook

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

No - n/a

### 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: Mother's Day 5k

Park Location: Olin Park

Public Contact Phone: 224-757-5425

Website: www.allcommunityevents.com

Admission Cost: \$35.00

Date of Event: 5/8/2016

Beginning/End Time of Event: 7:30 AM - Noon

Two sentence description of event (for internet calendar):

Mother's Day 5k for fitness and fun

## PARK EVENT NARRATIVE

Are you applying for a new community event?

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

Yes  No

If the application is for a new event, approval by the Board of Park Commissioners may be required. Please include a one page narrative with the application and materials submitted for the event. The application and narrative will be reviewed by Parks staff and presented to the Board. The Board of Park Commissioners meet on the second Wednesday of the month and agenda items must be submitted by the last Friday of the previous month. Proposals submitted less than six months prior to an event will not be considered.

What is the nature of your event? Is it a festival? Fundraiser? Walk/Run?

5k run/walk

What kind of activities do you plan on having?

5k run/walk for fitness

How big do you anticipate this event will be (people, square footage, etc.)?

Small - 500 or less participants

What kind of impact do you anticipate your event will have on the surrounding neighborhood(s)?

Little impact. Run/walk will take less than 90 minutes and use only parking lanes.

Anything else you feel we should know:

## PARK 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:
    - » Vending: when vendors will set up, hours of operation, tear down, leave park
    - » Music/Performances: stage setup, performance schedule, tear down
    - » Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
    - » Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s)
  - Please format your schedule in the following manner:
    - » Time (or time span): Activity
- Example: 8:00 a.m.: Setup  
9:00 a.m.: Event Begins  
11:00 a.m.-12:00 p.m.: Cleanup

***Provide Detailed Event Schedule:***

6 AM - Start set up in the park  
7 AM - Start set up of the course  
8:30 AM - 5k race start  
10:30 AM - Course clear  
12 PM - Race complete and done

## PARK EVENT SITE MAP

To ensure proper review of the event please attach a Park Event Site Map and a route plan (if applicable).

- Site plans should include, but are not limited to, the following: location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.
- The site plan should also include areas within the requested park that will be used for the event including parking lots, shelters, ball diamonds, soccer fields, ped/bike paths, tennis courts, volleyball courts and any other specific park features that are included in the plans for the event.
- A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity. A helpful online resource for route mapping is [Map My Run](#).
- If the event includes a run/walk component, 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](#).

***Provide Detailed Event Site Map:***

SEE ATTACHED

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Mother's Day 5k" will be held May 8th, 2016 at Olin Park.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Mother's Day 5k" (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 Colin Pekovitch.

### 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 (TBD)
3. We  will /  will not have on-site Police or Security (n/a)

### 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 Colin Pekovitch 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 Colin Pekovitch 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 throughways.
- 5. Crowd control will be managed by: NAME.
- 6. Parking for vendor and staff vehicles will be: Olin Park.
- 7. Parking for attendee vehicles will be: Alliant Energy Center.

#### **V. CONTACT INFORMATION**

Primary Contact	Colin Pekovitch	847-373-2937
Secondary Contact	Peter Starykowicz	847-344-0861
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

# MOTHER'S DAY 5K



# MOTHER'S DAY 5K - SITE MAP

## OLIN PARK, PARKING LOT

