

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Flower Power 5k
Park Requested: Henry Vilas Park Estimated Attendance: 150-500

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Briarpatch Youth Services, Inc.
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No
MANDATORY: State Sales Tax Exemption Number: ES#: 39-1391737
OPTIONAL: Federal Tax Exempt Number: _____
Primary Contact: Cedric Johnson Work Phone: 608-819-3775
Address: 2720 Rimroack Road Phone During Event: 608-886-2705
Email: Cedric.Johnson@Briarpatch.org FAX: 608-245-2551
Organization or Event Website: www.briarpatch.org

EVENT SCHEDULE

Date(s) of Event: Sunday, May 22, 2016 Event Start and End Times: 8:00 a.m. - 12:30 p.m.
Rain Date (if any): _____ Set-Up Start Time: 7:00 a.m.
Take-Down Start Time and End Times: 12:30 p.m. - 1 p.m.

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: Water, Fruit, Bagels, Granola
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 _____ Date _____

PARK EVENT NARRATIVE

Are you applying for a new community event?

☒ Yes ☐ No

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

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?

The Flower Power 5k is a fundraiser to benefit the 'Giving Homeless Youth a Chance' shelter campaign. This campaign is conducted on behalf of Briarpatch Youth Services, which has recently opened Dane County's first and only shelter dedicated to homeless youth ages 13-17.

What kind of activities do you plan on having?

The Flower Power 5k will operate as a standard run without vendors, beer/liquor, or entertainment.

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

We anticipate between 150 and 500 runners

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

The impact of the Flower Power 5k will include brief announcements in the morning (Amplification Permit Application included in this packet) in addition to the route, which runs through some neighborhood streets. There should be no rerouting of bus routes.

Anything else you feel we should know:

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

Flower Power 5k – Madison – Sunday, May 22, 2016

7:00 a.m. – Set up at Vilas Park and route (route to be set up by 9 a.m. with street closure being done closest to 9 a.m.)

8:00 a.m. – Registration Opens

9:00 a.m. – Street Closure to Begin

10:00 a.m. – Announcements & Pre-Run Stretching

10:20 a.m. – Gathering of Participants for Start

10:30 a.m. – Event Start (5k runners to leave first, followed by Family Walkers – 15 min. delay)

11:00 a.m. – Free Beverages and Snacks for Participants at Vilas Shelter

12:30 p.m. – End of Event – Start of Clean Up

1:00 p.m. – End of Clean Up – Street to Open

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:

We are renting two dumpsters from the City of Madison as well as 16-20 trash barrels. One dumpster is for recycling and the other is for trash. Between 8 and 10 barrels will be used for trash on site and on course (by water stop) and the same number will be used for recycling on site and on course. Signs will be taped to multiple sides of the barrels to ensure they are clearly marked for participants. The volunteers on the course will also be provided garbage bags to pick up any trash or recyclables that are found in their designated zone. There will also be two volunteers on trash/recycle duty to ensure that the shelter and surrounding area are kept clean.

Volunteers

(2) Trash/Recycle Duty

(16) Course Volunteers

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.

☒ Yes ☐ No

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

EVENT INFORMATION

Name of Event: Flower Power 5k

Contact Person: Cedric A. Johnson

Park: Henry Vilas Park | 702 S. Randall Avenue | Madison, WI 53715

Type of Amplified Sound:

☐ 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

[illegible]

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Flower Power 5k" will be held Sunday, May 22, 2016 at Henry Vilas Park | 702 S. Randall Avenue, Madison, WI, 53715 .

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Flower Power 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 PRIMARY CONTACT: Casey S. Behrend.

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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We ☒ will / ☐ will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

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 Casey S. Behrend 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 Casey S. Behrend 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 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	Cedric A. Johnson	608-886-2705
Secondary Contact	Casey S. Behrend	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345