



# Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for a returning park event with significant changes?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### EVENT INFORMATION

Name of Event: Dominic's Ripple Backyard Barbecue

Park Requested: Rennebohm Use of Shelter:  Yes  No Estimated Attendance: 200

Type of Event (run/walk, fundraiser, festival, etc): Fundraiser

### EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Dominic's Ripple

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

**MANDATORY: State Sales Tax Exemption Number: ES#:** \_\_\_\_\_

Primary Contact: Meghan May Work Phone: 608-345-3196

Address: 10 Prairie Hill Ct Phone During Event: 608-345-3196

Email: Meghan478@gmail.com

Organization or Event Website: DominicsRipple.com

### EVENT SCHEDULE

Date(s) of Setup: 7/14/19 Setup Start and End Times: 10:00am-12:00pm

Date(s) of Event: 7/14/19 Event Start and End Times: 12:00pm-7:00pm

Date(s) of Take-Down: 7/14/19 Take-Down Start and End Times: 7:00pm-9:00pm

Rain Date (if any): n/a

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: Brats, Hamburgers, Salads, Chips, Desserts, Beverages*

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 4/26/2019



# Park Event Application

## NARRATIVE & SCHEDULE



**Please provide a brief narrative of the event.**

On July 13, 2018, my son was hit and killed as our neighbor was backing up. Since that date we have been working on creating a fund that would raise money to give back to the community. This event/backyard barbecue will mark our first fundraising event. We would like it to be held at Rennebohm park on July 14, 2019. Prior and during the event we will charge admission to cover the cost of the food and activities. We will be serving beer/wine with a limit of 3 drinks per participant. This will be noted on their wrist band. During the barbecue participants will have the opportunity to purchase raffle tickets, t-shirts and other promotional items. The activities will include balloon animals, face painting, soccer skills clinic, and music for both children and adults.

Dominic wanted to become a police officer. Because Dominic loved dogs and dreamed of becoming a police officer, all of the proceeds will go to Capital K9s. We have also invited the Madison Police Department, Madison Fire Department, and Capital K9s to be in attendance. They have also volunteered to bring a large grill and help cook the food.

**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.
7/14/19 10:00am-12:00pm	Setup-signs, fields, t-shirt tables, ticket tables, grill, food, face painting, balloons, music equipment, yard games
7/14/19 12:00pm-12:30pm	Volunteer Check-in
7/14/19 12:30pm	Start event check-in, hand out wrist bands (21+ green, 20 and under blue)
7/14/19 1:30pm-3:00pm	Events starts; Children's musician, balloon animals, face painting
7/14/19 3:00pm-5:00pm	Soccer Skills Clinic in Soccer field Take down of balloon animals and face painting
7/14/19 3:00pm-6:00pm	Musician; Adult music
7/14/19 6:00pm-7:00pm	Raffle Drawing
7/14/19 7:00pm	Event Officially ends
7/14/19 7:00pm-9:00pm	Cleanup/Take-Down, displays, games, grill, music equipment, garbage, tables



# 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 biggest impact on the residents will be parking. To minimize the amount of cars parking we are staggering times of the activities. For example events tailored to ages 3-6 will be from 1:00-3:00, ages 6-10 will be from 3:00-5:00, and then adults will be 5:00-7:00. For noise we will have breaks throughout the day while the musicians are changing. We will also limit the time we are playing music from 1:30-6:00. From 6:00-7:00 we will have speeches and the raffle drawing.

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



- Perimeter
- Band-No Stage
- Tables for ticket sales and shirt sales
- Recycling
- Trash
- Wheelchair path



# 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: Dominic's Ripple Backyard Barbecue

Park Name: Rennebohm Park

Please indicate quantity of trash barrels: 8 \_\_\_\_\_

8 barrel minimum: Each increment of up to 8 barrels \$150 (\$142.18 no tax)

Please indicate quantity of dumpsters: \_\_\_\_\_

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

Dominic's Ripple Backyard Barbecue will be held July 14, 2019 at Rennebohm Park  
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Dominic's Ripple Backyard Barbecue" (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: Meghan May.

### 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. Meghan May 608-345-3196  
CONTACT NAME/CELL NUMBER
- 3. We  will/  will not have on-site Police or Security. Meghan May 608-345-3196  
CONTACT NAME/CELL 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 Meghan May 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 Meghan May 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: Meghan May, Casey May, Michael Johnson.
6. Parking for vendor and staff vehicles will be: on N. Eau Claire Ave.
7. Parking for attendee vehicles will be: N. Eau Claire Ave, Regent St.

### V. CONTACT INFORMATION

Primary Contact	Meghan May	Cell: 608-345-3196
Secondary Contact	Casey May	Cell: 608-347-4715
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 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: Dominic's Ripple Backyard Barbecue

Type of Amplified Sound:

- Band
  DJ
  Sound system
  Speeches/Announcements
  Karaoke  
 Other (please specify): \_\_\_\_\_

### SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
7/14/19	Children's Music	1:30	3:00
7/14/19	Band (classics)	3:30	6:00
7/14/19	Speeches/Announcements	6:00	7:00

**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

## 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 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? 1 (us-Dominic's Ripple)\_

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