



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: Great Lakes Student Conference
 Park Requested: Vilas Park Use of Shelter: Yes No Estimated Attendance: 500
 Type of Event (run/walk, fundraiser, festival, etc): Engineering Competition

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: University of Wisconsin – Madison American Society of Civil Engineers
 Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: 40706
 Primary Contact: Finley Myers Work Phone: 651-829-0598
 Address: 110 S Bassett St, Madison, WI Phone During Event: 651-829-0598
 Email: asce – glsc2020@wisc.edu
 Organization or Event Website: _____

EVENT SCHEDULE

Date(s) of Setup: 4/2/2020 Setup Start and End Times: 4 pm – 7 pm
 Date(s) of Event: 4/3/2020 Event Start and End Times: 7:30 am – 4 pm
 Date(s) of Take-Down: 4/3/2020 Take-Down Start and End Times: 4 pm - 6 pm
 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: Catered Sandwiches
 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 _____



Park Event Application NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

The Great Lakes Student Conference is a two-day engineering competition that will be hosted by UW-Madison’s Civil and Environmental Engineering Department on Friday, April 2nd, 2020. Vilas park would be used for the one-day concrete canoe racing portion of the event. Teams would arrive as scheduled, unload their canoes and stage them adjacent to the park’s beach between races. For races, teams would load their canoes into the Lake Wingra on the park’s beach and proceed to race in groups of up to 5 canoes. The Special Events unit of Madison’s fire department has confirmed that they will provide a rescue team and boat for the event. Other smaller events, such as a bean bag toss may be incorporated into the event for participants to pass time between canoe races.

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.
4/2/2020; 4 – 7 pm	Park Setup – Several 10x10 tents will need to be erected, small signs will need to be placed, and the loading/unloading zone will need to be marked with traffic cones.
4/3/2020; 6-7 am	Trailer/Team Arrival - Teams will arrive in groups of three to unload their trailers.
4/3/2020; 7:30 am – 4 pm	Canoe Races – will require canoes to be loaded into the water from the Vilas beach.
4/3/2020; 12 – 1 pm	Lunch – Catered sandwiches (by UW-Madison Housing) will be provided to event participants (not to the public).
4/3/2020; 4 – 4:30 pm	Trailer/Team Departure – Teams will arrive in groups of three to load their trailers
4/3/2020; 4 – 6 pm	Tear Down/Cleanup – Tents, signs and traffic cones will be taken down. Trash will be picked up and any necessary additional steps will be taken to return the park to its initial state.



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](#).

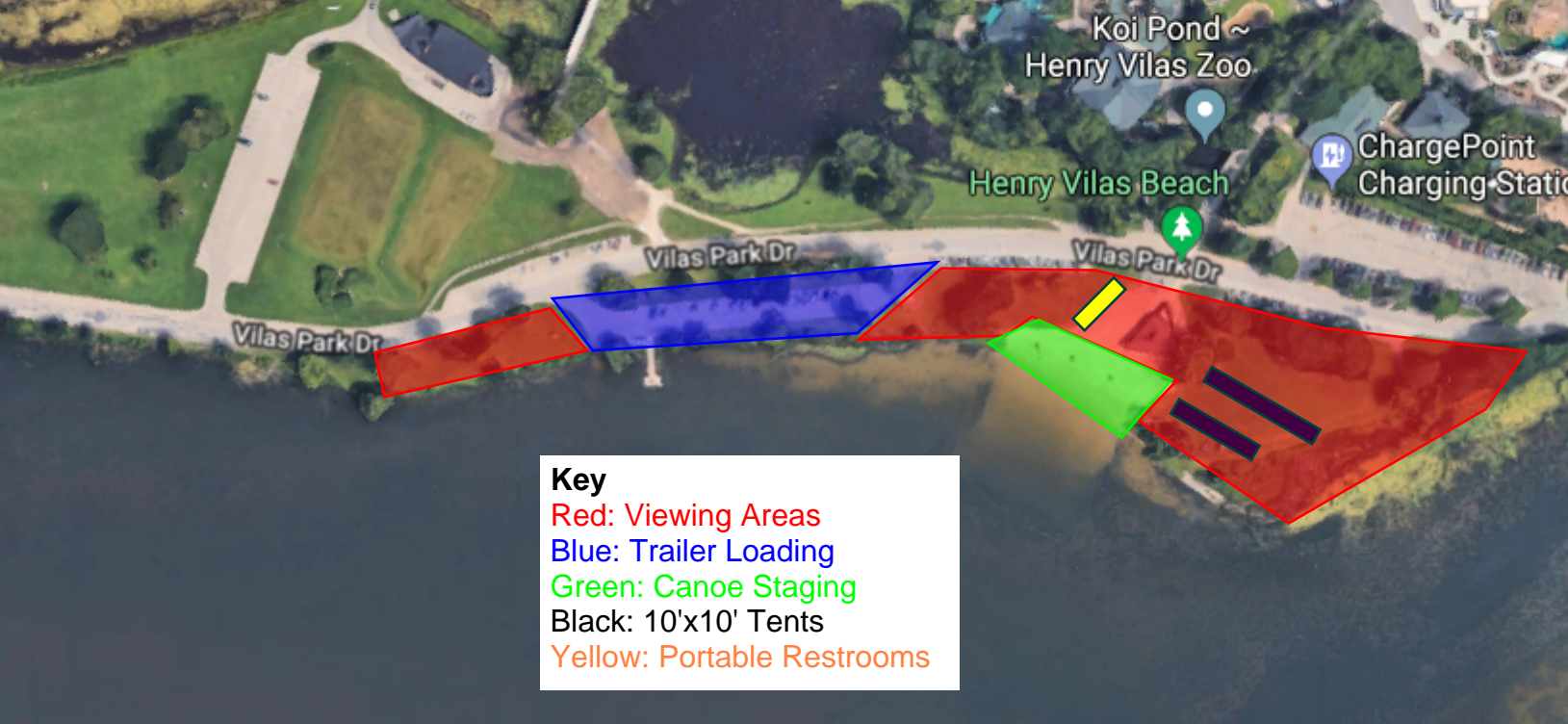
What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?

Anticipated impacts and mitigation plans are as follows:

- Lack of parking space
 - We will be providing bussing to the event for participants.
 - We are working to reserve separate parking space for trailers (either at UW-Madison or the Alliant Energy Center).
- Traffic
 - Teams will be scheduled to unload their trailers in waves to minimize traffic at the event location.
 - We would like to reserve the parking lot nearest the Vilas Park beach (see map) to provide an unloading zone such that teams will not obstruct traffic while unloading their trailers.

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

Please see attached document for a site map.



Key
Red: Viewing Areas
Blue: Trailer Loading
Green: Canoe Staging
Black: 10'x10' Tents
Yellow: Portable Restrooms



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: Great Lakes Student Conference

Park Name: Vilas Park

Please indicate quantity of trash barrels: **16** _____

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

Please indicate quantity of dumpsters: **1** _____

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

Great Lakes Student Conference will be held 4/2/2020 at Vilas Park.
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (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: FIRST/LAST NAME.

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. Chief Paul Ripp / 608-266-4203
CONTACT NAME/CELL NUMBER
- 3. We will/ will not have on-site Police or Security. _____
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 FIRST/LAST NAME 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 FIRST/LAST NAME 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: 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	Finley Myers	Cell: 651-829-0598
Secondary Contact	Alison Pagel	Cell: 217-671-5070
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 MARKETING



Conditional approval of the event is required BEFORE promoting, marketing or advertising the event.

Would you like your event included on the Parks Division Event Calendar? Yes No
If Yes, please continue. If No, skip this form.

PARKS DIVISION CALENDAR OF EVENTS

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.

Official Name of Event: Great Lakes Student Conference

Park Location: Vilas Park

Public Contact Phone: 651-829-0598

Website: <http://asceglsc.org/>

Admission Cost: Free

Date of Event: 4/2/2020

Beginning/End Time of Event: 7:30 AM – 4 PM

Two sentence description of event:

Come watch engineering teams from across the region prove the concrete can float as they race concrete canoes in Lake Wingra. The event is free to the public.



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: _____

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
4/2/2020	Speeches and Announcements over a sound system.	7:30 AM	4 PM

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.