



Park Event Application

GENERAL INFORMATION



Are you applying for a NEW park event?	<input type="checkbox"/> Yes	<input checked="" 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: Bike Week
 Park Requested: Various See Attached Info Use of Shelter: Yes No Estimated Attendance: 2,000
 Type of Event (run/walk, fundraiser, festival, etc): Bike Week Commuter Stations

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: City of Madison and Madison Bikes
 Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: 42916
 Primary Contact: Renee Callaway Work Phone: 608-266-6225
 Address: 215 Martin Luther King Jr Blvd Ste 109 Phone During Event: 608-266-6225
 Email: recallaway@cityofmadiosn.com
 Organization or Event Website: <https://www.madisonbikes.org/bikeweek>

EVENT SCHEDULE

Date(s) of Setup: _____ Setup Start and End Times: See attachment
 Date(s) of Event: Mon, June 1 – Fri, June 5 Event Start and End Times: See attachment
 Date(s) of Take-Down: _____ Take-Down Start and End Times: See attachment
 Rain Date (if any): None 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: Varies see attached info
 Will you sell alcohol (beer/wine) at the event? Yes No



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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 *Renee Callaway*_____

Date 2-17-2020_____



Park Event Application NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

This event application is for Monday-Friday morning and afternoon commuter stations during Madison’s annual bike week. These stations are in locations with high numbers of commuting bicyclists and provide rewards such as free coffee and baked goods. In Law Park there will be the annual Bacon on the Bike Path and the Bratcakes event. Many of the stations also provide free bike adjustments and may include giveaway items such as water bottles. In 2019 one of the bigger afternoon events included free pizza and ice cream near Garver Feedmill. Station organizers are responsible for determining what rewards they will offer.

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.
Mon, June 1-Fri, June 5 Morning Commuter Stations	<ul style="list-style-type: none"> • Set up starting no earlier than 6am • Station open until no later than 10am • Clean up completed by 11am
Mon, June 1-Fri, June 5 Afternoon Commuter Stations	<ul style="list-style-type: none"> • Set up starting no earlier than 3:30pm • Station open until no later than 7pm • Clean up completed by 8pm

Morning Commuter Stations

- Monday – Friday
- Set up starting no earlier than 6am
- Station open until no later than 10am
- Clean up completed by 11am
- Free coffee, free food, free bike checks, giveaway items

Afternoon Commuter Stations

- Monday – Friday
- Set up starting no earlier than 3:30pm
- Station open until no later than 7pm
- Clean up completed by 8pm
- Free non-alcoholic beverages, free food, free bike checks, give away items

Name	Description	Anticipated # of Days
Capital City Path @ Law Park	Location will be just west of Monona Terrace along the Capital City Path, where the green space is wider	5
Capital City Path @ E Wilson	Cul-de-sac of the Capital City Path and E Wilson St, just east of Ingersoll	2
Capital City Path @ Dickinson	Edge of path in public right of way	1
Capital City Path @ Amoth	Between Eastwood and Path	1
Capital City Path @ Jackson St	Jackson St Plaza	5
Capital City Path @ Dempsey	SE Corner in larger green space next to path	1
Capital City Path @ Turville	By Turville Parking Lot	1
Southwest Path @ Charter	North edge of path between Charter and Orchard	5
Southwest Path @ Crazylegs	Crazylegs Plaza	3
Southwest Path @ Midvale	Near Buffalo sculptures	1
Southwest Path @ Hammersley	At the bicycle rest station; near Pacific Cycle	1
Southwest Path @ Carling Dr	Just south of Carling Dr in the greenspace between the path and the apt bldgs	1
Southwest Path @ Roundabout	Bicycle Roundabout	1
Wingra Creek Path @ Fish Hatchery	SW corner of Fish Hatchery and Wingra Creek Path; larger area with green space	1
Wingra Creek Path @ Olin Ave	Flat space at top of skating pond area	1

Wingra Creek Path @ Arboretum	Grassy space near Arboretum sign just south of Mills St and east of BCycle station	1
Cannonball Path @ Leopold Park	Vicinity of entrance to basketball court or similar flat open area	1
Yahara River Path @ Tenney Park	Greenspace past the Yahara River Path underpass; near the BCycle station	3
Starkweather Creek Path @ Darbo	NE corner of path before overpass	1
South Shore Bike Blvd @ Bernie's Beach	Bernie's Beach	1
Burrows Park	Corner of Harbort and Warner	1
Warner Park @ Forster	South of Troy Dr along Forster Dr; space parallel to Forster south of Playground	1
William Slater Park	Corner of Segoe Rd and Tokay Blvd	1
Penn Park	Along Fisher St	1

All event organizers sponsoring a location will be expected to ensure that all tables, tents and other items are kept off the path or sidewalk. Sponsors will be expected to provide a space for bicyclists to stop that does not impede the flow of traffic. Large events will be asked to provide temporary bike parking. No motor vehicles will be allowed on the grass of any park or driven down a shared-use path. Organizers will be encouraged to use cargo bikes and bike trailers for set up on shared-use paths. Noise should be minimal. The City of Madison and Madison Bikes will recommend set up strategies to minimize impacts to bike and pedestrian traffic that is moving through the event area. These expectations will be clear from the time that organizers sign up for a site and will be reinforced in the days leading up to the event.

Capital City Path @ Law Park



Set Up in this area – not blocking access to path



Capital City Path @ Turville



Set Up in this area – not blocking access to path

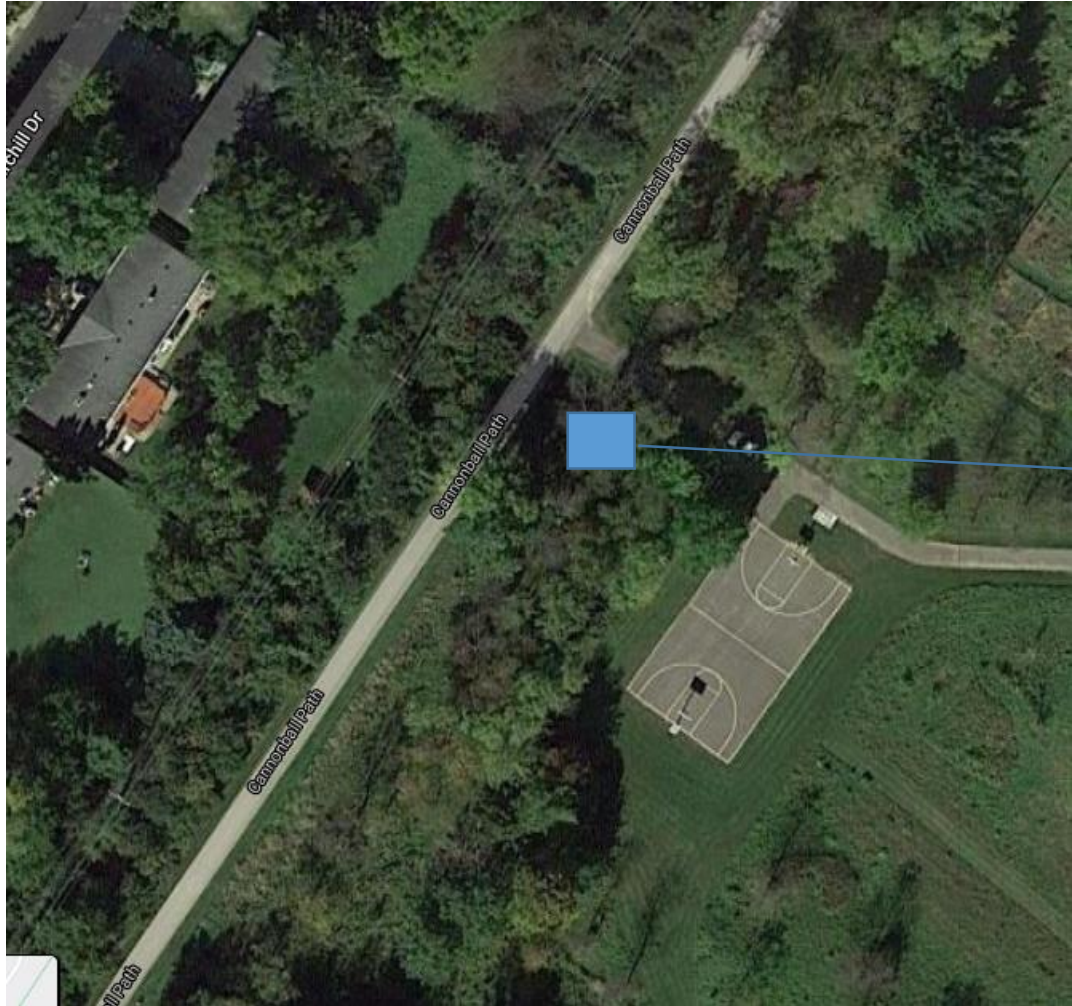


Southwest Path @ Crazylegs Plaza



Set Up in this area – not blocking access to path

Cannonball Path @ Leopold Park



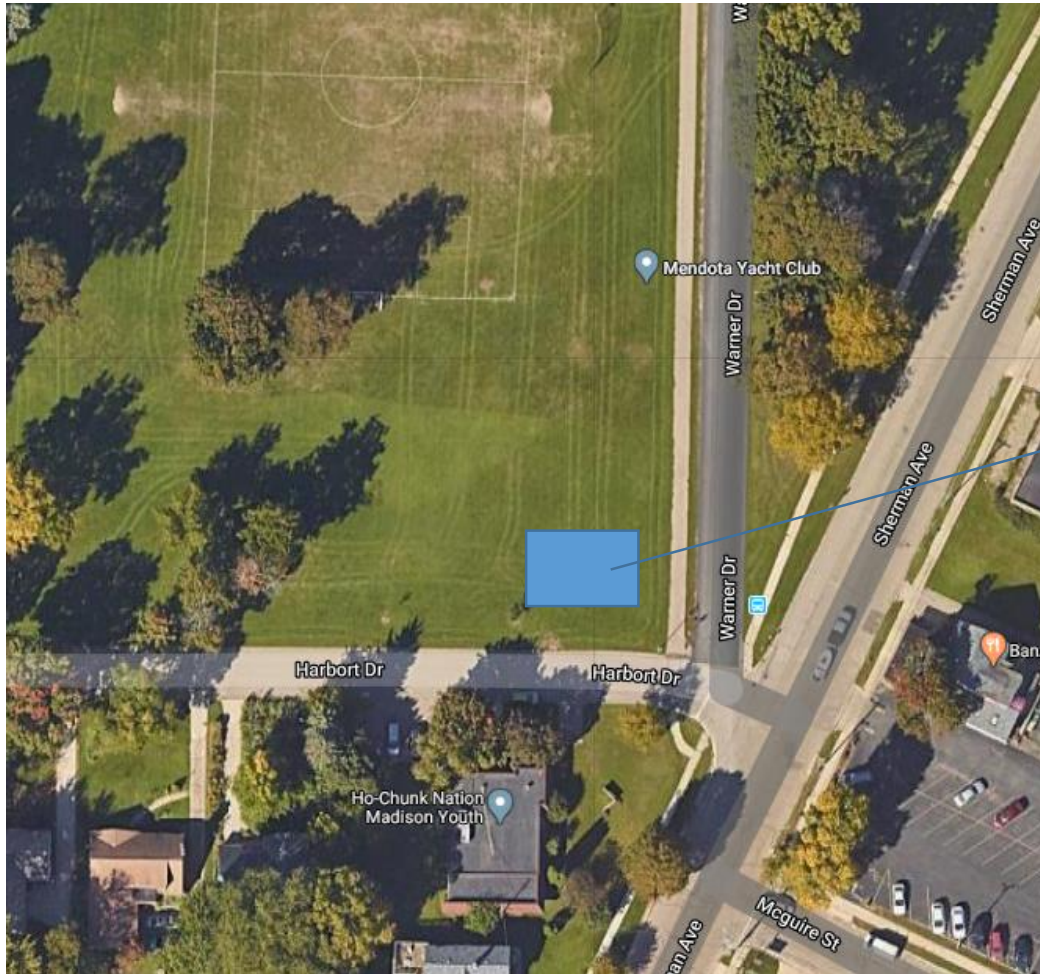
Set Up in this area – not blocking access to path

Southshore Bike Blvd @ Bernie's Beach



Set Up in this area – not blocking access to street, sidewalk or beach

Burrows Park @ Harbort Dr



Set Up in this area – not blocking access to the path

Yahara River Path @ Tenney Park



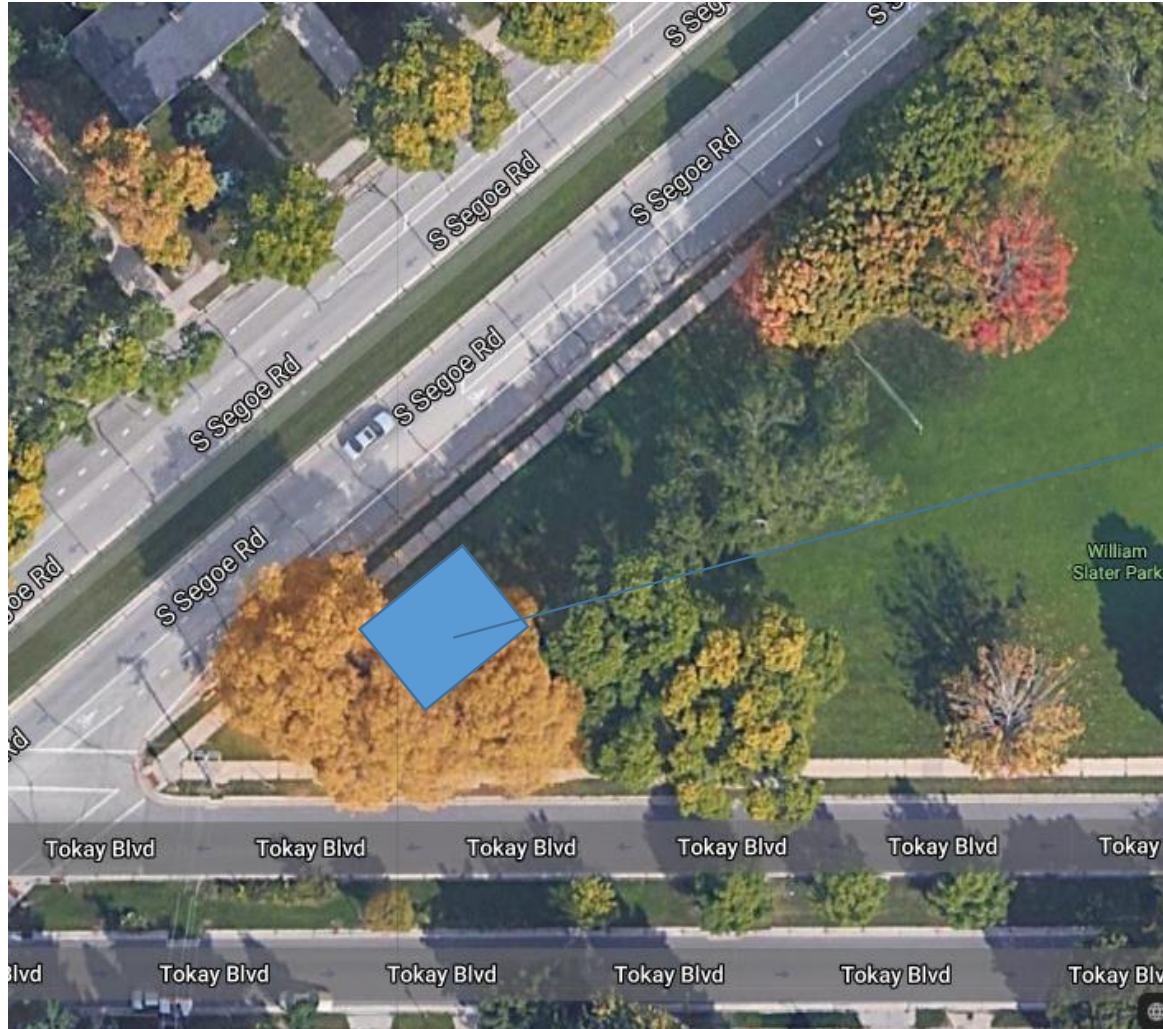
Set Up in this area – not blocking access to path

Warner Park @ Forster Dr



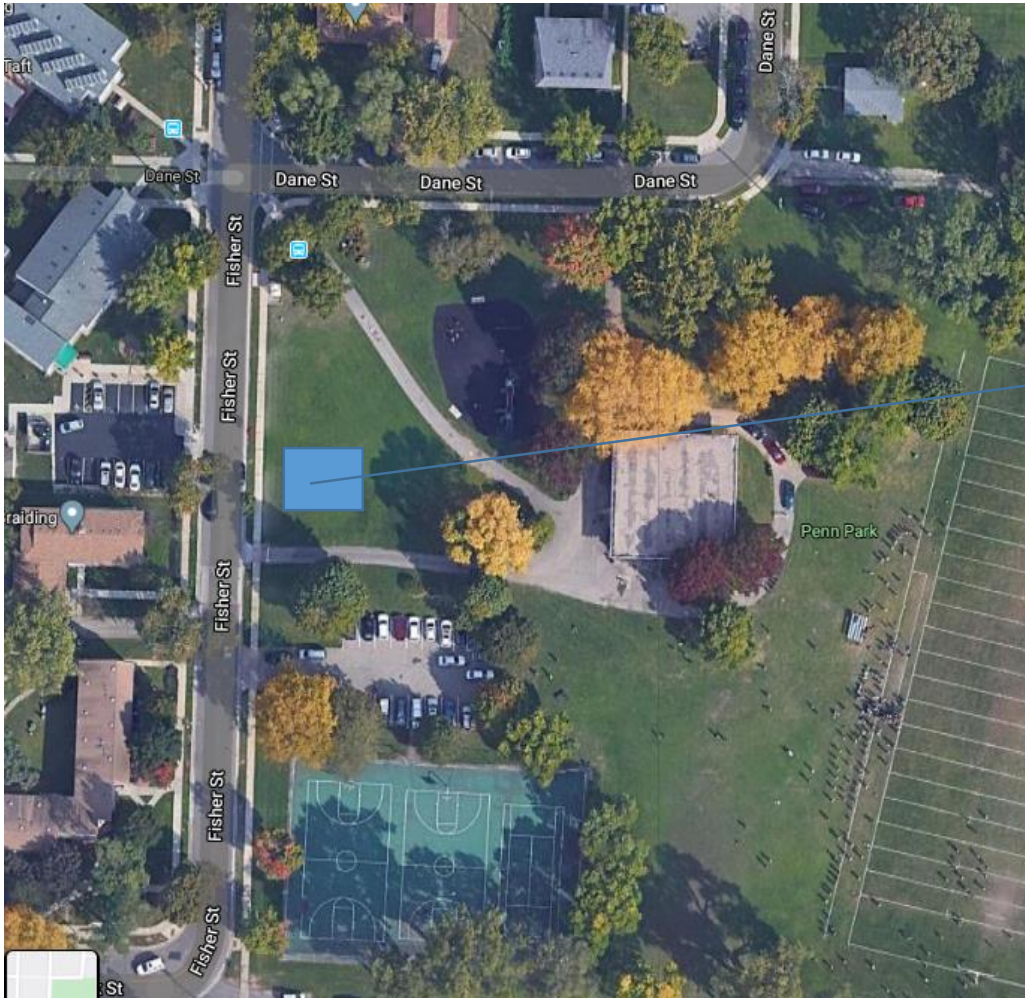
Set Up in this area – not blocking access to the path

William Slater Park @ Segoe/Tokay



Set Up in this area – not blocking access to the path

Penn Park @ Fisher St



Set Up in this area – not blocking access to the path or sidewalk



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

Bike Week will be held June 1-5 at various locations
.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. _____
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.



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EMERGENCY ACTION PLAN



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.



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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.



Park Event Application EMERGENCY ACTION PLAN



- 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	Renee Callaway	Cell: 608-255-8494
Secondary Contact	Harald Kliems	Cell: 608-216-8343
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: Madison Bike Week

Park Location: Various – Law Park, Crazylegs Plaza and more

Public Contact Phone: _____

Website: <https://www.madisonbikes.org/bikeweek>

Admission Cost: Free

Date of Event: May 31-June 6

Beginning/End Time of Event: Events vary with many morning commuter stations from 7am-9am Stop by the annual Bike Week

Two sentence description of event:

Stop by the annual Bike Week Commuter Stations in Law Park on the Capital City Trail and other locations throughout Madison to help celebrate bicycling in Madison. Check the event website for all the events happening from May 31 to June 6..