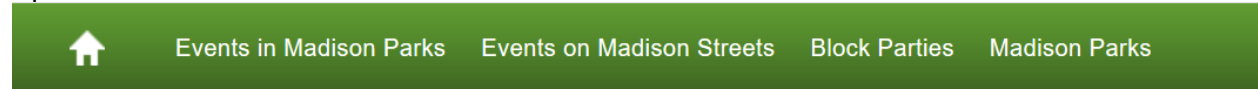


# PARKS SPECIAL EVENT FEES – presentation packet

SLIDE 3 – PARK EVENT WEBSITE: <https://www.cityofmadison.com/SpecialEvents/ParkEvents/>

Special Event Criteria:



The primary mission of Madison Parks is to provide residents and visitors with open space and facilities for recreation and relaxation. Under regulated circumstances, a park event permit can be used to reserve park space for a special event. The following park event application process is intended to help with the success of your event and insure the safety and general welfare of the public and event participants.

## **What makes a park use request a special event?**

You must complete an application for a park event permit if any of the following items apply:

- A large number of participants are expected.
- The event will be promoted to the general public.
- Admission will be charged.
- A park not normally used for events, such as a neighborhood park or beach, has been requested.
- Vending will occur.
- The purpose of the event is to raise money, whether for a non-profit/charity or as a commercial venture.
- The event will use extensive space in a park.

If you are not sure whether your event qualifies as a special event please [email](#).

## SLIDE 5 – NEIGHBORHOOD AND COMMUNITY PARK EVENT WEBSITE:

<https://www.cityofmadison.com/parks/reserve/naparkevents/>



Find a Park

Facilities

Play

Events

Reserve

Projects

Permits

Golf

It is Madison Parks policy to give special consideration to requests from Neighborhood & Community Groups for small (<250) neighborhood focused gatherings. Be it Fourth of July picnics or fall bonfires, these events bring people together to enjoy their local park. Madison Parks encourages this positive use of neighborhood parks.

To that end, and to establish a consistent/fair process, we have a simplified application process for neighborhood park events. Below are the details:

- Recognized neighborhood and community groups will be granted one annual event where no application or reservation fees will be charged.
  - Any permits required for this one event (temporary structures, amplification, vending, etc.) will be issued at half the price listed on the [Special Events Fee Schedule PDF](#).
  - After the first event, additional neighborhood events in the same calendar year organized by the same group will be scheduled with the following fees:
    - \$50 application fee
    - Half price shelter reservation
    - Half price permit fees
- For all events, the standard key deposit will be required if a shelter is reserved.
- A damage deposit will be required *only* if there have been problems in previous years.
  - If damage or additional clean up is required by parks staff following an event, the group organizing the event will be charged \$50/hour for labor, plus the cost of materials and the free reservation for the following year will be forfeited.
- Two weeks' notice is required if trash barrels and picnic tables need to be delivered for an event.
  - With two weeks' notice, up to 4 barrels and 4 tables will be delivered free of charge.
  - If additional equipment is requested, there will be a \$150/ trip charge.
  - Requests made less than two weeks in advance are charged the \$150/trip charge for any requested equipment.

Please complete the [Neighborhood & Community Group Park Event Application PDF](#). If you have questions about the application or if you want to check on the availability of a park, you may contact the Community Events Assistant at [MadisonEvents@cityofmadison.com](mailto:MadisonEvents@cityofmadison.com), (608) 264-9289.

## PARK EVENT PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: PurpleStride Madison 2017  
 Park Requested: Warner Park Estimated Attendance: 1600

### EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Pancreatic Cancer Action Network  
 Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No  
**MANDATORY: State Sales Tax Exemption Number:** ES#: 33-0841281  
**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_  
 Primary Contact: Cassandra Clark Work Phone: 310-706-3355  
 Address: 1500 Rosecrans Ave. #200 Manhattan Beach, CA Phone During Event: 760-917-0448  
 Email: cclark@pancan.org FAX: 310-725-0029  
 Organization or Event Website: pancan.org, purplestride.org/madison

### EVENT SCHEDULE

Date(s) of Event: May 6, 2017 Event Start and End Times: 8:00am-11:00am  
 Rain Date (if any): NA Set-Up Start Time: May 5 9:00am  
 Take-Down Start Time and End Times: May 6 12:00pm

Does this require time in the park the day before your event? ☒ Yes ☐ No  
 If Yes, provide details of times and area requested: parking lots next to baseball diamonds  
 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 breakfast items  
 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 Cassandra Clark Date 1/13/17

## Slide 6 - PURPLE STRIDE MADISON – INVOICE

### FACILITY SALES RECEIPT

Receipt # 738391  
Payment Date: 02/28/19  
Household: 34362

Madison Parks Divisi  
210 MLK Jr. Blvd, Rm 104  
Madison WI 53703  
Phone: (608)266-4711  
www.cityofmadison.com/parks

PANCREATIC CANCER ACTION NE  
1500 ROSENCRANS AVE STE 200  
MANHATTAN BEACH CA 90266

**Reservation Updated: Warner Park, Warner Park**  
**PANCREATIC CANCER ACTION NETWORK**  
**(Not Assigned)**

Reserv. Contact:  
Phone Number:  
Reserv. Number: 60296  
Status: Firm  
Purpose: \*PURPLE STRIDE\*  
Anticipated Count: 1000

Date(s) And Times	New Fees	Total Fees	New Paid	Total Paid	Amount Due
Sat 05/04/2019 7:00A to 1:00P	208.54	1,475.91	0.00	0.00	1,475.91

Fee Description	Amount	Count	Discount	Sales Tax	Total Fee
APPLICATION FEE (non-refundable)	50.00	1.00	0.00	0.00	50.00
EVENT SCHEDULING FEE	200.00	1.00	0.00	0.00	200.00
SPECIAL EVENT FACILITY FEE	436.02	1.00	0.00	0.00	436.02
TEMPORARY STRUCTURE - additional	104.27	6.00	0.00	0.00	625.62
Will you have a temporary structure? (\$100 + tax)	104.27	1.00	0.00	0.00	104.27
Will you have amplified sound? (\$60 permit)	60.00	1.00	0.00	0.00	60.00

Special Questions: Will you have beer/wine at your event? No  
Will you be vending at your event? No  
If you need an amplification permit, what 6 hours will you need? N/A? 8A-11A  
Will you have a temporary structure? (\$110 including tax): Yes  
Reservation Comment Code:  
Food Caterer:  
Bar Caterer:  
Site Type:  
Link to Reservation #: 60296  
Display Reservation on WebTrac: No  
Web Event: No

Processed on 02/28/19 @ 1:35pm by PKKAP

Total New Fees	208.54
Discount Applied	0.00
Old Balances Included	1,267.37
<b>Total Due</b>	<b>1,475.91</b>
Total Fees Paid	0.00
<b>Total Paid</b>	<b>0.00</b>
Balance From Receipt	1,475.91

### Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	1,475.91



# Park Event Application

## GENERAL INFORMATION

play  
**MADISON  
PARKS**

Are you applying for a NEW park event?

☐ Yes

☐ No

Are you applying for a returning park event with significant changes?

☐ Yes

☐ No

### EVENT INFORMATION

Name of Event: Fete de Marquette \_\_\_\_\_  
 Park Requested: McPike Park \_\_\_\_\_ Use of Shelter: ☐ Yes ☐ No Estimated Attendance: 3000/day  
 Type of Event (run/walk, fundraiser, festival, etc): Festival \_\_\_\_\_

### EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Wil-Mar Neighborhood Center \_\_\_\_\_  
 Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☐ No

**MANDATORY: State Sales Tax Exemption Number:** ES#: 41148 \_\_\_\_\_

Primary Contact: Beatrice Hadidian \_\_\_\_\_ Work Phone: 608-257-4576 \_\_\_\_\_  
 Address: 953 Jenifer Street \_\_\_\_\_ Phone During Event: 608-520-2291 \_\_\_\_\_  
 Email: beatrice@wil-mar.org \_\_\_\_\_  
 Organization or Event Website: www.wil-mar.org \_\_\_\_\_

### EVENT SCHEDULE

Date(s) of Setup: 7/9-7/10 \_\_\_\_\_ Setup Start and End Times: 8 am – 8 pm \_\_\_\_\_  
 Date(s) of Event: 7/11-7/14 \_\_\_\_\_ Event Start and End Times: 4-10; 4-11 ; 11-11; 9am-10pm \_\_\_\_\_  
 Date(s) of Take-Down: 7/15 \_\_\_\_\_ Take-Down Start and End Times: 8 am – 5 pm \_\_\_\_\_  
 Rain Date (if any): \_\_\_\_\_ 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: local restaurants—will provide list when finalized*  
 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 7/29/2019

**Slide 7 - FETE DE MARQUETTE- INVOICE****FACILITY SALES RECEIPT**

**Receipt #** 819430  
**Payment Date:** 10/01/19  
**Household:** 38847

Madison Parks Divisi  
210 MLK Jr. Blvd, Rm 104  
Madison WI 53703  
Phone: (608)266-4711  
www.cityofmadison.com/parks

WIL-MAR NEIGH. CENTR  
BEATRICE hADIDIAN  
953 JENIFER ST.  
MADISON WI 53703  
beatrice@wil-mar.org

Wk Ph: (608)257-4576x12

**Reservation Updated: McPike Park, McPike Park**

Reserv. Contact: **WIL-MAR NEIGH. CENTR**  
Phone Number: **(608)257-4576 x12**  
Reserv. Number: **60345**  
Status: **Firm**  
Purpose: **\*LA FETE DE MARQUETTE\***

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Tue 07/09/2019 @ 7:30P thru Mon 07/15/2019 @ 8:00P	417.08	6,536.96	0.00	0.00	6,536.96

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
APPLICATION FEE (non-refundable)	50.00	1.00	0.00	0.00	50.00
EVENT SCHEDULING FEE	1,500.00	1.00	0.00	0.00	1,500.00
BEER/WINE SALES PERMIT - single day	700.00	1.00	0.00	0.00	700.00
BEER/WINE SALES PERMIT - additonal day	50.00	3.00	0.00	0.00	150.00
VENDING - MULTIPLE - day	845.00	2.00	0.00	0.00	1,690.00
VENDING - MULTIPLE - additional day	50.00	3.00	0.00	0.00	150.00
AMPLIFIED SOUND - additional hour	50.00	2.00	0.00	0.00	100.00
TEMPORARY STRUCTURE - additional	104.27	9.00	0.00	0.00	938.43
TEMPORARY STRUCTURE - w/o shelter	208.53	1.00	0.00	0.00	208.53
AMPLIFIED SOUND 2	150.00	6.00	0.00	0.00	900.00
TRASH BARRELS - each incrimment of 8	150.00	1.00	0.00	0.00	150.00

Special Questions: Will you have beer/wine at your event? Yes  
Will you be vending at your event? Yes  
If you need an amplification permit, what 6 hours will you need? N/A? ALL  
Will you have a temporary structure? (\$110 including tax): No  
Will you have amplified sound? (\$60 permit): No  
P.A. PERMIT: YES  
Reservation Comment Code:  
Food Caterer:  
Bar Caterer:  
Site Type:  
Link to Reservation #: 60345  
Display Reservation on WebTrac: No  
Web Event: No  
TIME FRAME:

Processed on 10/01/19 @ 11:10am by PKKAP

Total New Fees	417.08
Discount Applied	0.00
Old Balances Included	6,119.88
<b>Total Due</b>	<b>6,536.96</b>
Total Fees Paid	0.00
<b>Total Paid</b>	<b>0.00</b>
Balance From Receipt	6,536.96



## NEIGHBORHOOD ASSOCIATION PARK EVENT PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: Halloween Bonfire  
 Park Requested: Norman Clayton Use of Shelter: ☒ Yes ☐ No Estimated Attendance: 50

### EVENT ORGANIZER/SPONSOR INFORMATION

Neighborhood Association: Greentree Neighborhood Association  
 Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No

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

OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_

Primary Contact: Jane Sarafiny Work Phone: 608-417-6024  
 Address: 6626 Berkshire Rd Madison Phone During Event: 608-220-5022  
 Email: JSARAFINY@Charter.net FAX: \_\_\_\_\_  
 Organization or Event Website: gtna.org

Date(s) of Setup: Oct 31, 2019 Setup Start and End Times: 3pm - 4pm  
 Date(s) of Event: Oct 31, 2019 Event Start and End Times: 7-9 pm  
 Date(s) of Take-Down: Oct 31, 2019 Take-Down Start and End Times: 9-10 pm  
 Rain Date (if any): NONE Does this require reserving the shelter during setup? ☒ 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: Hot Cocoa  
 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: Jane Sarafiny Date: 10/4/19

## NEIGHBORHOOD ASSOCIATION PARK EVENT SITE MAP

Please provide an 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, 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:**

Bonfire will be lit 6<sup>45</sup>pm - 9<sup>00</sup>pm

Would like to reserve the shelter and area near shelter from bike path east to the shelter & north to Shoreham Dr in park



## NEIGHBORHOOD ASSOCIATION PARK EVENT EQUIPMENT REQUEST

Do you have a need for trash barrels and/or tables?  
If Yes, please continue. If No, skip this page.

☐ Yes ☐ No

Two weeks' notice is required if trash barrels and picnic tables need to be delivered for an event.

- With two weeks' notice, up to 4 barrels and 4 tables will be delivered free of charge.
- If additional equipment is requested, there will be a \$150/trip charge.
- Requests made less than two weeks in advance are charged the \$150/trip charge for any requested equipment.

Please indicate your trash barrel needs:

2 trash barrels  
2 barrels for wood ashes

Please indicate your table needs:

2 tables in shelter

Receipt # 820353  
 Payment Date: 10/04/19  
 Household: 33331

Madison Parks Divisi  
 210 MLK Jr. Blvd, Rm 104  
 Madison WI 53703  
 Phone: (608)266-4711  
 www.cityofmadison.com/parks

GREENTREE NEIGHBORHO  
 JANE SARAFINY  
 6626 BERKSHIRE ROAD  
 MADISON WI 53711  
 jsarafiny@charter.net

Hm Ph: (608)220-5022

### Reservation Details: Norman Clayton Park, NORMAN CLAYTON PICNIC

Reserv. Contact: **GREENTREE NEIGHBORHO**  
 Phone Number: **(608)220-5022**  
 Reserv. Number: **64067**  
 Status: **Firm**  
 Purpose: **\*Halloween Bonfire\***  
 Anticipated Count: **50**

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Thu 10/31/2019 3:00P to 10:00P	67.50	67.50	0.00	0.00	67.50

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
SUN SHELTER	33.18	0.50	0.00	0.91	17.50
APPLICATION FEE (non-refundable)	50.00	1.00	0.00	0.00	50.00

Facility Comments

-  
**IMPORTANT INFORMATION:**

#### RESERVATION

\*RECEIPT - During the event, be prepared to provide proof of reservation and permits.

\*HOURS OF RESERVATION - Use of the shelter is guaranteed ONLY during the reserved times. During unreserved times, shelters may be used on a first-come-first-serve basis.

#### ADDITIONAL FEES (if applicable)

\*DAMAGE FEES - \$50/hour, plus cost of necessary materials.

\*RANGER SERVICE/POST-RESERVATION FEES - Additional fees will be added upon failure to pick up keys (\$60), failure to purchase required permits greater than 10 days prior to reservation (varies by permit), and/or not vacating the shelter by 10pm (varies by shelter/time).

PROJECTS - We are continually improving our park system. Some of these improvements may impact a nearby shelter. Please visit <https://www.cityofmadison.com/parks/projects> for more information on specific parks.

ALCOHOL - A permit may be required to bring alcohol into this park. Please call 608-266-4711 to verify.

IMPORTANT: The preceding information is correct to the best of my knowledge; I understand that the issuance of this Park Use Permit is subject to the accuracy of this information and the adherence to all policies and regulations of the Madison Parks Division; and that the Madison Parks Division retains the right to revoke this permit any time prior to or during the scheduled event for any misrepresentation of information or changes in circumstances pertaining to this event.

Special Questions:

-  
 If you need an amplification permit, what 6 hours will you need? N/A? n/a  
 Will you have a temporary structure? (\$110 including tax): No  
 Will you have amplified sound? (\$60 permit): No  
 Will you be vending at your event? No  
 Reservation Comment Code:  
 Food Caterer:  
 Bar Caterer:  
 Site Type:  
 Link to Reservation #: 64067  
 Display Reservation on WebTrac: No  
 Web Event: No  
 PERMIT #: