



Legislation Details (With Text)

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**File created:** 1/2/2014      **In control:** BOARD OF PARK COMMISSIONERS

**On agenda:**      **Final action:** 2/12/2014

**Enactment date:**      **Enactment #:**

**Title:** Request from Race Day Events, LLC to use Olin Park on Saturday, May 10, 2014 for the "It's Glow Time - 5K" run event.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 32733 GlowTimeApp.pdf, 2. It'sGlowTime - Alder.Street Use considerations.pdf

Date	Ver.	Action By	Action	Result
2/12/2014	1	BOARD OF PARK COMMISSIONERS	Discuss and Finalize	
1/8/2014	1	BOARD OF PARK COMMISSIONERS	Discuss and continue	

**Title**  
Request from Race Day Events, LLC to use Olin Park on Saturday, May 10, 2014 for the "It's Glow Time - 5K" run event.

**Body**  
 IT'S GLOW TIME - 5K  
 Start/Finish at Olin Park (please see attached map for route)  
 Sa, May 10, 8am-11pm  
 Annual glow run including DJ. Discuss event date, location, schedule, set-up, route and activities.  
 Ryan Griessmeyer, Race Day Events, LLC

Parks Staff recommends approval, with the following conditions:

1. Aldermanic notification. Please contact Alder Sue Ellingson at [district13@cityofmadison.com](mailto:district13@cityofmadison.com) and Alder. John Strasser at [district14@cityofmadison.com](mailto:district14@cityofmadison.com) - Complete.
2. Race Day Events will attend a pre-event meeting with the West Parks Supervisor, South District Madison Police, Traffic Engineering and Parks Event staff to detail event requirements and conditions.
3. Race Day Events will apply for a Parade Permit and a Street-Use Permit for the route.
4. Race Day Events will provide a certificate of insurance covering this event, including liquor liability, and naming the City of Madison as "additional insured."
5. Organizer will arrange a site plan meeting with Lisa Laschinger, the West Parks Supervisor, at least two weeks in advance of the event, [llaschinger@cityofmadison.com](mailto:llaschinger@cityofmadison.com) or 266-9214, and agrees to any and all site recommendations.
6. Race Day Events will provide a detailed event site map and schedule and a complete list of vendors at least one month before the event date. All food vendors will hold current Health

- Department permits, and will follow all Health requirements for the preparation and serving of food.
7. If any temporary structures (bigger than pop-ups) are placed at the park, organizer will contact Digger's Hotline approximately 10 days before the event date, and will then get the ticket number to the Parks Office.
  8. Race Day Events will post a \$3,000 damage deposit with the Parks Division prior to the event and acknowledges that this organization will be responsible for any and all actual field renovation costs which may result from this event.
  9. Sponsor will direct participants away from the boat launch parking.
  10. Race Day Events will contract with Alliant Energy Center for the use of their parking lot.
  11. The event and amplification must end no later than 10:00 p.m. Race Day Event staff will be allowed to stay in the park until midnight to clean up, take down and remove equipment. There will be no amplification and noise will be held to a minimum.
  12. Fees and insurance will be paid and on file at least two weeks before the event.
  13. Race Day Events understands that permanent painting or marking, including spray chalk or stickers, of public streets, sidewalks, paths, trees, or signs is prohibited.
  14. Organizer will follow all Parks and Police requirements for the sale of beer, including a double-fenced beer garden, licensed bartenders, and security.
  15. Organizer is responsible for providing portable toilets near the beer tent..
  16. There is no parking or driving on the grass.
  17. No glass containers are allowed in the park.
  18. Organizer will provide extra trash barrels (or rent them from Parks) for the event.
  19. Organizer will be responsible for full clean-up of the park after the event.

Estimated Fees:

Olin Shelter	\$663 (paid)
Scheduling Fee	\$350
Amplification Permit	\$100
Temporary Structures	\$210 (per structure larger than 10'X10')
Vending Permit	\$275/vendor
Beer-Selling Permit	\$700
<b>Total</b>	<b>\$1635 (final total dependent on # of structures &amp; vendors)</b>
plus Sales Tax	