



Legislation Details (With Text)

File #: 55607 **Version:** 1 **Name:** Request from OutReach, Inc. for the use of Warner Park on Sunday, August 18, 2019 for the setup, event, and take-down of the OutReach Magic Festival.

Type: Communication **Status:** Approved

File created: 4/26/2019 **In control:** BOARD OF PARK COMMISSIONERS

On agenda: **Final action:** 5/8/2019

Enactment date: **Enactment #:**

Title: Request from OutReach, Inc. for the use of Warner Park on Sunday, August 18, 2019 for the setup, event, and take-down of the OutReach Magic Festival.

Sponsors:

Indexes:

Code sections:

Attachments: 1. OutReach Magic Festival app.pdf, 2. OutReach Magic Festival - updated site map.pdf

Date	Ver.	Action By	Action	Result
5/8/2019	1	BOARD OF PARK COMMISSIONERS	Approve	Pass

Title
Request from OutReach, Inc. for the use of Warner Park on Sunday, August 18, 2019 for the setup, event, and take-down of the OutReach Magic Festival.

Body
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 GRANTED.

Before Event

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Syed Abbas, district12@cityofmadison.com

Insurance: Organizer will submit a certificate of insurance covering this activity which names the City of Madison as Additional Insured.

Setup: Organizer will contact the East Parks Maintenance Supervisor, Kristin Mathews, at kmmathews@cityofmadison.com at least two weeks prior to your event to review site plans. Organizer must abide by all recommendations/stipulations provided by the Maintenance Supervisor.

Setup: Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.

Setup: Vehicles may only drive on the paved paths through the park. Vehicles are allowed only during set up and tear down for the event.

Alcohol: If alcohol will be sold at the event, organizer will request a permit for beer sales. There is a charge for this permit.

Temporary Structures: If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.), organizer will contact Digger's Hotline (811) ten days prior to the event. There are a fees for temporary structures.

Alcohol: If alcohol will be sold at the event, organizer will request a permit for beer sales. There is a charge for this permit.

Park Use: Organizer will pick up keys for shelters and/or bathrooms in the Parks office a few days before 8/18/2019, in exchange for a refundable \$50.00/key deposit. Warner Park reservations need a required shelter key. There is also an optional water spigot key.

Vending: Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance. There is a fee(s) for a vending permit.

Damage Deposit: Organizer will leave a \$3,000.00 refundable damage deposit with the Parks Office and agrees to be responsible for any damage to the park that occurs as a result of the event. This can be done via check or charge, but it **must** be separate from your invoice payment.

Fee Due Date: All fees will be paid and deposits made prior to the event. We accept cash, check, or charge (VISA or MasterCard). To make a credit card payment via phone, please call (608) 264-9289. Please make checks payable to **City Treasurer** and mail to:
City of Madison Parks Division / 210 Martin Luther King, Jr. Blvd. Rm. 104/ Madison, WI 53703

During Event

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food in the park.

Amplified Sound: A PA2 permit will be issued for amplification. Sound shall be limited to 95 decibels (dB) at the sound board or 125' from the amplification source if no sound board is present. Amplification will be allowed from to . Sound will be monitored by Parks staff with an octave band meter. If readings are above 95 dB during the measurement period, non-compliance action will commence. There is a fee(s) for a PA2 permit.

- **Non-compliance action**

A warning will be given to comply with the conditions of the PA2 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 Rules:

- No glass containers are permitted in the park.
- No driving or parking of vehicles on grass.
- No permanent marking of the parking lots, paths, sidewalks or streets is allowed. Chalk may be used, but not spray paint, spray chalk, or stickers.

If you require assistance or experience any unforeseen issues during your event, please contact the Park Rangers at (608) 235-0448.

After Event

Organizer is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.

Organizer is responsible for the cost of aerating and seeding areas of the park impacted by the event as determined by parks operations staff.

Parks staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed.

Estimated Fees

Application fee:		\$50.00
Park Event Scheduling Fee:	\$750.00	
Facility Rental fee:	\$285.00	
Amplification fee:	\$150.00 (PA2)	
Temporary Structure fee:	\$550.00 (5@\$110.00 < mailto:5@\$110.00 >)	
Vending - multiple	\$845.00 (up to 7 vendors - additional fees if more vendors)	
Beer Selling	\$700.00	
Trash/Recycling barrels	<u>\$300.00 (16@\$18.75)</u>	
Total:		\$3,630.00
Deposit		\$3,000.00