



## Legislation Text

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**File #:** 49986, **Version:** 1

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### Title

Request from Central Cross Country Ski Association for the use of Elver Park for Madison Winter Festival on Friday, February 2nd through Sunday, February 4th, 2018.

### Body

Madison Parks staff proposes the following conditions for the Board of Park Commissioners consideration:

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.

Central Cross Country Ski Assoc. 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: Barbara Harrington-McKinney - [district1@cityofmadison.com](mailto:district1@cityofmadison.com)  
<<mailto:district1@cityofmadison.com>>

Central Cross Country Ski Assoc. will submit a certificate of insurance covering this activity which names the City of Madison as "additional insured."

Organizer will apply for a [Parade Permit](https://www.cityofmadison.com/trafficengineering/paradepermit.cfm)  
<<https://www.cityofmadison.com/trafficengineering/paradepermit.cfm>>.

Central Cross Country Ski Assoc. will contact the West Parks Maintenance Supervisor, Laura Bauer, at [lbauer@cityofmadison.com](mailto:lbauer@cityofmadison.com) at least 30 days prior to your event to review site plans. Organizer must abide by all recommendations/stipulations provided by the Maintenance Supervisor.

Central Cross Country Ski Assoc. will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.

Organizer will leave a \$3000.00 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.

If needed, the organizer will pick up keys for shelters and/or bathrooms in the Parks office the week of the event, in exchange for a refundable \$50.00/key deposit.

All fees will be paid and deposits made at least two weeks before 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. / Madison, WI 53703

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.

Central Cross Country Ski Association must have staff/volunteers monitoring volunteer parking in the Elver Park lot at all times during the event.

Events at the Madison Winter Festival will only take place if the ground is frozen and adequate snow is available.

No salt or fertilizer is to be used on the fields prior to or during the Madison Winter Festival.

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

If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.), organizer will contact Digger's Hotline (811) approximately ten days before 2/2/2018.

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 8:00AM to 9:00PM, Saturday 2/3/18 and Sunday 2/4/18. 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.

Central Cross Country Ski Assoc. must adhere to the Outdoor Fireplace conditions as stated in Madison General Ordinance (34.307). These conditions were sent to the organizer and agreed upon prior to the approval of the permit.

The fire pits must be attended at all times by an event volunteer until completely burned down or out.

Park Rangers will be assigned to the event to monitor and provide assistance for unforeseen issues during the events. There will be charges for this service.

If Winter Park Attendants are needed outside of regularly scheduled hours, Central Cross Country Ski Assoc. will be charged for staffing.

Any dogs participating in the Frosty 1.5 Mile Dog Jog/Walk and the Skijor Race, must have a dog park permit. For any that do not, Central Cross Country Ski Assoc. is responsible for collecting the permit fees and will send a lump sum payment to Madison Parks within 30 days after the event.

While participating in the Frosty 1.5 Mile Dog Jog/Walk and the Skijor Race, dogs are allowed on the

corresponding Cross-Country Ski Trails during each event. When not participating in the events, dogs are not allowed in Elver Park. Dogs are also not allowed in the shelter or the shelter restrooms.

Cross country ski event participants must have a daily ski permit. Central Cross Country Ski Assoc. will collect the permit fees and will send a lump sum payment to Madison Parks within 30 days after the event.

If any last-minute snowmaking is required for the Madison Winter Festival, this must be done far enough away from the skating rink, so as not to cause any issues.

**Park Rules:**

No glass containers are permitted in the park.

No driving or parking of vehicles on grass or snow covered turf areas.

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.

Central Cross Country Ski Assoc. is responsible for the cleanup of the fire pit areas. Please remove ashes and any leftover wood from the park after the bonfire. Do not dispose of the ashes or wood in the park trash barrels.

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

Central Cross Country Ski Assoc. is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.

ESTIMATED FEES

Application fee	\$50
Scheduling fee	\$750
Shelter Reservation fee	\$855 (3 wknd days)
PA2	\$400 (2, 6-hr permits, Sat & Sun)
Temporary Structure	\$100
Vending	\$275
Ranger Staffing	\$625 (25 hours @ \$25/hr)
<u>Winter Attendants</u>	<u>\$135 (9 hours @ \$15/hr)</u>

Estimated Total            \$3,190