



## Legislation Text

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**File #:** 54272, **Version:** 1

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### Title

Request from the Wisconsin Daylily Society for the use of Olbrich Park on Thursday, August 15 through Tuesday, August 19, 2019 for setup, the event, and take-down.

### 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.

**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: Marsha A. Rummel - [district6@cityofmadison.com](mailto:district6@cityofmadison.com) &

David Ahrens- [district15@cityofmadison.com](mailto:district15@cityofmadison.com)

**Notification:** Organizer will contact Olbrich Botanical Gardens, Patti Jorenby at [pjorenby@cityofmadison.com](mailto:pjorenby@cityofmadison.com) <mailto:pjorenby@cityofmadison.com>, to coordinate schedules and determine parking restrictions/availability at the Gardens on the day of the event.

**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](mailto:kmmathews@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.

**Setup:** Organizer will submit a detailed parking/traffic plan for the event.

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

**Temporary Structures:** If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.), organizer will contact Digger's Hotline (811) approximately ten days before 08/15/2019 and will get the Ticket Number for the location. There is a fee(s) for temporary structures.

**Damage Deposit:** 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.

**Fee Due Date:** 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/ Room 104 /

210 Martin Luther King, Jr. Blvd. / Madison, WI 53703

**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.

**Amplification:** There will be no amplification at this event.

**Parking Lot:** Organizer must have staff/volunteers monitoring parking in the Olbrich Park lot at all times during the event.

**Ranger Staffing:** Ranger staffing may be required during the event hours. There will be charges for this staffing if needed.

**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.

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

Parks staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

ESTIMATED FEES

Application Fee	\$50
Scheduling Fee	\$750
Temporary Structure	\$440 (Struct no shelter \$220 + 2 addt'l struct. \$110/ea)
Vending Permit	\$100 (Single Non-Profit \$75 + addt'l day \$25)
Trash Barrels	\$150
Dumpster	<u>\$300</u>
TOTAL	\$1,790

Ranger Staffing (if needed) TBD