



Legislation Text

File #: 63566, **Version:** 1

Title

Request from the University of Wisconsin Madison Chapter of Habitat for Humanity for the use of Warner Park from 8:30 am - 9 pm for the setup, event, and take down for the Souper Bowl XXV, a drive-through, fundraiser event, on Saturday, April 10, 2021.

Body

Madison Parks staff proposes the following conditions for the Facilities Programs and Fees Subcommittee's 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.

COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County [coronavirus orders <https://www.publichealthmdc.com/coronavirus>](https://www.publichealthmdc.com/coronavirus), organizers must submit plans, one month in advance of the date of the event, that detail how they will meet [PHMDC requirements <https://www.publichealthmdc.com/coronavirus/forward-dane/requirements>](https://www.publichealthmdc.com/coronavirus/forward-dane/requirements) for physical distancing and cleaning policies, and a plan for monitoring attendance at the event. If orders change between when plans are submitted and the event date, the organizer is responsible for updating plans to comply with PHMDC orders in place on the date(s) of the event.

COVID-19: If PHMDC orders in place on the date(s) of an event include restrictions that prohibit the size or nature of an event, the orders supersede and may invalidate any approved park event permit(s). - Drive through events are exempt from the gathering limits as long as all attendees stay in their vehicles.

Insurance: Organizer will submit a \$1,000,000 certificate of insurance covering this activity which names the City of Madison as "additional insured."

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 are:

Syed Abbas - [district12@cityofmadison.com <mailto:district12@cityofmadison.com>](mailto:district12@cityofmadison.com)

Rebecca Kemble - [district18@cityofmadison.com <mailto:district18@cityofmadison.com>](mailto:district18@cityofmadison.com)

Setup: Organizer will contact the East Parks Maintenance Supervisor, Spencer Werner at [swerner@cityofmadison.com <mailto:swerner@cityofmadison.com>](mailto:swerner@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 - on file.

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

Damage Deposit: Organizer will leave a \$1000.00 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 / 210 Martin Luther King, Jr. Blvd. Rm 104/ 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. - on file.

Setup: Organizer is responsible for cordoning off the portion of the parking lot that will be used for the event.

Amplification, Temporary Structures: There will be no amplification or temporary structures at the event.

Traffic Management during event: If traffic begins to back up on the main road through Warner Park, the event organizer will implement the plan B in their traffic plan to minimize back up.

WPCRC Parking Lot: Organizer is responsible for maintaining public access to the Warner Park Community Recreation Center and Warner Shelter parking lots. If traffic begins to back up near lot entrances, one or more volunteers, in safety vests, should direct vehicles to make sure access is maintained.

Food Distribution: Organizer will follow all [Health Department <https://www.publichealthmdc.com/environmental-health/food-safety>](https://www.publichealthmdc.com/environmental-health/food-safety) requirements and recommendations concerning food in the park.

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 \$ 50.00

Scheduling Fee	\$200.00
Vending Fee	<u>\$ 75.00</u>
Tentative Total	\$325.00