



Legislation Details (With Text)

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Title: Request from Madison Parks Foundation for the use of Olbrich Park for Makeshift Festival on Sunday, August 20, 2017, with set-up on Saturday, August 19 and clean up Monday, August 21.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Makeshift - full app.pdf

Date	Ver.	Action By	Action	Result
4/5/2017	1	BOARD OF PARK COMMISSIONERS	Approve	

Title
Request from Madison Parks Foundation for the use of Olbrich Park for Makeshift Festival on Sunday, August 20, 2017, with set-up on Saturday, August 19 and clean up Monday, August 21.

Body

X	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.
Bef ore Eve nt	
X	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: David Ahrens - district15@cityofmadison.com
X	Insurance: Organizer will submit a certificate of insurance covering this activity which names the City of Madison as Additional Insured. (If beer will be sold, this certificate must include liquor liability.)
X	Street Use: If the event will close street(s) or remove parking, event organizer must apply for a Street Use Permit <http://www.cityofmadison.com/specialevents/streetEvents/> .
X	Setup: Organizer will contact the East Parks Maintenance Supervisor, Craig Klinke, at ccklinke@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.
X	Setup: Organizer will submit a detailed parking/traffic plan for the event. No Event parking is allowed in Olbrich Gardens lot or the boat launch parking lot without required permits.
X	Setup: Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.

X	Setup: Organizer is responsible for cordoning off the portion of the parking lot that will be used for the event.
X	Alcohol: If alcohol will be sold at the event, organizer will request a permit for beer sales.
X	Alcohol: If alcohol is not permitted in the park, organizer must obtain a permit that allows alcohol consumption.
X	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.
X	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. / Madison, WI 53703
X	Vending: Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance.
During Event	
X	Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food in the park.
X	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 Click here to enter a date. and will get the Ticket Number for the location to the Parks Office.
X	Amplified Sound: If needed, a PA1 permit will be issued for amplification. Sound shall be limited to 75 decibels (dB) 125' from the source.
X	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.
X	If you require assistance or experience any unforeseen issues during your event, please contact the Park Rangers at (608) 235-0448.
After Event	
X	Organizer 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:	\$ 50.00
Park Event Scheduling Fee:	\$1,500.00
Temporary structure:	\$ 210.00 (first structure)
	\$ 100.00 (additional tents larger than 10'X10', staging, etc)
Amplified Sound:	\$ 60.00 (if needed)
Food/Merchandise Vending	\$ 75.00
Beer Sales	<u>\$ 700.00</u>
Tentative Total:	\$2,695.00

