



Legislation Details (With Text)

File #:	55262	Version:	1	Name:	Request from the Leukemia and Lymphoma Society for the use of Warner Park from Wednesday, October 9 through Friday, October 11, 2019 for the setup, event, and takedown for Light the Night Walk, an evening charity walk event.
Type:	Communication	Status:			Approved
File created:	4/2/2019	In control:			BOARD OF PARK COMMISSIONERS
On agenda:		Final action:			4/10/2019
Enactment date:		Enactment #:			

Title: Request from the Leukemia and Lymphoma Society for the use of Warner Park from Wednesday, October 9 through Friday, October 11, 2019 for the setup, event, and takedown for Light the Night Walk, an evening charity walk event.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Light the Night app.pdf

Date	Ver.	Action By	Action	Result
4/10/2019	1	BOARD OF PARK COMMISSIONERS	Approve	Pass

Title

Request from the Leukemia and Lymphoma Society for the use of Warner Park from Wednesday, October 9 through Friday, October 11, 2019 for the setup, event, and takedown for Light the Night Walk, an evening charity walk event.

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 to notify for this event is Larry Palm - district12@cityofmadison.com

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

Street Use: Organizer will apply for a Parade Permit. There may be a charge for this permit.

Setup: Organizer will contact the East Parks Maintenance Supervisor, Kristin Mathews, at 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.

Temporary Structures: There will be no staking of temporary structures in the parking lot. All temporary structures will be weighted down.

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

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

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. Room 104 / Madison, WI 53703

Vending: There will be no vending at the Light the Night Walk.

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

Equipment Security: The organizer is responsible for security of their equipment while it is setup in Warner Park. Madison Parks is not responsible for damage or theft of any equipment during the duration of the Light the Night Walk at Warner Park from 10/9/19-10/11/19.

Parking Lot: No event parking is allowed in the WPCRC parking lot.

Amplified Sound: A PA1 permit will be issued for amplification. Sound shall be limited to 75 decibels (dB) 125' from the source. Amplification will be allowed from 4:00pm to 8:00pm. There is a fee(s) for a PA1 permit.

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

Park Event Scheduling Fee:	\$200.00
Amplification Permit fee:	\$60
Temporary Structure Permit fee:	\$1210 (11 structures @\$110/ea)
Shelter Reservation:	<u>\$165.88</u>
Tentative Total:	\$1685.88