



## Legislation Details (With Text)

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SUBCOMMITTEE (Parks)

**On agenda:**      **Final action:** 5/11/2022

**Enactment date:**      **Enactment #:**

**Title:** Request from All Community Events for the use of Elver Park for the Jack O'lantern World event from September 19 - November 14, 2022. The setup will be contained to the 4 softball diamonds.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Jack O'lantern World - Elver Park Application.pdf, 2. Jack O'lantern World Information Packet 2022.pdf, 3. Jack O Lantern BPC Memo Final.pdf

Date	Ver.	Action By	Action	Result
5/11/2022	1	BOARD OF PARK COMMISSIONERS	Approve	
4/18/2022	1	FACILITIES PROGRAMS AND FEES SUBCOMMITTEE (Parks)	Re-refer	Pass

### Title

Request from All Community Events for the use of Elver Park for the Jack O'lantern World event from September 19 - November 14, 2022. The setup will be contained to the 4 softball diamonds.

### Body

#### Dates include:

- Setup September 19 - 30, 2022
- Event dates (tickets available to the public) on Thursdays - Sundays, September 30 - October 30, 2022
- Take down dates of October 30 - November 14, 2022

Request includes an extension of park hours (Fridays & Saturdays) with tickets being available to the public to purchase in 15-minute increments to control the capacity during peak hours for the following times:

- Thursdays, 6:00pm - 9:30pm (last ticket sold for 8:30pm)
- Fridays, 6:00pm - 11:00pm (last ticket sold for 10:00pm)
- Saturdays, 6:00pm - 11:00pm (last ticket sold for 10:00pm)
- Sundays, 6:00pm - 9:30pm (last ticket sold for 8:30pm)

Event activities: family-friendly event to celebrate Halloween and fall, with a half-mile long walk merging 1000s of hand-carved pumpkins displayed in 13 themed stations. Request includes beer and food sales, with beer sales ending one hour before closing time.

Madison Park's 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 [Public Health Madison and Dane County <https://www.publichealthmdc.com/coronavirus>](https://www.publichealthmdc.com/coronavirus) issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any [recommendations and guidelines <https://www.publichealthmdc.com/coronavirus/recommendations-and-guidance>](https://www.publichealthmdc.com/coronavirus/recommendations-and-guidance) that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

**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 Christian A. Albouras - [district20@cityofmadison.com <mailto:district20@cityofmadison.com>](mailto:district20@cityofmadison.com) & Barbara Harrington-McKinney - [district1@cityofmadison.com <mailto:district1@cityofmadison.com>](mailto:district1@cityofmadison.com)

**Certificate of insurance is required:** "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

**Setup:** Organizer will contact the West Parks Maintenance Supervisor, Chad Hughes, at [cmhughes@cityofmadison.com](mailto:cmhughes@cityofmadison.com) at least 30 days prior to your event to review site plans. Organizer must setup a walk through with the West Parks Maintenance Supervisor prior to the event setup and 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.

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

**Setup:** Organizer will not set up within the fenced softball diamonds and will provide access at for maintenance and construction activities within the fenced areas.

**Alcohol:** If alcohol will be sold at the event, organizer will request a permit for beer sales. There is a charge for this permit.-ON FILE.

**Alcohol:** If alcohol will be sold or served at the event, organizer must apply for and get an approved [Temporary Class B license <https://www.cityofmadison.com/clerk/documents/Temp%20B.pdf>](https://www.cityofmadison.com/clerk/documents/Temp%20B.pdf) from the City of Madison Clerk's Office.

**Overnight Security:** Madison Parks is not responsible for any equipment left overnight at Elver Park. Event organizer should hire overnight security as they deem necessary.

**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 / 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.

**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 9/19/22. There is a fee(s) for temporary structures.

**Maintenance Staff:** If event creates work for the Park's maintenance staff outside of their daily responsibilities for the duration of the setup, event and takedown at Elver Park, the organizer will be billed for those staffing hours.

**Ranger Staff:** If Madison Parks determines Ranger Staffing is needed for public safety, parking lot patrols, etc. for the duration of the setup, event and takedown at Elver Park, the organizer will be billed for those staffing hours.

**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.

**Clean Up During Event Dates:** Organizer is responsible for daily cleanup of the event area and parking lot as needed on the dates Jack O'lantern World is open to the public. Organizer will empty trash cans into dumpsters. Organizer will pay \$300 fee each time the dumpster must be emptied (Per Tip Charge).

**Closing Hours:** Organizer is responsible for ensuring attendees are out of the park and parking lot by 10pm on Thursdays and Sundays, and 11pm on Fridays and Saturdays. Signage at the event should alert attendees that they must leave the park at these times.

**Parking Lots:** There is no alcohol allowed in Madison Park's parking lots. Event organizer is responsible for posting signage and enforcing this among its event attendees.

**Parking Lots:** Madison Park's parking lots remain open to the public during the duration of the event setup, event days, and cleanup. Events are not allowed to charge for parking in Madison Park's parking lots.

**Parking Lots:** Event organizer is responsible for directing parking traffic for the event within the Elver Park parking lots. Event staff must wear florescent vests when working in the parking lots.

**Parking Lots:** Event organizer is responsible for posting signage and enforcing that there is No Parking allowed along the road connecting the parking lots. All event attendees must park in legal parking stalls.

**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 6:00pm - 9:30pm on Thursdays and Sundays and 6:00pm-11:00pm on Fridays and Saturdays. There is a fee(s) for a PA1 permit.

**Lighting:** Event organizer will coordinate with Madison Parks regarding lighting on the softball diamonds and in the parking lot. Organizer will pay lighting charge of \$50 per use when using softball field lights. If there is not sufficient lighting in the parking lots during closing hours, event will provide light towers where Madison Parks deems necessary.

**Elver Park shelters:** Madison Parks will block off shelter reservations at Elver Park for the 4pm-10pm reservations on Thursdays - Sundays, from September 30 - October 30, 2022 as there will be limited to no parking available for anyone who would want to reserve those shelters. All Community Events will be charged for the lost revenue of those shelter reservations.

**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.

Organizer will setup a walkthrough after the event cleanup is complete with the West Parks Maintenance Supervisor to determine if damage was incurred during the event.

Parks staff will review the event for compliance to the established conditions and true impact to the public and City's operations. This review will determine what remediation (if any) is needed, establish considerations for future events and/or establish a requirement for Board of Park Commission or Facilities, Programs and Fees Subcommittee's approval of future permitting.

**Estimated Fees**

Application Fee	\$	50.00
Scheduling Fee	\$	1500.00
Shelter Reservation Fees	\$	4000.00
Softball Reservation Fees	\$	52,800.00
(based on 4 softball fields @ \$20/hour, 55 days, 12 hours/day)		
Amplification Permit Fees	\$	1640.00
Temporary Structure	\$	110.00
Beer/Wine Sales Permit	\$	700.00
\$50/day		\$ 900.00
Umbrella Vending Permit	\$	845.00
\$50/day		\$ 900.00
Dumpster (per tip)	\$	300.00
Barrels		\$ 300.00
<b>Estimated Total</b>		<b>\$64,045.00</b>