



Legislation Text

File #: 41595, **Version:** 1

Title

Request from All Community Events for the use of Olin Park for the Mother's Day 5K on Sunday, May 8, 2016.

Body

Madison Parks staff proposes the following conditions for the Board of Park Commissioner's consideration:

1. 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.
2. 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: Sheri Carter - district14@cityofmadison.com
3. 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.)
4. Organizer will apply for a Parade Permit.
5. If the event will close street(s) or remove parking, event organizer must apply for a Street Use Permit.
6. Organizer will contact the Central Parks Maintenance Supervisor, Lisa Laschinger, at llaschinger@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.
7. Organizer will leave a \$3,000.00 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.
8. 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 / PO BOX 2987 / Madison, WI 53701-2987
9. Organizer will pick up keys for shelters and/or bathrooms in the Parks office a few days before 5/8/2016, in exchange for a refundable \$300.00 deposit.
10. Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.
11. There will be no temporary structures larger than 10'x10' or vending at the event.
12. Amplification will be allowed from 8:00a to 11:00a, but sound will be kept to a reasonable level at all times.
13. No glass containers are permitted in the park.
14. There is no driving or parking of vehicles on grass.
15. 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.
16. Organizer is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.
17. If your reservation is longer than 3 hours and you require parking passes, they are available upon request. Parking Passes are only valid during the time of your reservation and must be placed in the windshield of the car in the parking area. Please contact the Parks Office at 264-9289 with any questions.

18. If you require assistance or experience any unforeseen issues during your event, please contact the Park Rangers at (608) 235-0448.

Estimated Fees

Application fee:		\$50.00
Park Event Late Application Fee:	\$250.00	
Park Event Scheduling Fee:	\$500.00	
Shelter Reservation:	\$527.50	
Amplified Sound:		\$100.00
Tentative Total:		\$1,427.50