



Legislation Text

File #: 51501, **Version:** 1

Title

Request from Madison Parks Foundation for the use of Tenney Park for Makeshift Festival from August 11 - 13, 2018. The event is on Saturday, August 12.

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.

BEFORE EVENT

Notification: As a courtesy, please notify area alder(s) 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: Ledell Zellers - district2@cityofmadison.com

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.)

Setup: Organizer will contact the East Parks Maintenance Supervisor, Kristin Mathews, kmathews@cityofmadison.com <<mailto:kmathews@cityofmadison.com>>, at least 30 days prior to the event to review site plans. Organizer must abide by all recommendations/stipulations provided by the Maintenance Supervisor.

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/) <<http://www.cityofmadison.com/specialevents/streetEvents/>>.

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

Alcohol: If beer / wine is served or sold at the event, the organizer must have a [Temporary \(Picnic/Beer\) Permit](http://www.cityofmadison.com/clerk/licenses-permits) <<http://www.cityofmadison.com/clerk/licenses-permits>> from the Clerk's Office and an exemption from the alcohol free restriction at Tenney Park. If alcohol is sold at the event, organizer must have a park event Beer/Wine Sales permit.

Park Use: Organizer will pick up keys for shelters and/or bathrooms in the Parks office a few days before 8/12/2018, in exchange for a refundable \$75.00 deposit.

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

DURING EVENT

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

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 8/19/2017 and will get the Ticket Number for the location to the Parks Office.

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.

AFTER EVENT

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:	\$ 600.00 (\$100 x 6)
Amplified Sound PA 1	\$ 60.00
Beer/Wine exemption	\$ 55.00
Barrels (8 min.)	<u>\$ 150.00</u>
Total:	\$2,360.00