



Legislation Text

File #: 51976, **Version:** 1

Title

Request from Madison Parks Foundation for the use of Olbrich Park for Picnic in the Park from October 11 - October 15, 2018. The event is on Saturday, October 13.

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.

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 & Marsha A. Rummel - district6@cityofmadison.com

Organizer will contact Olbrich Botanical Gardens, Patti Jorenby at pjorenby@cityofmadison.com [<mailto:pjorenby@cityofmadison.com>](mailto:pjorenby@cityofmadison.com), to coordinate schedules and determine parking restrictions/availability at the Gardens on the day of the event.

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.)

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/>](http://www.cityofmadison.com/specialevents/streetEvents/).

Organizer will contact the acting 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.

Organizer will leave a \$1,000.00 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. This can be done via check or charge, but it **must** be separate from your invoice payment.

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 53701-2987

There will be no vending or amplified sound at the event.

Lakeland Ave will be closed to through traffic and a detour will be posted for bike and pedestrian traffic.

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

Olbrich restrooms are closed for the season prior to the event date. Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.

If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.), organizer will contact Digger's Hotline (811) approximately ten days before 10/11/18.

No glass containers are permitted in the park.

There is 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.

Organizer is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.

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 Scheduling Fee:	\$1,500.00
Temporary structure:	\$ 400.00
Barrels (8 min.)	<u>\$ 150.00</u>
Total:	<u>\$2,100.00</u>