



Legislation Text

File #: 53044, **Version:** 1

Title

Request from the Madison Nordic Ski Team for the use of Elver Park on Saturday, December 22 through Sunday, December 23, 2018 for CXC Cup Holiday Sprints.

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: 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:

Barbara Harrington-McKinney - district1@cityofmadison.com

Insurance: Organizer will submit a certificate of insurance covering this activity which names the City of Madison as Additional Insured.

Park Use: Madison Parks will schedule a planning meeting with Madison Nordic Ski Team two months prior to the event to discuss and review event details and conditions for the event.

Setup: Organizer will coordinate event activities with Park operations and ranger staff to determine time, signage and staffing for closing the cross country course during CXC races.

Setup: Organizer will contact the West Parks Maintenance Supervisor, Laura Bauer, at lbauer@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.

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.

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/ Room 104 / 210 Martin Luther King, Jr. Blvd. / Madison, WI 53703

Vending: There will be no vending at this event.

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 12/22/2018 and will get the Ticket Number for the location to the Parks Office. There is a fee(s) for temporary structures.

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 8am to 2pm, on 12/22/18 & 12/23/18. There is a fee(s) for a PA1 permit.

Organizer must have staff/volunteers monitoring volunteer parking in the Elver Park lot at all times during the event.

Events at the CXC Cup Holiday Races will only take place if the ground is frozen and adequate snow is available.

No salt or fertilizer is to be used on the fields prior to or during the CXC Cup Holiday Sprints.

Park Rangers will be assigned to the event to monitor and provide assistance for unforeseen issues during the events. There will be charges for this service.

If Winter Park Attendants are needed outside of regularly scheduled hours, Madison Nordic Ski Team will be charged for staffing.

Cross country ski event participants must have a daily ski permit. Madison Nordic Ski Team will collect the permit fees and will send a lump sum payment to Madison Parks within 30 days after the event.

If any last-minute snowmaking is required for the CXC Cup Holiday Sprints, this must be done far enough away from the skating rink, so as not to cause any issues.

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.

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
Scheduling Fee	\$750
Shelter Reservation Fee	\$425
PA1	\$120
Temporary Structure	
Ranger Staffing	
Winter Attendants	