



Legislation Text

File #: 54979, **Version:** 1

Title

Request from the Epilepsy Foundation Heart of Wisconsin for the use of Vilas Park on Saturday, June 22, 2019 for Sharon's Ride.Run.Walk.

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.

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 are Allen A. Arntsen - district13@cityofmadison.com
(The alder for this district will change soon, but the email will remain the same.)

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

Street Use: Organizer will apply for a [Parade Permit](https://www.cityofmadison.com/trafficengineering/paradepermit.cfm)
<<https://www.cityofmadison.com/trafficengineering/paradepermit.cfm>>.

Setup: Organizer will contact the Central 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 abide by all recommendations/stipulations provided by the Maintenance Supervisor.

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

Park Use: Organizer will pick up keys for shelters and/or bathrooms in the Parks office a few days before 6/22/2019, in exchange for a refundable \$50.00/key deposit.

Damage Deposit: 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.

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. / Madison, WI 53703

Vending, Temporary Structures, or Amplification: There will be no vending, temporary structures (larger than 10x10), or amplification at the event.

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

Parking: For events at Gates of Heaven, Brittingham, Olin, and Vilas: 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.

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.

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:		\$50.00
Park Event Scheduling Fee:	\$200.00	
Vilas Park Shelter Reservation:	<u>\$175.00</u>	
Tentative Total:		\$425.00