



Legislation Text

File #: 55257, **Version:** 1

Title

Request from the Vernardos Circus for the use of Elver Park from Wednesday, August 21 through Sunday, September 1, 2019 for the setup, event, and take-down.

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 to notify for this event is Barbara Harrington-McKinney - district1@cityofmadison.com

Insurance: Organizer will submit a \$1,000,000 certificate of insurance covering this activity which names the City of Madison as "additional insured."

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.

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 8/21/2019 and will get the Ticket Number for the location to the Parks Office. There is a fee(s) for temporary structures.

Setup: Organizer will submit a detailed parking/traffic plan for the event-on file.

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

Setup: When the forklift is used for event setup, plywood, a minimum of ½" thick, must be placed on the grass where it will be driven.

Parking: For security purposes, one RV camper will be permitted to park overnight at Elver Park as indicated on attached site map, for the duration of the setup, event and takedown.

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

Vending: Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance-on file. There is a fee(s) for a vending permit.

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

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:

Wed, Thu, & Fri: 8/22, 8/23, 8/28, 8/29, & 8/30: 7pm-8:30pm

Sat: 8/24 & 8/31: 1pm-2:30pm, 4pm-5:30pm, & 7-8:30pm

Sun: 8/25 & 9/1: 1pm-2:30pm & 5pm-6:30pm.

There is a fee(s) for a PA1 permit.

Equipment Security: The organizer is responsible for security of their equipment while it is setup in Elver Park. Madison Parks is not responsible for damage or theft of any equipment during the duration of the Vernardos Circus at Elver Park from 8/21/19-9/1/19.

Parking Lot: Elver Park parking lots are open to the public. Organizer may not charge for parking in Elver Park parking lots.

Portable Toilets: Servicing of portable toilets during the run of the event must be done from the gravel path. Service vehicles are not allowed to drive on the grass.

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.

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:	\$750.00
Facility Rental fee:	\$1650.00 (6 wkdy @\$100 + 6 wknd @\$175)
Amplification fee:	\$540.00 (PA1 @\$60x9 days)
Temporary Structure fee:	\$110.00
Vending fee:	<u>\$675.00</u> (\$275 + \$50x8 additional days)
Tentative Total:	\$3775.00