

# NEIGHBORHOOD & COMMUNITY GROUP PARK EVENT APPLICATION

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Park Requested: \_\_\_\_\_ Use of Shelter: ☐ Yes ☐ No Estimated Attendance: \_\_\_\_\_

## EVENT ORGANIZER/SPONSOR INFORMATION

Neighborhood or Community Group: \_\_\_\_\_

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☐ No

**MANDATORY: State Sales Tax Exemption Number:** ES#: \_\_\_\_\_

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Phone During Event: \_\_\_\_\_

Email: \_\_\_\_\_

FAX: \_\_\_\_\_

Organization or Event Website: \_\_\_\_\_

Date(s) of Setup: \_\_\_\_\_

Setup Start and End Times: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Event Start and End Times: \_\_\_\_\_

Date(s) of Take-Down: \_\_\_\_\_

Take-Down Start and End Times: \_\_\_\_\_

Rain Date (if any): \_\_\_\_\_

Does this require reserving the shelter during setup? ☐ Yes ☐ No

## PERMITS

Will you have amplified sound at this event? ☐ Yes ☐ No  
(If Yes, from \_\_\_\_\_ to \_\_\_\_\_)

Will you sell anything in the park? ☐ Yes ☐ No

Will you serve any food or beverage? ☐ Yes ☐ No  
If Yes, what: \_\_\_\_\_

Will you serve beer/wine? ☐ Yes ☐ No

Will you sell beer/wine? ☐ Yes ☐ No

Will you put up any temporary structures, such as tents, stages, inflatables? ☐ Yes ☐ No

Note that permits are not required for 10' x 10' pop-up tents.

## APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# NEIGHBORHOOD & COMMUNITY GROUP PARK EVENT SITE MAP

Please provide an Event Site Map and a route plan (if applicable).

- Site plans should include, but are not limited to, the following: location of tents, stages, fencing, vendors, portable toilets, beer gardens, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.
- The site plan should also include areas within the requested park that will be used for the event including parking lots, shelters, ball diamonds, soccer fields, ped/bike paths, tennis courts, volleyball courts and any other specific park features that are included in the plans for the event.
- A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity. A helpful online resource for route mapping is [Map My Run](#).
- If the event includes a run/walk component, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a [Parade Permit](#).

***Provide Detailed Event Site Map:***

## TEMPORARY STRUCTURE FORM

**Will temporary structures be set up at the event?**

☐ Yes ☐ No

*If Yes, please continue. If No, skip this form.*

Temporary structures include, but are not limited to tents larger than 10' x 10', staging, trailers, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are NOT ALLOWED without special permission from Madison Parks.

### **\*REQUIRED FOR STAKING IN A MADISON PARK\***

#### **Diggers Hotline, 811 or 1-800-242-8511**

You must call Diggers Hotline 10-14 days before your event to schedule their work. Their work must be done no more than 10 days before your event. You **MUST** meet this timeline. They will ask for an address—please also tell them specifically that this is a park and give them the name of the park. Diggers Hotline will assign you a Ticket Number.

#### **Inflatable Vendors**

The agency from which you rent an inflatable must have its merchandise approved subject to SPS 334. You will need to confirm this with your vendor.

#### **Tents and Canopies Permit**

The Notification of Operation permit is required for tents in excess of 400 sq. ft. An application is available online: <http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm>, (608) 266-4457.

Event/Name of Group: \_\_\_\_\_

### **TEMPORARY STRUCTURE INFORMATION**

- What type of temporary structure(s) do you plan to have? (Dimensions required)

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging		
Tent		
Trailer		
Inflatable		
Other		

- Company installing the structure(s): \_\_\_\_\_

### **TEMPORARY STRUCTURE PERMIT FEES**

- With a shelter reservation: \$110/structure
- Without a shelter reservation: \$220/first structure
  - » Additional temporary structures: \$110/structure

# NEIGHBORHOOD & COMMUNITY GROUP PARK EVENT EQUIPMENT REQUEST

Do you have a need for additional\* trash barrels and/or tables?

☐ Yes ☐ No

If Yes, please continue. If No, skip this page.

*\*Email [madisonevents@cityofmadison.com](mailto:madisonevents@cityofmadison.com) to ask about how many are already available at your requested location.*

Two weeks' notice is required if trash barrels and picnic tables need to be delivered for an event.

- With two weeks' notice, up to 4 barrels and 4 tables will be delivered free of charge.
- If additional equipment is requested, there will be a \$150/trip charge.
- Requests made less than two weeks in advance are charged the \$150/trip charge for any requested equipment.

Please indicate your trash barrel needs:

Please indicate your table needs: