

# Temporary Structures in Parks Instructions

Temporary structures are tents (larger than a 10X10 pop up), staging, trailers, inflatables, and dunk tanks. Because of the increasing number of underground utilities and the danger to the public and to property from damaging them, the Parks Division **must** be involved when anyone wishes to install any temporary structure that penetrates the ground in a public park. In addition, Wisconsin Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advance notice to Digger's Hotline.

A permit is required for the placement of any of these temporary structures. However, you are only required to contact Digger's Hotline if the ground will be **penetrated** by stakes, tools, or equipment. No permit is required for the placement of chemical toilets, volleyball nets, or pop-up tents that are 10' X 10' or smaller. Also, no permit is required for inflatables 15' x 15' or smaller, **provided they are anchored without stakes.**

Diggers Hotline is a statewide one-call notification system which provides advance notice to public utilities of intended excavation which may impact underground and overhead utility service.

Prior to installation of structures which involve putting stakes in the ground in public parkland, the following steps must be taken:

## ◆ Temporary Structure Permit Application

Please answer all the questions as fully and accurately as you can. Return the completed application, with your payment, at least 5 business days prior to your event. The permit fee for placement in a designated structure area is \$155.00, and for placement in a non-designated area is \$285.00. The successive day fee is \$75.00. These figures include sales tax.

## ◆ Digger's Hotline, 1-800-242-8511

Call Digger's Hotline no earlier than 14 days before your event, and **no later than 5 working days prior to the event.** You **must** meet this timeline. There are no exceptions.

Digger's Hotline will assign you a Ticket Number for each area that will be excavated. You must furnish this number to the **Parks Office at least 5 days prior to your event.** You may fax or call us. Be sure to give us your name, the park site, and the date that the tent will be installed.

## ◆ Insurance

We need proof of insurance. The following rental agencies have insurance on file with us which meets the City of Madison's requirements:

A-Z RentAll, Bucky's Tent Rental, Capital City Tent Rental, Gallagher Tent & Awning, Just Jumpin' LLC, and Kangaroo Hop.

If you rent from one of these businesses, you do not need to provide insurance. Otherwise, please contact the City of Madison's Risk Manager, at 266-5965 for information on what coverage is necessary.

## Fire Department Requirement

A permit from the Madison Fire Department is required to operate an air supported temporary membrane, a tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet. Please contact the Fire Department's Fire Prevention Division at 266-4420 for more information.

If you have any questions about this process, please call the Parks Office at 266-4711.

Madison Parks Division  
P.O. Box 2987  
Madison, WI 53701-2987

210 MLK Jr. Blvd  
Suite 104  
PO Box 2987  
Madison, WI 53701

Phone: 608/266-4711  
Fax: 608/267-1162  
TTY: 608/267-4980  
[www.cityofmadison.com/parks](http://www.cityofmadison.com/parks)



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---KEEP THIS SHEET FOR YOUR RECORDS---

# Temporary Structure Permit Application

Temporary structures, such as tents, staging, trailers, dunk tanks, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the Park Office no later than 5 days prior to the event.

Today's Date \_\_\_\_\_

## Event Organizer Information

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

## Event Information

Event Name \_\_\_\_\_

Park Requested \_\_\_\_\_ Event Date \_\_\_\_\_

Number of people \_\_\_\_\_

## Temporary Structure Information

- ◆ **What type of temporary structure do you plan to have? How many?**  
Tent \_\_\_\_\_ Dunk Tank \_\_\_\_\_ Staging \_\_\_\_\_  
Inflatable \_\_\_\_\_ Trailer \_\_\_\_\_ Other (please specify) \_\_\_\_\_
- ◆ **Size and/or Dimension** \_\_\_\_\_
- ◆ **Time duration this structure will be in the park** \_\_\_\_\_
- ◆ **Diggers Hotline Ticket Number** \_\_\_\_\_  
(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Park Office at least 5 days prior to the event. You may call 266-4711 or fax 267-1162 the ticket number to the Parks Office.)
- ◆ **Location of the structure in the park.** You must attach a park map. Park maps can be downloaded from Parks website or obtained in Parks Office.  
Web address: [www.cityofmadison.com/parks](http://www.cityofmadison.com/parks)
- ◆ **Is the structure going in a designated structure area?** yes no
- ◆ **Company installing the structure** \_\_\_\_\_
- ◆ **Do you or the tent installer have insurance to cover the placement of this structure for your event?** yes no

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