

SHELTER RESERVATION TEMPORARY STRUCTURE PERMIT APPLICATION

Temporary structures, such as tents, staging, trailers, inflatables, promotional equipment, or similar structures will only be allowed in a park with a shelter reservation and a Temporary Structure Permit (\$110).

Your completed application and payment are due 10 days or more before your reservation. Send the completed application to parks@cityofmadison.com and make the payment by phone or in person before your reservation.

ORGANIZER INFORMATION

Contact Person: _____

Email Address: _____ Phone During Event: _____

RESERVATION INFORMATION

Purpose: _____

Reservation Number (see confirmation receipt): _____ Hours of Reservation: _____

Park Requested: _____ Event Date: _____

TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have?

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging		
Tent		
Trailer		
Inflatable (see below)		
Other (specify)		

- Time duration this structure will be in the park (if outside reservation time, a permit may be required; please call for details.): _____

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.

- You must attach a park map that indicates the location of the structure in the park.
- Company installing the structure: _____
- Do you or the tent installer have insurance to cover the placement of this structure for your event? Yes No

INFLATABLES

The company from which you rent an inflatable **must** have its merchandise approved subject to [Wis. Admin. Code § SPS 334](#). You will need to confirm this with your vendor and be able provide the Parks Division with a copy and/or proof of the associated documentation. Inflatables must be anchored to the ground either by staking or using weights for secure placement. Staking requires you to contact Diggers Hotline.

If you have any questions about this process, please call the Parks Division at (608) 266-4711.

Parks Lakeside Offices
 330 E. Lakeside St.
 Madison, WI 53715
 Phone: (608) 266-4711
parks@cityofmadison.com

Diggers Hotline
 811
 (800) 242-8511
www.diggershotline.com