

SHELTER RESERVATION TEMPORARY STRUCTURE PERMIT APPLICATION

Temporary structures, such as tents, staging, trailers, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit. With the reservation of a shelter, the temporary structure fee is \$110.00 per structure. Please answer all the questions as fully and accurately as you can. **Return this completed application, with your payment, at least 10 business days prior to your event to parks@cityofmadison.com.**

ORGANIZER INFORMATION

Contact Person: _____

Email Address: _____ Phone During Event: _____

EVENT INFORMATION

Event Name: _____

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 (can only be during reservation): _____

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 SPS 334. You will need to confirm this with your vendor and be able to provide the Parks Division with a copy and/or proof of the associated documentation. Inflatables must be staked to the ground, which will require contact with Diggers Hotline.

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

Office Location:
210 Martin Luther King Jr. Blvd.
Room 104
Madison, WI 53703
Phone: (608) 266-4711

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