PARK EVENT PERMIT APPLICATION

MADISON PARKS

CONTACT INFORMATION

Name of Event: _____

Event Organizer / Sponsor: _____

Organization / Sponsor Address: _____

Organization / Sponsor website: _____

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

MANDATORY: State Sales Tax Exemption Number: CES#: _____

Day-of contact info:

Primary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

Secondary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

EVENT INFORMATION

OCCURRENCE:

☐ One-Day Event
☐ Multi-Day Event (consecutive days)
☐ Recurring Event (weekly, monthly)

TYPE OF EVENT (select all that apply):

☐ Music / Concert / Festival
☐ Athletic Competition
☐ Free Community Gathering / Health Fair
☐ Fundraiser
☐ Other: _____

EVENT DATES (see page 2 for detailed schedule form)

Set Up - Date(s): _____ Event Start - Date(s): _____

Clean Up - Date(s): _____ Event End - Date(s): _____

LOCATION INFORMATION

Park Requested: _____

Requesting use of shelter: ☐ during set up ☐ during event ☐ during cleanup

Requesting use any athletic fields: ☐ Yes ☐ No ☐ Unsure

EVENT DATES (select all that apply for the event)

Annual Event? ☐ Yes ☐ No

Vending? ☐ Yes ☐ No

Serving beer/wine? ☐ Yes ☐ No

Public Amplification? ☐ Yes ☐ No

Temporary Structure? ☐ Yes ☐ No

Selling beer/wine? ☐ Yes ☐ No

APPLICATION SIGNATURE: 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 ISSUED. THE ORGANIZATION OR PERSON TO WHICH A PERMIT IS ISSUED WILL BE RESPONSIBLE FOR THE CONDUCT OF THE EVENT, THE CONDITION OF THE PERMITTED AREA, AND ACTUAL FEES FOR SERVICES PROVIDED. FALSIFICATION OF INFORMATION ON THE APPLICATION WILL RESULT IN FORFEITURE OF UP TO $200 PER FALSIFIED ITEM.

Applicant Signature: _____ Date: _____

PARK EVENT PERMIT APPLICATION

ATTENDANCE AND SCHEDULE FORM

ESTIMATED ATTENDANCE

Estimated average daily attendance for event: _____ Estimated total attendance for event: _____

DAILY ATTENDANCE INFO:
Date: _____ Estimated attendance (total): _____ Peak time / attendance: _____
Date: _____ Estimated attendance (total): _____ Peak time / attendance: _____
Date: _____ Estimated attendance (total): _____ Peak time / attendance: _____
Date: _____ Estimated attendance (total): _____ Peak time / attendance: _____

EVENT SCHEDULE (be as detailed as possible)
EVENT SCHEDULE SHOULD INCLUDE, BUT NOT LIMITED TO:
SETUP DATE(S)/TIMES * PARK SHELTER USE DATE(S)/TIMES * EVENT DATE(S)/TIMES * CLEANUP DATE(S)/TIMES * VENDOR SETUP/TAKE DOWN DATE(S)/TIMES * CONCERT SETUP/SET TIMES/TAKE DOWN * TEMPORARY STRUCTURE SETUP/TAKE DOWN * RUN/WALK START/END TIMES * SPECIFIC ADVERTISED ACTIVITIES THAT WILL DRAW A CROWD * ETC.

(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) *INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*

PARK EVENT PERMIT APPLICATION

SITE MAP

A site map is required for all Park Event permit requests that will have setup outside of a Park shelter. The information you should include on your site map depends on the details of the event request (location, setup, etc.)

Please submit your site map as a separate attachment.

Site Map Requirements

- Identify requested Park
- Event perimeter
  - Indication if putting up fencing
  - Indication of each entry and exit point
- Temporary Structures (stages, tents, portable toilets, inflatables, etc.)
  - **must include dimensions of each structure**
- ADA accessible pathways within the event perimeter
- Signage, banner placement
- Vendor area(s)
- Beer/wine tent(s), garden(s), etc.
- Garbage/recycling receptacles and / or dumpster placement
- Route map(s) – if applicable
  - Indication of any bike path usage along the route
  - Water station or portable toilet locations along the route

PUBLIC IMPACT

What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts? Have you communicated with any residents/businesses that may be impacted by the event?

PARK EVENT PERMIT APPLICATION

CERTIFICATE OF INSURANCE

Requirement of a Certificate of Insurance will be noted on the Permit Conditions for your event .

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
  - The determination is based on the risk level of an event.
  - Risk level is determined by such things as, but is not limited to:
    - Activities planned for the event
    - Anticipated attendance
    - Beer/alcohol
    - Potential for injury
    - Size and nature of the event

- If a Certificate of Insurance is required, the event organizer must:
  - Submit a general liability insurance policy certificate
    - **30 days prior to the event date**
    - In the amount of $1,000,000 (unless otherwise specified)
    - Naming the City of Madison as Additional Insured.
  - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
    - **60 days prior to the event date**
    - Will also be required for the Temporary B Picnic License

- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office
  City Risk Manager
  210 Martin Luther King, Jr. Blvd., Rm. 406
  Madison, WI 53703
  Phone: (608) 266-5965
  Fax: (608) 267-8705
  Risk Manager Email
  eveum@cityofmadison.com
  jaustin2@cityofmadison.com

INDEMNIFICATION CLAUSE FOR PERMITS

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 ISSUED. THE ORGANIZATION OR PERSON TO WHICH A PERMIT IS ISSUED WILL BE RESPONSIBLE FOR THE CONDUCT OF THE EVENT, THE CONDITION OF THE PERMITTED AREA, AND ACTUAL FEES FOR SERVICES PROVIDED. FALSIFICATION OF INFORMATION ON THE APPLICATION WILL RESULT IN FORFEITURE OF UP TO $200 PER FALSIFIED ITEM.

PARK EVENT PERMIT APPLICATION

MADISON PARKS

PUBLIC AMPLIFICATION FORM

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Will you be using public amplification at your event? ☐ Yes ☐ No

If No, you can skip this form.
If Yes, you must complete this form.

AMPLIFICATION INFORMATION

Name of Event: _____

Type of Amplified Sound:

☐ Sound System
☐ Speeches/Announcements
☐ Karaoke
☐ Band(s) (names): _____
☐ DJ (names): _____
☐ Other (please specify): _____

Amplification Schedule:

- You must include any sound checks or equipment testing, in the amplification schedule.

Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____

Public Amplification Permit 1 – (PA1) - $60 / 6 hours ☐ Yes ☐ No

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Additional Hour(s) between 8AM and 10PM: $20
- Extraordinary extension to 11 PM (requires Park Commission approval): $50
- Special Conditions:
  - » Two 6 hour permits can be purchased on a day.
  - » No carryover of hours unused on one date may be applied to a second date.

Public Amplification Permit 2 – (PA2) - $150 / 6 hours ☐ Yes ☐ No

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Additional Hour(s) between 8 AM and 10 PM: $30
- **Non-compliance action**
  - » A warning will be given to comply with the conditions of the permit. If a second warning is required, a citation will be issued to the responsible party for violation of MGO 8.29. A third violation will result in the amplification being ordered to cease immediately.

PARK EVENT PERMIT APPLICATION

MADISON PARKS

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/doINeedAPermit.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

PARK EVENT PERMIT APPLICATION

PARK EVENT VENDING PERMIT FORM

Will you be having vending at your event? ☐ Yes ☐ No

If No, you can skip this form.
If Yes, you must complete this form.

Name of Event: _____

Event organizers/sponsors are responsible for submitting a list of event vendors at least two weeks prior to the event to the City of Madison.

- How many for-profit vendors will be at the event? _____
- How many non-profit vendors will be at the event? _____

VENDING PERMIT FEES:

Single Non-Profit Vendor permit	$ 75.00
Each additional day	$ 25.00
Single Vendor permit	$ 275.00
Each additional day	$ 50.00
Umbrella Vendor permit (multiple vendors, up to 7 vendors)	$ 845.00
Each additional day	$ 50.00

Events on City of Madison property are also required to submit event and food vendor information to Public Health of Madison and Dane County. Food vendors are required to have a Transient Food Stand License or Mobile Food Establishment License from PHMDC, contact leadmin@publichealthmdc.org for requirements or questions.

Events with vendors, in the State of Wisconsin, are also required to submit a S-240 form to the WI Department of Revenue.

VENDOR LIST

(Submit separate list as needed – include all info below for each vendor)

Legal Business Name	Address	Contact (name)	Email	WI sellers permit #	Food OR Merchandise	Nonprofit
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No

PARK EVENT PERMIT APPLICATION

PARK EVENT BEER/WINE SALES PERMIT FORM

Will you be serving or selling beer/wine at your event? ☐ Yes ☐ No

If No, you can skip this form.

If Yes, there is important information on this form about City of Madison licensing requirements, continue reading.

Temporary B Picnic License – APPLICATION DUE AT LEAST 60 DAYS BEFORE EVENT
A Temporary B Picnic License is required if you plan on serving or selling beer/wine at your event.

A Certificate of Insurance with liquor liability is also due with the Temporary B Picnic License at least 60 days before the event.

Temporary B Picnic License
Temporary B Picnic License FAQ
Submit to:
City of Madison Clerk's Office
210 MLK Jr Blvd, Room 103
Madison, WI 53703
licensing@cityofmadison.com
608-266-4601

Will you be sellling beer/wine at your event? ☐ Yes ☐ No

If No, you can skip this rest of this form.

If Yes, you must complete this form.

Street Use Event Beer/Wine Selling Permit
Permit fee is $700.00.

Name of Event: _____

I understand I must obtain a Temporary B Picnic License in order to sell beer/wine at my event. *(initial)*_____

I understand I must submit a Certificate of Insurance with Liquor Liability along with the Temporary B Picnic License application at least 60 days before the event date to the Clerk's Office. *(initial)*_____

If the Temp B Picnic License is denied, the event will be:
☐ Canceled
☐ Not Canceled

PARK EVENT PERMIT APPLICATION

PARK EVENT CLEANUP AND RECYCLING PLAN

Events are required to submit a clean-up and recycling plan with their application. Plans should include number and location(s) for garbage/recycling containers and dumpsters, collection during event, disposal after the event and any other relevant information.

Park Events can request additional Madison Parks trash barrels. Please email madisonevents@cityofmadison.com to find out how many receptacles are already in the Park so you can determine if you need to request more.

Will you be renting City of Madison receptacles? ☐ Yes ☐ No

Name of Event: _____

Location (where should they be delivered in the Park?): _____

Please indicate quantity of trash barrels: _____
Please indicate quantity of recycling barrels: _____

8 barrel minimum: Each increment of up to 8 barrels $150 ($142.18 no tax)

If you are not requesting City equipment, please provide the name and contact information of the collection agency providing equipment or services for the event. _____

Any group that leaves an area in a condition that requires special clean-up by City crews will be charged the full cost of clean-up.

If you need assistance with your clean-up and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

Provide detailed trash/recycling/clean-up information (please submit as a separate document if needed):

PARK EVENT PERMIT APPLICATION

PARK EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you want your event listed on the City of Madison Online Event Calendar? ☐ Yes ☐ No

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

CITY OF MADISON CALENDAR OF EVENTS

If you want your event to be listed on the City of Madison online event calendar, please complete the Marketing Information form. Your event will only be included on the calendar if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendar.
**required info*

*Official Name of Event: _____

*Location: _____

Public Contact Phone: _____

*Website: _____

*Admission Cost: _____

*Date of Event: _____

*Beginning Time of Event: _____ *End Time of Event: _____

*Two sentence description of event (short promotional description of the event):

_____

_____

_____

_____

Poster Kiosks on the Capitol Square and State Street

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are placed in the kiosks approximately every 1-2 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, max size 12”x17”, up to one month in advance of your event. Drop off at the Parks Division, 330 E Lakeside St, Madison, WI 53715, Monday – Friday, 8:00 am – 4:30 pm.

EVENT ACCESSIBILITY

Residents with disabilities are an important part of the Madison community. Under the Americans with Disabilities Act, people with disabilities must be able to enjoy "the same goods, services, facilities, privileges, advantages, or accommodations" that are available to other members of the public. This includes public events.

This guide will help you plan for accessibility and make sure your event meets the minimum requirements for an event permit from the City of Madison. We recommend that you revisit this form on the days leading up to your event and on the day of the event.

Resources

- ADA National Network's A Planning Guide for Making Temporary Events Accessible to People With Disabilities
- City of Madison Disability Rights and Services website has information about accessible parking, service and animals, language access services, and other topics.
- The Disability Rights and Services Program can provide you with support and consultation to help you plan an accessible event and for guidance in responding to requests for reasonable accommodations. Contact Rebecca Hoyt, Disability Rights and Services Specialist at (608) 266-6511 or RHoyt@cityofmadison.com.

EVENT ACCESSIBILITY

These questions help the city ensure that basic elements of accessibility will be provided at your event. **Complete all parts of this form that are relevant to your event.** By submitting this form, you agree to provide the accessibility features described here at your event.

Event Materials

Your event materials must include a contact for language access and reasonable accommodation requests on all marketing materials for the event. Sample Language: *If you need interpretation, translation, or a reasonable accommodation contact* _____.

Who will be the contact person for your event?

Name: _____

Email: _____

Phone: _____

How do you plan to provide materials in an alternative format such as braille, large print, or audio format if requested?

_____

_____

_____

Will you have volunteers or staff available to assist people with access needs on the day of the event? Who and how many?

_____

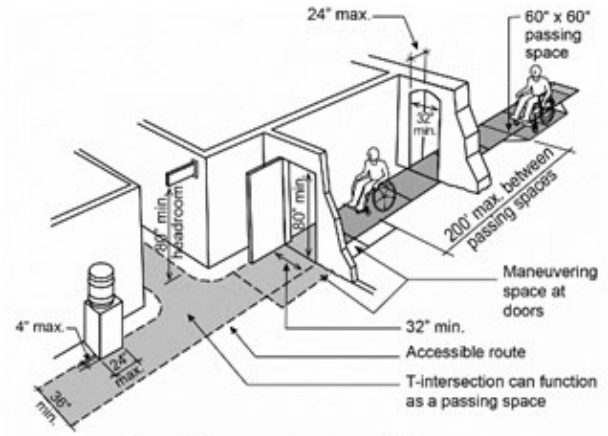
_____

_____

_____

Accessible Routes

An accessible route must be a smooth service, clear of obstacles, and at least 32 inches wide for one-way travel and 60 inches for two-way travel.



Basic Features of an Accessible Route

1. Is there an accessible route from public transit stops, drop-off locations, and parking lots to your event entrance?

   _____
   _____
   _____

2. Is there an accessible route to get to all features of the event such as performance areas, food venders, exhibitors, etc.

   _____
   _____
   _____

3. If no, what steps will you take to ensure an accessible route? For example, temporary curb ramps or barricades.

   _____
   _____
   _____



If you are using an alternative route for access, you must include signage to help people with disabilities find an accessible route from public transit stops, drop-off locations, and parking lots and within the event space. Include a map with the alternative route and note the signage you will provide. A map is not required if the main entrance is accessible.

Service Animals

Service animals are trained to do important work for people with disabilities. They must be allowed to do this work in public spaces. How will you inform staff and volunteers about Service and Support Animal requirements?

_____
_____
_____

Event Activities

How will you ensure that event activities are accessible to all participants?

_____
_____
_____

If there are event activities that cannot be made accessible, what alternative activities will be made available?

_____
_____
_____

If your event has performance areas, do you have a plan to provide captioning, assistive listening devices, and American Sign Language interpretation if requested?

_____
_____

The City of Madison has a wheelchair accessible stage ramp available (there may be fees for delivery). Will you need an accessible stage ramp for your event?

If your event will include a seating area, at least one wheelchair accessible seating area is required for every 25 seats. A space that is a minimum of 30 inches wide by 48 inches long is necessary to park a wheelchair. We recommend making wheelchair accessible seating available close to the front so that wheelchair users can sit next to non-wheelchair users who attend the event together.

Total number of seats: _____
Number of accessible seating areas: _____

Food and Drink

Will your event include food and drink? _____

Vendors should be advised that they will need to provide accommodations such as leaving a food truck to take orders or deliver items if counters are not accessible. How will you communicate this to venders?

Dining areas should include accessible seating for people who use mobility devices. Describe accessibility features in dining areas.

The Parks Department has accessible picnic tables available if needed. Will you need accessible picnic tables for your event?

Portable Restrooms

Will you have portable restrooms? _____

At least five percent of portable toilet units must be accessible. How many portable restrooms will be provided?

How many will be accessible? _____

If restrooms will be provided in multiple locations, will an accessible restroom be provided in each location? Describe.

Shelter

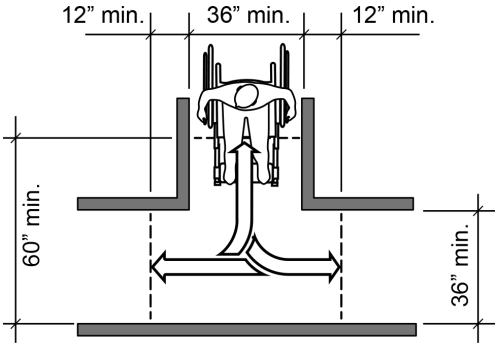
If your event will take place outdoors, temporary shelters must be accessible for people with mobility devices. Consider if there is a smooth transition from paved pathways to grass areas and an accessible route to the shelter area.

If not accessible, what steps will you take to ensure access to shelters? For example, temporary ramps or alternative paths of travel. Describe or include a diagram.

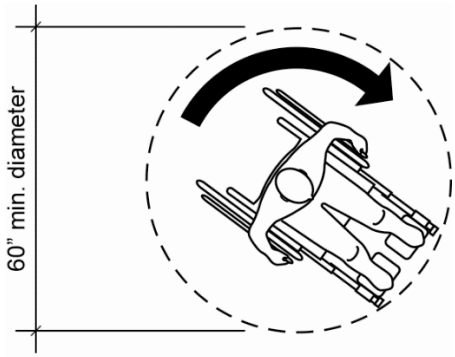
Exhibitor Spaces

Will your event include exhibitor spaces? _____

Exhibitor tables should be arranged with at least 36 inches of clearance and provide at least a 60-inch diameter for turning areas. For two-way travel, 60 inches of clearance is needed.



T-Turn Space



Pivoting Turn Space

Describe exhibitor spaces or include a diagram.

Existing Facilities

Are there any accessibility concerns related to the existing facilities? Describe.

Please report accessibility issues with the existing site with enough time for repair, replacement, or assistance with temporary modification. Contact Rebecca Hoyt, Disability Rights and Services Specialist at (608) 266-6511 or RHoyt@cityofmadison.com.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The " Event " will be held Month/Day/Year at _____.

II. PURPOSE

A. This emergency action plan predetermines actions to take before and during the " Event " (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.

B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as Primary Contact First/Last Name

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
2. We ☐ will / ☐ will not have on-site EMS Contact Name and Cell Phone
3. We ☐ will / ☐ will not have on-site Police or Security Contact Name & Cell Phone

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website.
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such First/Last Name and will be responsible to monitor the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee First/Last Name will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

CI. Fire

1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. If cooking is intended, you must contact the fire department and -
   a) Must have a valid fire extinguisher, 2A10BC

b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)

4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
   a) nature of emergency
   b) precise location
   c) contact person with callback number

F. Law Enforcement

1. The need for constant Law Enforcement presence at this event
   ☐ has / ☐ has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
   a) nature of emergency
   b) precise location
   c) contact person with callback number

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public throughways.
5. Crowd control will be managed by: Name _____
6. Parking for vendor and staff vehicles will be: Location(s) _____
7. Parking for attendee vehicles will be: Location(s) _____

V. CONTACT INFORMATION

Primary Contact	First/Last Name	Cell Phone
Secondary Contact	First/Last Name	Cell Phone
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345