



MADISON PARKS

Madison Parks Division

Community Events
330 E. Lakeside St.
Madison, WI 53715

608-264-9289 • madisonevents@cityofmadison.com

cityofmadison.com/specialevents/parkEvents

CITY OF MADISON PARK EVENT PERMIT

INFORMATION PACKET



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PERMITTING YOUR PARK EVENT

SPECIAL EVENTS IN MADISON PARKS

The primary mission of Madison Parks is to provide residents and visitors with an open space and facilities for recreation and relaxation. Under regulated circumstances, a park event permit may be used to reserve park space for a special event. The following park event application process is intended to help with the success of your event and ensure the safety and general welfare of the public and event participants.

A Park Event Permit is required if any of the following apply:

- Greater than 250 people are expected.
- The event is promoted to the public.
- Admission is charged.
- A park not normally used for events, such as a neighborhood park, a beach or a park with no shelter, is requested.
- Vending will occur.
- The purpose of the event is to raise money, whether for a non-profit/charity or as a commercial venture.
- The event will use extensive space in a park.

If you are not sure whether your event requires a Park Event permit please email: MadisonEvents@cityofmadison.com.

Application deadlines:

Please note the following timelines that are required for Park Event permit applications (we will assess a \$250 late application fee if the deadline is missed):

At least 6 MONTHS (180 DAYS) Prior - Approval by the Facilities, Programs and Fees Subcommittee and/or Board of Park Commission may be required.

- New Park Events; based on complexity and size
- Returning Park Events; with past permit violations or significant changes from the previous year

At least 2 MONTHS (60 DAYS) Prior

- Returning Park Events with no significant changes
- New Park Events that are small and simple with no extensive setup

Please [email](#) to discuss your event if you are unsure which deadline your event needs to meet.

PERMITTING YOUR PARK EVENT

SPECIAL EVENTS IN MADISON PARKS

Choosing a Park:

The City of Madison is home to more than 280 parks. Please use the Madison Parks website to help choose a park.

[Find a Park](#) - you can search for a park by amenities (restrooms, parking lots, playgrounds, shelters)

[Find a Park Near Me](#) - you can search for a park by location

[A to Z Parks](#) - search by park name

Location and date availability:

Contact (608) 266-6033 or madisonevents@cityofmadison.com to see if your preferred date and location are available.

Important Considerations:

- Confirm your preferred date and location are available before beginning the application process.
- New events should confirm application deadline(s) can be met prior to applying.
- All events are required to submit an Emergency Action Plan.
- Public events requesting to serve or sell alcohol must apply for a Temp B Picnic License (see page 5 for more information.)
- Review the Fee Schedule (page 4) to estimate the costs for your event. Actual fees will be determined by the Parks Division—this fee information is only to help you with budgeting.
- A Certificate of Insurance may be required by the City of Madison Risk Management Office.
- Food vendors must have Public Health Madison and Dane County licensing to sell food at a public event (see page 5 for more information.)
- The organizer of the event is accountable for any damage caused to the park's property during the event or any staff time needed for cleanup.
- The organizer is responsible for submitting a S-240 form to the WI Department of Revenue if there is vending at the event (see page 5 for more information.)
- Conditional approval of the event is required before promoting, marketing, or advertising the event.

PERMITTING YOUR PARK EVENT

APPLICATION REQUIREMENTS

The Park Event permit application will require the following information:

- Organization/Sponsor of the event – must be the same entity taking out the Certificate of Insurance (if applicable)
- Attendance Information
- Event Schedule
- Event Site Map – including dimensions of any temporary structures
- Emergency Action Plan (EAP) – Form A, Form B, or Custom EAP (based on attendance)
- Accessibility Plan
- Cleanup and Recycling Plan

Additionally, if applicable:

- Certificate of Insurance
- Event Route Map(s) – if applicable
- Public Amplification information
- Temporary Structure information
- Vending License information
- Beer/Wine Service or Sales
- Marketing information

NOTIFICATION REQUIREMENTS

Some events may require the event organizer to contact alders, neighborhood associations, and/or residents to notify them of the event.

Notification requirements before applying for a Park Event permit:

- **New events that will require Board of Park Commission and/or Facilities, Programs and Fees Subcommittee approval;** the applicant shall send a copy of the application to the [alder\(s\)](#) and [neighborhood association\(s\)](#) where the Park is requested, as well as the date and time of the committee meeting when the application will be reviewed.

Notification requirements after receiving conditional approval:

- **Events that are open to the public;** the applicant will notify the [alder\(s\)](#) of the event approval and provide event details, including day-of-contact information.
- **Events with temporary structures;** the applicant will notify the regional Parks Maintenance Supervisor as indicated on the approved permit.

PERMITTING YOUR PARK EVENT

PARK EVENT BUDGET PLANNING

General Fees	Conditions	Cost
Application Fee (Non-refundable)		\$60
Event Scheduling Fee	Based on size and complexity of event.	\$200, \$750, or \$1,500
Past (Incomplete) Application Deadline		\$250
Shelter Reservation Fee /per day	Specific Shelter costs can be found here .	\$45 - \$1,500
Event Cancellation Charge	If cancelled at least 60 days prior to event date: If cancelled less than 60 days prior to event date:	20% of estimated fees 50% of estimated fees
Ranger Key Service	If ranger is required to supply keys	\$60
Damage to Property		At cost, plus 10%
Labor Charge	2 hour minimum	\$50/hour
Disc Golf Course Reservation (sanctioned tournaments)		\$150/half-day \$300/full-day
Additional Park Permits	Conditions	Cost
Temporary Structure	User has reserved a shelter/facility:	\$110
	User has not reserved a shelter/facility:	\$220
	Additional Temporary Structures	\$110 each
Public Amplification Permit 1	Limit: 75dB, 150 ft from source	\$60/six hours
Public Amplification Permit 2	Limit 95dB, 100 ft from source	\$150/six hours
Additional Hours of Amplification	Two 6 hour permits or additional hour	\$30/additional hour
Beer/Wine Permit –NO SALES-	To serve alcohol in alcohol free park	\$55
Beer/Wine Sales Permit	Single Day	\$700
	Each additional day in a calendar year	\$50
Vending – Single Vendor	Single Day	\$275
	Each additional day in a calendar year	\$50
Vending – Single Non-Profit	Single Day	\$75
	Each additional day in a calendar year	\$25
Vending – Multiple Vendors (up to 7 vendors)	Single Day	\$845
	Each additional day in a calendar year	\$50
Equipment	Conditions	Cost
Trash Barrels	Each increment of 8 barrels	\$150

Fees are approved annually by the Board of Park Commission and Facilities, Programs and Fees Subcommittee.
Fee schedules are subject to change without notice.

PERMITTING YOUR PARK EVENT

ADDITIONAL PERMITTING OR LICENSING REQUIREMENTS

Additional City of Madison licenses/permits, as applicable:

Madison Fire Department(608) 266-4420

- [Tent Notification of Operation License](#) is required for events with tents over 400 square feet (includes multiple tents setup side by side without a 12 ft. fire break). - 30 days ahead of time
- [Calculating Capacity for Outdoor Places of Assembly permit](#) is required for events with physical barriers on 2 or more sides of the event perimeter (fencing, buildings, tent walls, etc.)
 - [Handout: Calculating Capacity & Exiting for Outdoor Places of Assembly](#)
- Requesting EMS services for your event – contact dcrossen@cityofmadison.com to receive a request form.

Economic Development Division (608) 261-9171

- [Basic Street Vending License](#) ensures a mobile food vendor has all public health licensing to sell food at an event.

Parks Division (608) 264-9289

- [Street Use permit](#) if your event is also requesting use of a City of Madison street(s), sidewalk(s) or parking lane(s).

Traffic Engineering (608) 266-4761

- [Parade Permit](#) if your event will have a parade or march, whose participants are obeying traffic signals and staying on sidewalks.

Zoning Department (608) 266-4551

- [Temporary Use permit](#) is required if any portion of your event is on private property
- [Private Noise Amplification permit](#) may be required if you will have amplified sound on private property.

City Clerk's Office (608) 266-4601

- [Temp B Picnic License](#) required for public events that are serving or selling beer/wine on public property.
 - [Temp B FAQ](#)

Other jurisdictions:

Public Health of Madison and Dane County(608) 242-6515

- [Transient Food Stand License](#) required for food vendors setting up temporary food stands at public events.
- [Mobile Food Establishment License](#) required for food cart vendors selling food at public events.

State of Wisconsin Department of Revenue (608) 264-4582
[S-240 Form](#) is required for any event that has vendors selling food, merchandise, etc at the event.