



Open Space Park Event Application

GENERAL INFORMATION

**MADISON
PARKS**

EVENT INFORMATION

Name of Event: _____
Park Requested: _____ Estimated Attendance: _____
Area in Park: _____
Type of Event (ceremony, birthday party, etc.): _____

EVENT ORGANIZER

Primary Contact: _____ Phone During Event: _____
Organization: _____ Email: _____
Address: _____

EVENT SCHEDULE (One Day Only)

Date Requested: _____
Setup Start Time: _____ Setup End Time: _____
Event Start Time: _____ Event End Time: _____
Take-Down Start Time: _____ Take-Down End Time: _____

PERMITS

Will you have amplified sound at the event? Yes No
If yes, what times? _____ to _____

Will you have a temporary structure at the event? Yes No
*If yes, you must submit a site map (see next page).
Note that permits are not required for 10' x 10' pop-up tents.*

Will you serve any food or beverage? Yes No
*If yes, what will be served? _____
You must follow all [Public Health](#) requirements concerning food in the park.*

Will you serve beer/wine? Yes No
If yes and you are requesting an alcohol free park, you must purchase a [beer/wine permit](#).

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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 GRANTED.

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER" LISTED ABOVE AGREES TO ADHERE TO ALL PUBLIC HEALTH OF MADISON AND DANE COUNTY RESTRICTIONS FOR GATHERINGS THAT MAY BE IN PLACE ON THE DATE OF THE EVENT.

Applicant Signature: _____ Date: _____



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SITE MAP

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Please provide an Event Site Map if you are putting up a temporary structure or placing anything in the park for the event.

Your site map should include the location and size of the temporary structure and anything else you are placing in the park (portable toilet, chairs, tables, etc.).

If you will be staking the temporary structure, you must call **Diggers Hotline: 811 or 1-800-242-8511**

You may call Diggers Hotline up to 30 days and no less than 10 business days before your event to schedule their work. Their work must be done at least one day and no more than 10 days before your event. You **MUST** meet this timeline. They will ask for an address—please tell them that the event is in a park. Give them the name of the park and the specific location within the park where tents/equipment will be set up. Diggers Hotline will assign you a Ticket Number.

Provide Detailed Event Site Map: (feel free to provide this map as a separate attachment)