

DANE COUNTY PARKS SPECIAL EVENT APPLICATION

Please submit via email to: dane-parks@countyofdane.com; use subject line: Special Event Application

or mail to: Dane County Parks, 5201 Fen Oak Drive #208, Madison, WI 53718

Have questions? Please call Dane County Parks at (608) 224-3730. We look forward to hearing from you!



Dane County Parks Special Event Reservation Process

1. Submit a Dane County Parks Special Event Application. Applications should be submitted a minimum of 30 days prior to event date. Staff are available to discuss your proposed event prior to submitting your application.
2. Dane County Parks staff will review the application and will either approve or deny the request or will contact you if additional information is needed. The park area needed for the event will be temporarily held so that other events aren't scheduled for the same date and time. You will be contacted if the date, time and/or location you have selected are unavailable.
3. An invoice for approved events will be sent. Most special events require advance payment of fees. Contact Dane County Parks if you'd like a sense of what the fees for your proposed event might be. The actual fees will be established by the invoice. The temporary hold will expire if payment is not received by the invoice due date. Payments may be made by credit card, check or cash.
4. A special event permit will be issued once the invoice has been paid. The permit will include information regarding the event, including services to be provided by Dane County Parks and responsibilities of the event organizer. The permit may require actions to be taken by the event organizer prior to the event, such as securing a certificate of insurance.

APPLICANT CONTACT INFORMATION

Individual Name:	Organization (if applicable):
Email:	Address:
Day Phone #: (for communication prior to the event)	Cell #: (for communication the day of the event)

EVENT INFORMATION

Event Date(s): (Include date and day of week)	Park Name:
Event Title (optional):	
Estimated # of attendees: (Be as specific as possible, e.g. 100 participants and 200 spectators)	Hours of use and start time: (include time for set up and take down e.g. 9:00 am - 3:00 pm, race starts at 10:00 am)
Area of park to be used:	
Is this a public event? <input type="radio"/> No <input type="radio"/> Yes: If yes, please complete p. 3 of this application if you'd like us to help promote your	
Will any structures be erected? (\$30 fee will be charged for each structure) (Describe, e.g. bouncy house, tents 12'x12' or larger, structures that require stakes deeper than 6")	
Will there be amplified music? (Describe, e.g. live band, D.J.)	

Participant cost, if applicable: (A fee may be charged to the event organizer if this is a paid event, e.g. ticket charge)	Will alcohol be present? <input type="radio"/> No <input type="radio"/> Yes (Fee will be charged if alcohol is present.)
Will there be any sale of food, beverage or merchandise? <input type="radio"/> No <input type="radio"/> Yes <div style="text-align: right; font-size: small;">(Describe what will be sold. Fee will be charged for sales.)</div>	
Dane County Parks may be able to mow an area for your event's parking or open space needs. <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> I don't know Do you anticipate that additional parking or open space may be needed? (Fee will be charged.)	
Event organizers are responsible for providing portable toilets needed for an event. <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> I don't know Do you anticipate that you'll need portable toilets for your event?	
Dane County Parks may be able to provide additional picnic tables for your event. <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> I don't know Do you anticipate that additional picnic tables may be needed for your event? (All shelters have picnic tables; this question pertains to additional tables. Minimum charge for extra tables is \$60.)	
Description of event and activities. Include any information that will help Dane County Parks understand your event to ensure that it's properly permitted. Here are a few questions to begin: 1) What do you want to do? 2) How do you want to do it? 3) Why do you want to do the event or activity? 4) etc...	

EMERGENCY ACTION PLANS and SECURITY

<p>Safety planning is a crucial element of all events. Depending on the scope of your event, emergency action plans may be required. Public events, particularly those with high volumes of people (e.g. charity run/walk) or the presence of alcohol (e.g. music festival), will almost always require an emergency action plan. Some private events may also require emergency action plans. Emergency action plans may include the following components:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Severe weather Fire Emergency Medical Services </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Law Enforcement or Security Emergency Vehicle Access Contact Information </td> </tr> </table>		<ul style="list-style-type: none"> Severe weather Fire Emergency Medical Services 	<ul style="list-style-type: none"> Law Enforcement or Security Emergency Vehicle Access Contact Information
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Will Emergency Medical Services (EMS) be needed during this event? <input type="radio"/> No <input type="radio"/> Yes, and I have contacted the local fire department/EMS <input type="radio"/> Yes, and I have not yet contacted the local fire dept/EMS but will do so ASAP <input type="radio"/> I don't know	Will law enforcement or security be needed during this event? <input type="radio"/> No <input type="radio"/> Yes, and I have contacted the police department or private security firm <input type="radio"/> Yes, and I have not yet contacted the local police department or private security firm but will do ASAP <input type="radio"/> I don't know		
Please submit your emergency action plans a minimum of three weeks prior to event. Your application may not be approved until adequate emergency action plans are in place.			

General Information

- Amplified music is prohibited at Goodland, LaFollette, Mendota, Scheidegger Forest, and Viking County Parks. Amplified music at Brigham County Park is allowed only if all facilities (campground, group camp and shelter) are reserved.
- Brigham, Festge, Goodland and Mendota County Parks have limited parking capacity. Reservations of shelters at these parks may be required for special events to help ensure adequate parking. The cost of the all shelter reservations will be included in the event fees.
- The following locations have no electricity available: Pop's Knoll Shelter at Donald County Park, Shelter #3 at Festge County Park, Riley-Deppe County Park, Scheidegger County Forest, and Viking County Park.
- Shelters are ready at 10:00 am and must be vacated by 9:30 pm. Requests for shelter use outside of these hours will be reviewed on a case-by-case basis.
- Everyone must leave the Park by 10:00 pm unless they are camping at a designated camping area within the Park. Requests for use after 10:00 pm will be reviewed on a case-by-case basis.
- Dogs must have a Dane County dog permit to be in the Park and must be on-leash unless they are within a designated off-leash area. Daily dog permits are available for purchase at all Dane County Parks. Permits may be purchased in advance by contacting Dane County Parks. Registered campers have a dog permit included with their camping permit.
- A certificate of insurance will be required for all public events, events with vendors, events with a bouncy house, and other situations as determined by Dane County Parks.
- Cancellation policy: A refund will be given, minus a \$25 cancellation fee and minus any costs incurred by Dane County Parks, when a cancellation is received at least 30 days prior to reservation. No refund will be given if the cancellation is within 30 days of the event. Refunds will not be given due to inclement weather.

Application Signature

THE APPLICANT FOR A DANE COUNTY PARKS SPECIAL EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE COUNTY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE COUNTY 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.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of payments made, failure to secure a permit, revocation of the permit, or failure to secure future permits.

Applicant Signature: _____ Date: _____

Typed or Printed Name: _____

PROMOTION for PUBLIC EVENTS

Dane County Parks may be able to help promote your event if it is an event open to the public:

- To add your event to our online event calendar, submit it online at: <https://lwr.dane.gov/Event/Submit>
- If you have a Facebook event, email the URL to Susan Sandford at Sandford.susan@countyofdane.com
- For additional questions, please contact Dane County Parks at (608) 224-3730