

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? No Yes (Fee will be charged if alcohol is present)
Will there be any sale of food, beverage or merchandise? No Yes: (Describe what will be sold. Fee will be charged for sales.)	
Dane County Parks may be able to mow an area for your event's parking or open space needs. Do you anticipate that additional parking or open space may be needed ? (Fee will be charged)	No Yes I don't know
Event organizers are responsible for providing portable toilets needed for an event. Do you anticipate that you'll need portable toilets for your event?	No Yes I don't know
Dane County Parks may be able to provide additional picnic tables for your event. 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)	No Yes I don't know
Description of event and activities: (Include any information that will help Dane County Parks understand your event to ensure that it's properly permitted)	

General Information

- Amplified music is prohibited at Goodland, LaFollete, Mendota, Scheidegger Forest, and Viking County Parks. Amplified music at Brigham County Park is allowed only if all facilities are reserved.
- Brigham, Festge, Goodland and Mendota County Parks have limited parking capacity. All shelters at these parks may be reserved for special events to help ensure adequate parking. The cost of the all shelter reservations will be included in the invoice.
- 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.
- Event organizers are responsible for any additional permits, licenses or coordination with police, fire, and health and human safety.

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: _____

ADDITIONAL INFORMATION FOR PUBLIC EVENTS

Dane County Parks may help promote public events (e.g. on facebook, web pages) and reserves the right to not promote an event. Submit your event on line at: <https://lwr.d.countyofdane.com/Event/Submit> if you would like Dane County Parks to help promote your event. Please contact Susan Sandford at 224-3617 or sandford.susan@countyofdane.com regarding promotion of public events.

Date entered into Reserve Dane: _____ Entered by: _____