

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 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):
E-mail:	Address:
Day Phone Number: (for communication prior to the event)	Cell Number: (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 & start time: (include time for set up and take down e.g. 9:00 am—3:00 pm, race starts at 10:00am)
Area of park to be used: (be descriptive as possible, include all areas where your event may impact others, attach additional sheets if necessary)	
Is this a public event?	No Yes
If yes, would you like Dane County Parks to help promote it?	No Yes
Will any structures be erected? (\$30 fee will be charged for each structure)	No Yes: (Describe, e.g. bouncy house, tents 12'x12' or larger, structures that require stakes deeper than 6")
Will there be amplified music?	No Yes: (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? 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 cancelation 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.
- Promotion by Dane County Parks of public events is a free service. Dane County Parks will determine promotion methods and reserves the right to not promote an event. For questions on how Dane County Parks may assist with the promotion of a public event, please contact Erika Hotchkiss at 608.212.6358 or Hotchkiss.erika@countyofdane.com.

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: _____

FOR OFFICE USE ONLY

Staff comments:
(include your name with your comments)

Date entered into Reserve Dane: _____ Entered by: _____