



# Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event?  Yes  No  
 Are you applying for a returning park event with significant changes?  Yes  No

## EVENT INFORMATION

Name of Event: 7<sup>th</sup> Annual Bacon & Brews  
 Park Requested: McPike Park Use of Shelter:  Yes  No Estimated Attendance: 800  
 Type of Event (run/walk, fundraiser, festival, etc): Food & Craft Beer Festival

## EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Madison Events Production, LLC  
 Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
**MANDATORY: State Sales Tax Exemption Number: ES#:** \_\_\_\_\_  
 Primary Contact: Robin L Kempfer Work Phone: (608) 243-9593  
 Address: 5118 Wintergreen Dr. Madison, WI 53704 Phone During Event: (608) 217-5941  
 Email: robin@mymadisonevents.com  
 Organization or Event Website: http://www.mymadisonevents.com

## EVENT SCHEDULE

Date(s) of Setup: Fri. 4/30/21 & Sat. 5/1/21 Setup Start and End Times: 9a-5p(4/30) & 8a-11a(5/1)  
 Date(s) of Event: Sat 5/1/21 Event Start and End Times: 11am-5pm  
 Date(s) of Take-Down: Sat 5/1/21 & Sun. 5/2/21 Take-Down Start and End Times: 5p-8p(5/1) & 9a-2p(5/2)  
 Rain Date (if any): \_\_\_\_\_ Does this require time in the park the day before your event?  Yes  No

## PERMITS

Will you have amplified sound at this event?  Yes  No  
*If yes, please fill out an Amplification Permit Application (page 13)*  
 Will have any temporary structures such as tents, stages, inflatables?  Yes  No  
*If yes, please fill out a Temporary Structure Permit Application (page 14)*  
*Note that permits are not required for 10' x 10' pop-up tents*  
 Will you sell anything during the event?  Yes  No  
*If yes, please fill out a Vending Permit Application (page 15)*  
 Will you serve any food at this event?  Yes  No  
*If yes, what will be served: Restaurant prepared bacon appetizers*  
 Will you sell alcohol (beer/wine) at the event?  Yes  No  
*If yes, please fill out an Alcohol (Beer/Wine) Sale Permit Application (page 15)*

## APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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 ISSUED.

The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Applicant Signature Robin L KEMPFER Date 04/30/20



# Park Event Application

## NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

The 7th Annual Bacon & Brews is an all-inclusive, craft beer and food festival for adults 21 and older. Craft brewers pour samples of their most popular, newest and rare products while chefs offer samples of their bacon-infused appetizers. Tickets are purchased online at [www.bbbfest.com](http://www.bbbfest.com). Guests are able to sample any of the food and beer at the festival. We offer designated driver passes for those who wish not to drink. We also provide free water, sports drink and soda to all guests. We have live music in the shade tent and a variety of yard games throughout the festival grounds.

Due to the COVID-19 outbreak, we will use single-serve, 5oz cups for beer sampling and if social distancing is still recommended but large events are allowed, we will require all vendors to wear a mask while serving.

### EVENT SCHEDULE

The schedule begins when event setup starts and ends when cleanup of the event area is complete, all equipment is removed and the park is available for regular use.

The schedule should encompass all activities planned for the event, including but not limited to:

- General: set up, hours of operation, tear down/cleanup, leave park
- Vending: when vendors will set up, hours of operation, tear down/cleanup, leave park
- Music/Performances: stage setup, performance schedule, tears down/cleanup, leave park
- Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
- Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), cleanup, leave park

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY IN THE PARK (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
April 30th, 2021 9am-5pm	Deliver Port-A-Potties, Dumpster, set up 120'x50' tent, set up 8' chain link fence to ends of park, deliver grease collection bin.
May. 1st, 2021 8am-11am	Set up vendor tents (10'x10'), yard games, install fire extinguishers in tent, move vendors in.
May 1st, 2021 11am-5pm	Event - Bacon and Brews
May 1st, 2021 5pm - 8pm	Move vendors out, take down small tents, start clean-up.
May. 2nd, 2021 9am-2pm	Finish clean-up, remove large tent, remove 8' fence
May. 3rd, 2021	Large dumpster will be removed, grease collection bin will be removed



# Park Event Application

## SITE MAP



Please attach a site map. Also attach a route plan (if applicable).

- Site map should include, but is not limited to, the following:
  - » Accessible paths for wheelchairs
  - » Disabled parking
  - » Dumpsters
  - » Exit location for fenced outdoor events
  - » Event Perimeter
  - » Fencing
  - » Garbage and recycling receptacles
  - » Placement of vehicles
  - » Portable toilets
  - » Signage
  - » Stages
  - » Temporary Structures
  - » Vendors
- If the event includes a run/walk component on City streets, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a [Parade Permit](#).

**What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?**

We have held this festival at Angell Park in Sun Prairie for the first 4 years and at Breese Stevens Field for the past two years. The event has had very little impact on the surrounding neighborhood. We keep the music inside a large tent so the sound does not travel much beyond the festival grounds and does not exceed 75 dB at the park perimeters. A large portion of the guests use taxis or ride shares which cuts back on traffic in the neighborhood. We have never had an incident at the event that has required medical attention or help from security or police. We pay \$8/hour to non-profit groups who supply volunteers for this event.

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



**ROAD CLOSED**  
8AM-8PM - AUG. 22ND

**DUMPSTER**

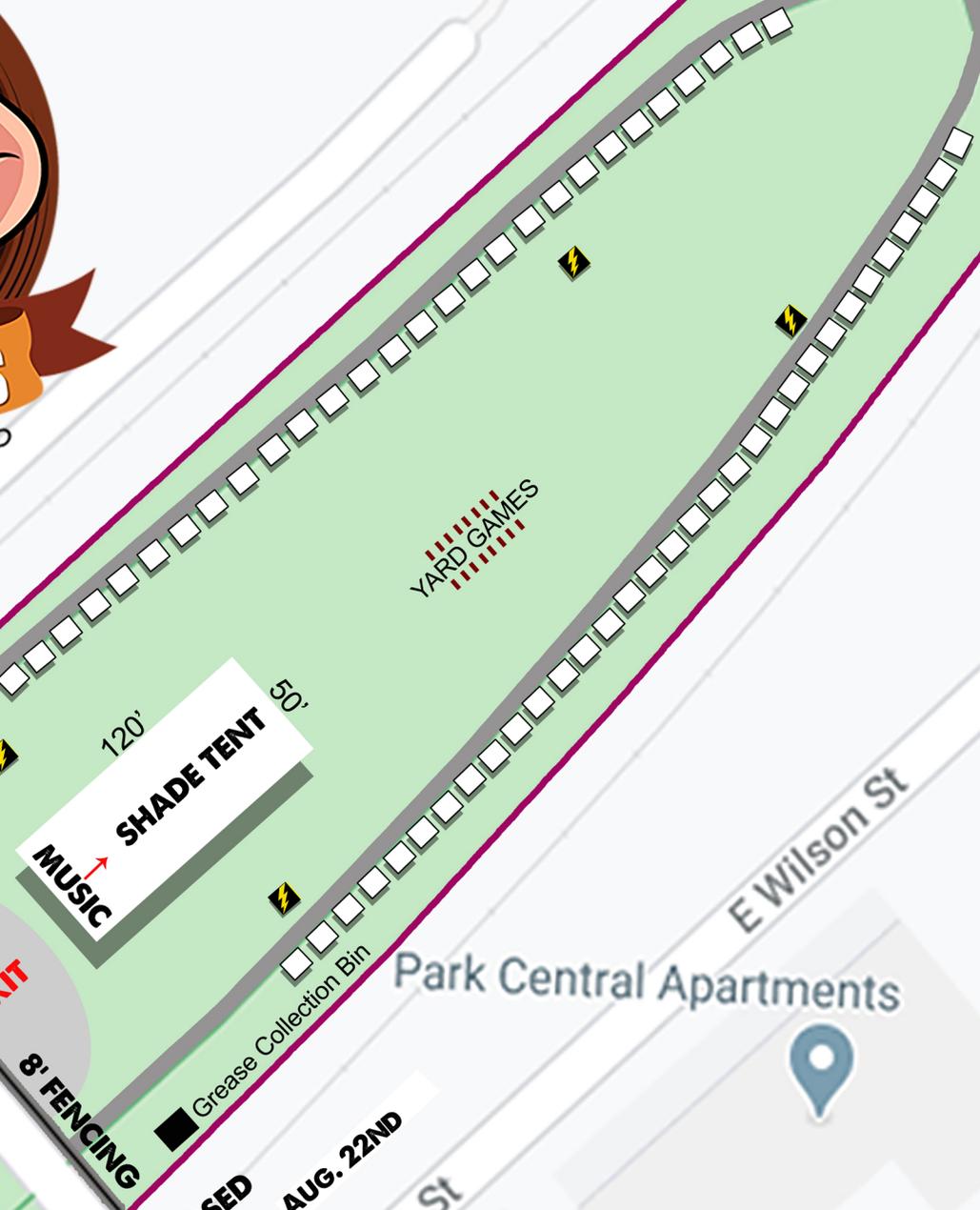
**8' FENCING**

**ENTER/EXIT**

**SHADE TENT**  
120'  
50'  
**MUSIC**

**Grease Collection Bin**

**ROAD CLOSED**  
8AM-8PM - AUG. 22ND



**8' FENCING**

**BATHROOMS (1 ADA)**

**YARD GAMES**

S Ingham St

E Wilson St

E Wilson St

McPike Park

Park Central Apartments

Alumn

Working Draft Beer Company

Lao Laan-Xang

Amoco



# Park Event Application CLEANUP AND RECYCLING



Will you be providing your own receptacles?

Yes  No

*If yes, which receptacles and how many?*

Recycling Bins: Five 55 Gallon Bins \_\_\_\_\_

Trash Bins: Twenty 55 Gallon Bins \_\_\_\_\_

Dumpsters: one 40 Yard Dumpster \_\_\_\_\_

*If yes, name/contact information of collection agency*

*providing equipment and service: Badgerland Disposal. (608) 580-0580*

Will you be renting additional Parks receptacles?

Yes  No

*If Yes, please continue. If No, skip the remainder of this form.*

Event/Name of Group: 7<sup>th</sup> Annual Bacon & Brews

Park Name: McPike Park

Please indicate quantity of trash barrels: \_\_\_\_\_

8 barrel minimum: Each increment of up to 8 barrels \$150  
(\$142.18 no tax)

Please indicate quantity of dumpsters: \_\_\_\_\_

per dumpster, and per tip: \$300  
(\$284.37 no tax)



# Park Event Application EMERGENCY ACTION PLAN



Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

## I. GENERAL

7<sup>th</sup> Annual Bacon & Brews will be held May 1, 2021 at McPike Park  
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “EVENT NAME” (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

## III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

## IV. BASIC PLAN

### A. Emergency Action Plan (EAP) Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: FIRST/LAST NAME.

### B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- 2. We  will/  will not have on-site EMS. \_\_\_\_\_  
CONTACT NAME/CELL NUMBER
- 3. We  will/  will not have on-site Police or Security. Robin L Kempfer (608) 217-5941  
CONTACT NAME/CELL NUMBER

### C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event.
- 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

### D. Fire

- 1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.



# Park Event Application EMERGENCY ACTION PLAN



3. If cooking is intended, you must contact the fire department and -
  - a) Must have a valid fire extinguisher, 2A10BC
  - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
  - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
  - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

## E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

## F. Law Enforcement

1. The need for constant Law Enforcement presence at this event  has /  has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

## G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by: NAME. Jerry Kempfer
6. Parking for vendor and staff vehicles will be: LOCATION(S). Research Products Lot at Ingersol & Main
7. Parking for attendee vehicles will be: LOCATION(S). Public garage on E. Main St, bike racks at event

## V. CONTACT INFORMATION

Primary Contact	Robin L Kempfer	Cell: (608) 217-5941
Secondary Contact	Jerry Kempfer	Cell: (608) 241-7093
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



# Park Event Application AMPLIFICATION PERMIT



**Will there be amplification at the event?**

Yes

No

*If Yes, please continue. If No, skip this form.*

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Event/Name of Group: 7<sup>th</sup> Annual Bacon & Brews

Type of Amplified Sound:

Band

DJ

Sound system

Speeches/Announcements

Karaoke

Other (please specify): \_\_\_\_\_

### SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
May 1 <sup>st</sup> , 2021	Live Band	12 pm	5 pm

**Public Amplification permit type is determined by Parks Staff.**

#### Public Amplification Permit 1 – (PA1)

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 9 PM, 6 hour duration
- Permit Fee: \$60
- Additional Hour(s) between 8AM and 10PM (9PM for Shelter Reservations): \$20
- Extraordinary extension to 11 PM (requires Park Commission approval): \$50
- Special Conditions:
  - » Two 6 hour permits can be purchased on a day.
  - » No carryover of hours unused on one date may be applied to a second date.
  - » Ranger staff will monitor events for compliance.

#### Public Amplification Permit 2 – (PA2)

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Permit Fee: \$150
- Additional Hour(s) between 8 AM and 10 PM: \$30
- Special Conditions:
  - » PA1 Conditions apply
  - » Ranger staff will monitor events for compliance at the perimeter and/or 125 ft from the source and at the sound board if applicable.
- **Non-compliance action**
  - » A warning will be given to comply with the conditions of the permit. If a second warning is required, a citation will be issued to the responsible party for violation of MGO 8.29. A third violation will result in the amplification being ordered to cease immediately.



# Park Event Application

## TEMPORARY STRUCTURE PERMIT



**Will temporary structures be set up at the event?**  
*If Yes, please continue. If No, skip this form.*

Yes     No

Temporary structures include, but are not limited to tents larger than 10' x 10', staging, trailers, inflatables or anything that is staked into the ground.

### Diggers Hotline, 811 or 1-800-242-8511

**You must call Diggers Hotline 10-14 days before your event to schedule their work. Their work must be done no more than 10 days before your event.** You **MUST** meet this timeline. They will ask for an address—please also tell them specifically that this is a park and give them the name of the park. Diggers Hotline will assign you a Ticket Number.

### Inflatable Vendors

The agency from which you rent an inflatable must have its merchandise approved subject to SPS 334. You will need to confirm this with your vendor and provide the Parks Division with a copy and/or proof of the associated documentation.

### Tents and Canopies Permit

Required for tents in excess of 400 sq. ft. An application is available online:  
[www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Event/Name of Group: \_\_\_\_\_

### TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have?

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging		
Tent	1	120'x50' - Mathews Tent Rentals
Trailer		
Inflatable		
Other		

- Company installing the structure(s): Madison Events & Mathews Tent Rentals

### TEMPORARY STRUCTURE PERMIT

- With a shelter reservation: \$110/structure
- Without a shelter reservation: \$220/first structure
  - » Additional temporary structures: \$110/structure