



Legislation Text

File #: 82582, **Version:** 1

Title

Request by Wil-Mar Neighborhood Center, Inc. to extend Madison Park hours for Fete de Marquette, to 11 PM, on Friday, July 12 & Saturday, July 13, 2023 at McPike Park, with amplification and beer sales ending at 10:45 PM.

Body

Madison Park's staff proposes the following conditions for the Board of Park Commissioner's consideration:

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 GRANTED.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Marsha Rummel - district6@cityofmadison.com <<mailto:district6@cityofmadison.com>>

Police notification: Please contact the Central Madison Police District, 608-261-9694 or the Central District web site to give them information about your event.

Insurance: Organizer will submit a certificate of insurance covering this activity which names the City of Madison as Additional Insured. (If beer will be sold, this certificate must include liquor liability.)

Street Use: If the event will close street(s) or remove parking, event organizer must apply for a Street Use Permit. There are fees for this permit.

Setup: Organizer will contact the Interim Central Parks Maintenance Supervisor, Rich Bergmann, at rbergmann@cityofmadison.com at least 2 weeks prior to your event to review site plans. Organizer must abide by all recommendations/stipulations provided by the Maintenance Supervisor.

Setup: Any tents over 400 ft² are required to get a [Notification of Operations](https://www.cityofmadison.com/fire/documents/Tent%20Notification%20of%20Operation.pdf) <<https://www.cityofmadison.com/fire/documents/Tent%20Notification%20of%20Operation.pdf>> license through the Madison Fire Department.

Electricity: If event is using the high-amp concert power, the organizer is required to hire a professional electrician (Journeyman level or higher) to connect and disconnect the event electricity. Organizer will need a key for the restroom building in order to access the electricity. A key may be obtained when the electrician organizer hires meets with the Park's Electrician, Paul Janes at pjanes@cityofmadison.com <<mailto:pjanes@cityofmadison.com>> or 608-209-3578.

Setup: Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.

Setup: No vehicles may be driven or parked on the grass. The park bike paths may be used to bring equipment, tents, and staging into and out of the park. Vehicles must be removed promptly after

unloading/loading, and shall not remain in the park for extended periods of time.

Alcohol: If alcohol will be sold at the event, organizer will request a Beer/Wine Sales Permit and a Temp B permit for beer sales. There is a charge for this permit.

Fee Due Date: All fees will be paid within 30 days of invoice receipt. We accept cash, check, or charge (VISA or MasterCard). To make a credit card payment via phone, please call (608) 266-4711.

Please make checks payable to City Treasurer and mail to:

City of Madison Parks Division / 330 E Lakeside St / Madison, WI 53715

McPike staking policy: Organizer must comply with the attached "McPike Park Staking Policy" in regard to placing temporary structures on the Great Lawn.

Temporary Structures: If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.), organizer will contact Digger's Hotline (811) approximately ten days before 7/10/23 and will get the Ticket Number for the location to the Parks Office. There is a fee(s) for temporary structures.

Vending: Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance. There is a fee(s) for a vending permit.

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food in the park.

McPike Park Restrooms: Access to the public restrooms must not be restricted at any time. Restrooms must remain unlocked. Organizer is responsible for keeping the restrooms stocked and cleaned during the event.

Railway responsibilities: Organizer is responsible for keeping attendees off railway right of way at all times. A plan must be submitted with the event application. If attendees are observed in the railway right of way, then Parks Division staff will take over enforcement of safety and organizer will be charged a rate of \$75 per hour per staff for the remainder of the event. This cost will be taken out of the security deposit. Failure to keep attendees off the railway right of way will be taken under consideration of the event application in future years.

Amplified Sound: A PA2 permit will be issued for amplification. Sound shall be limited to 95 decibels (dB) at the sound board or 125' from the amplification source if no sound board is present. Amplification will be allowed on:

7/11/24 4pm-10pm
7/12/24 4pm-10:45pm
7/13/24 12pm-10:45pm
7/14/24 11am-8pm

Sound will be monitored by Parks staff with an octave band meter. If readings are above 95 dB during the measurement period, non-compliance action will commence.

- Non-compliance action

A warning will be given to comply with the conditions of the PA2 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 Rules:

- No glass containers are permitted in the park.
- No driving or parking of vehicles on grass.
- No permanent marking of the parking lots, paths, sidewalks or streets is allowed. Chalk may be used, but not spray paint, spray chalk, or stickers.

If you require assistance or experience any unforeseen issues during your event, please contact the Park Rangers at (608) 235-0448.

Organizer is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.

Organizer is responsible for any damage to Park's facilities, grounds or athletic spaces. Parks Division will communicate the damage and discuss remediation options and fees if damage occurs.

Replace any hand hold covers along Ingersoll St that are accessed after event.

Parks staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Estimated Fees

Application fee	\$60
Scheduling Fee	\$1500
Temporary Structure	\$1146.96 (10 structures)
Amplification permit (PA2)	\$900 (6, PA2 permits)
Extension to 11pm	\$100 (\$50/date)
Vending permit	\$1840 (estimated from # of vendors in 2023)
Beer/Wine selling permit	\$850 (\$700 + \$50/additional day)
Dumpster(s)	\$1500 (4 dumpsters @ \$375/each)
Tentative Total	\$7896.96