



Kevin Briski
Madison Parks Superintendent

Madison Parks Division
www.cityofmadison.com/parks

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Planning and Development
Community & Recreation Services
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Parks Operations Offices
Goodman Maintenance Facility
1402 Wingra Creek Pkwy.
West Parks, 608.266.9214
Summit, 608.288.6164
West Forestry, 608.266.4816
Construction, 608.266.6289
Conservation, 608.267.4918

Sycamore Maintenance Facility
4602 Sycamore Ave.
East Parks, 608.246.4508
East Forestry, 608.266.4816

Olbrich Botanical Gardens
3330 Atwood Ave., 608.246.4550

Warner Park Community
Recreation Center
1625 Northport Dr., 608.245.3690

Irwin A. & Robert D. Goodman Pool
325 Olin Ave., 608.264.9292

Golf Madison Parks
Supervisor, 608.838.3920
Glenway Golf Course
3747 Speedway Rd., 608.266.4737
Monona Golf Course
111 East Dean Ave., 608.266.4736
Odana Hills Golf Course
4635 Odana Rd., 608.266.4724
Yahara Hills Golf Course
6701 E. Broadway, 608.838.3126

State Street Mall/Concourse
Maintenance
120 S. Fairchild St., 608.266.6031

Forest Hill Cemetery
1 Speedway Rd., 608.266.4720



A Proud Division of
the City of Madison

February 6, 2013

Board of Park Commissioners:

Attached is a set of event conditions for the Marquette Neighborhood Associations use of Orton Park from August 21-26, 2013 to conduct the Orton Park Festival. Parks staff is recommending these conditions to the Park Commissioners for their consideration. Also included in the packet you will find the special event application, site maps, and event details. The site maps and conditions were utilized at the event in 2012 through input gathered from Parks Staff, the organizers, and the neighborhood. With some minor adjustments in communication to vendors for setup and access to the park, staff feels that the conditions put in place for last year's event were appropriate and successful.

The main objectives to the conditions set for last year's event was to protect the park, especially the mature trees. Also to define the areas for access into the park and be sensitive to the neighborhood in terms of noise and congestion. We feel that the use of plywood to more evenly distribute the weight load on the trees worked effectively. Having a 10 foot buffer zone around the trees also helped to protect the roots from compaction. Having a defined entry and driving path within the park for vendors, and using the basketball court and other areas that would have less impact on the park. Other measures such as the closing of one street and placing the portable bathrooms in this area resulted in easier access to clean them and no impact to the park. Staff monitored noise levels throughout the event and the noise levels were found to be well within the agreed upon limits. Staff did feel that better communication with vendors/performers needed to be done to ensure proper setup times and staying within defined travel areas within the park. Staff will continue to monitor compliance with the agreed upon conditions for this year's event.

Parks Staff

Marquette Neighborhood Association (MNA), for the use of Orton Park, August 21-26, 2013 to conduct Orton Park Festival.

EVENT CONDITIONS:

Prior to Event

- 1) MNA will provide Madison Parks with the following:
 - a. complete and final event site map
 - b. detailed timeline for set-up and tear down of event
 - c. safety and security plan
 - d. trash and recycling plan
- 2) Cycropia will provide the dates and times for their rehearsals and set up in the park.
- 3) MNA will submit an insurance policy covering this event, including liquor liability, and naming the City of Madison as “additional insured.”
- 4) MNA will review all site plans with Charlie Romines and Craig Klinke, and agree to comply with all site recommendations made by them.
- 5) MNA or Cycropia will call Dean Kahl at the East Forestry Office (246-4575) to arrange for inspection of the Orton Park trees before Cycropia’s rehearsals and performance.
- 6) MNA will provide a complete list of vendors and a detailed event schedule at least two weeks before the event date. All food vendors will hold current Health Department permits, and will follow all Health requirements for the preparation and serving of food.
- 7) MNA will communicate set-up and event regulations to vendors prior to the event and will be responsible for vendors adhering to the regulations.
- 8) MNA is required to apply for a Temporary Class “B” Retailers License for beer sales at the event and adhere to the conditions required of that permit (attached), including hiring security and/or off duty officers as determined by police.
- 9) MNA must apply for a Neighborhood block party permit for the closure of 1100 Spaight St. during Orton Fest event hours.
- 10) The organizer will arrange for the rental, service and payment of 10 portable toilets, including two handicap accessible units, for the event.
- 11) Contact Digger’s Hotline approximately 10 days before the event, and provide the ticket number to Kathryn Padorr.
- 12) MNA will post a \$3,000 damage deposit with the Parks Division prior to the event and acknowledge that this organization will be responsible for any and all actual field renovation costs which may result.
- 13) Insurance, fees and the security deposit will be paid and/or on file in the Park two weeks prior to the event.

Set-up / During event:

- 1) See site map of the event and note the following conditions in regard to park use during the Orton Park Festival
 - (a) Plywood, a minimum of ½” thick, must be set underneath the stage and on the pathway where the vehicle delivering the stage will enter & exit the park.
 - (b) There will be no vendors or temporary structures set-up within 10’ of the trunk of a tree.
 - (c) Vendor vehicles are not allowed in the park except for those vendors setting up on the basketball court. Those vendors may only drive on the paved path through the park and the pathway to the court determined and marked by parks staff. Vehicles are allowed only during set up and tear down for the event.
 - (d) One block immediately adjacent to the park will be closed during the event (with a street use permit) to allow for staging equipment, portable restroom placement and to allow vendor access to product during the event.
- 2) Parks staff will be at Orton Park during set-up and tear-down to ensure that conditions are met and maintained. Citations will be issued for non-compliance of conditions. MNA is responsible for Parks staff and resources required to monitor compliance.
- 3) All beer sales must be contained in a beer garden area. Last call for beer sales is one half hour before the end of the event each evening.
- 4) Generators and all noise producing equipment will be shut off by 10:00pm each evening of the Orton Park Festival.
- 5) Date/Day/Event Hours/Amplification
8/22/13, Thursday, 5:30-9:30pm
8/23/13, Friday, 5:30-10:00pm
Amplification must end by 10:00pm
8/24/13, Saturday, 12:00-10:00pm
Amplification must end by 10:00pm
8/25/13, Sunday, 9:30a-7:00pm
Amplification must end by 7:00pm

8.29 PUBLIC ADDRESS SYSTEMS IN PARKS .

- (1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.
- (3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.
- (5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

Sound Levels

Sound levels will be monitored at various places around Orton park, particularly at nearby homes, during Orton Park Festival. 110 dB is the maximum amplification level for music and sound. If readings are above this level, and the organizers are informed, they must take action to reduce the dB level to the agreed maximum or lower.

Post Event:

- 1) The organizer is responsible for all clean-up of the park at the end of the event. Charges will be assessed for any City staff time or resources required for clean up.
 - (a) Plywood, a minimum of ½” thick, must be set underneath the pathway where the vehicle picking up the stage will enter & exit the park.
 - (b) Vendor vehicles may only drive on the paved path through the park and the pathway marked by parks staff on the site map. Vehicles are allowed only during set up and tear down for the event.
- 2) MNA is responsible for the cost of aerating and seeding areas of the park impacted by the event as determined by parks operations staff.
- 3) 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. Parks staff will present this review to the Board of Park Commissioners for their consideration.
- 4) A wrap up meeting with MNA and Parks staff will be scheduled within a month following the Orton Park Festival.

ESTIMATED FEES:

Scheduling Fee:	\$200
PA Permit:	\$100
Temporary Structure:	\$400 (2@\$200/structure)
Parks Event Vending:	\$875 (up to 7 vendors)
Beer Sales Permit:	\$500
Seeding/Aeration:	<u>\$750</u>
TOTAL	\$2825