

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Beatrice Hadidian
Wil-mar Neighborhood Center
953 Jenifer St
Madison, WI 53703
Email: Beatrice@wil-mar.Org
Phone: (608) 257-4576

Contact During Event

Beatrice Hadidian
Wil-mar Neighborhood Center
953 Jenifer St
Madison, WI 53703
Email Beatrice@wil-mar.Org
Phone: (608) 257-4576

Event Information

Name of Event: Fete de Marquette

Event Type: Multi-Day

Estimated Attendance: 5000

Is this a new event: No

Event Additional Information

Run/Walk:

☐

Music/Concert:

☐

Festival:

☒

Rally:

☐

Parade:

☐

Posting no parking signs or bagging meters?

☐

Other:

☐

If other, please describe:

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable: ☐

Location Information

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

200 block of S. Ingersoll Street and S. Brearly Street
(between E. Wilson Street to E. Main Street)

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
07/09/2019	8:00 AM	07/11/2019	4:00 PM	07/14/2019	10:00 PM	07/15/2019	5:00 PM	
07/09/2019	8:00 AM	07/12/2019	4:00 PM	07/14/2019	11:00 PM	07/15/2019	5:00 PM	
07/09/2019	8:00 AM	07/13/2019	11:00 AM	07/14/2019	11:00 PM	07/15/2019	5:00 PM	
07/09/2019	8:00 AM	07/14/2019	9:00 AM	07/14/2019	10:00 PM	07/15/2019	5:00 PM	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Yes

Will beer/wine be served (Free of charge)?:

No

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

☒

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

☒

If the Temporary (Picnic/Beer) License is denied will the event occur?:

No

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

☒

Will food and/or merchandise be sold?(\$):

No

Estimate number of vendors:

2

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

☐

Start Date	Start Time	End Date	End Time	Rain Date
07/11/2019	3:00 PM	07/11/2019	10:00 PM	
07/12/2019	3:00 PM	07/12/2019	11:00 PM	
07/13/2019	11:00 AM	07/13/2019	5:00 PM	
07/14/2019	9:00 AM	07/14/2019	10:00 PM	

SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

☒

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Yes

Trash Barrels:

0

Recycling Barrels:

0

Dumpsters:

6

Electrical Adaptors:

0

Marketing

Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

No

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

Indemnification

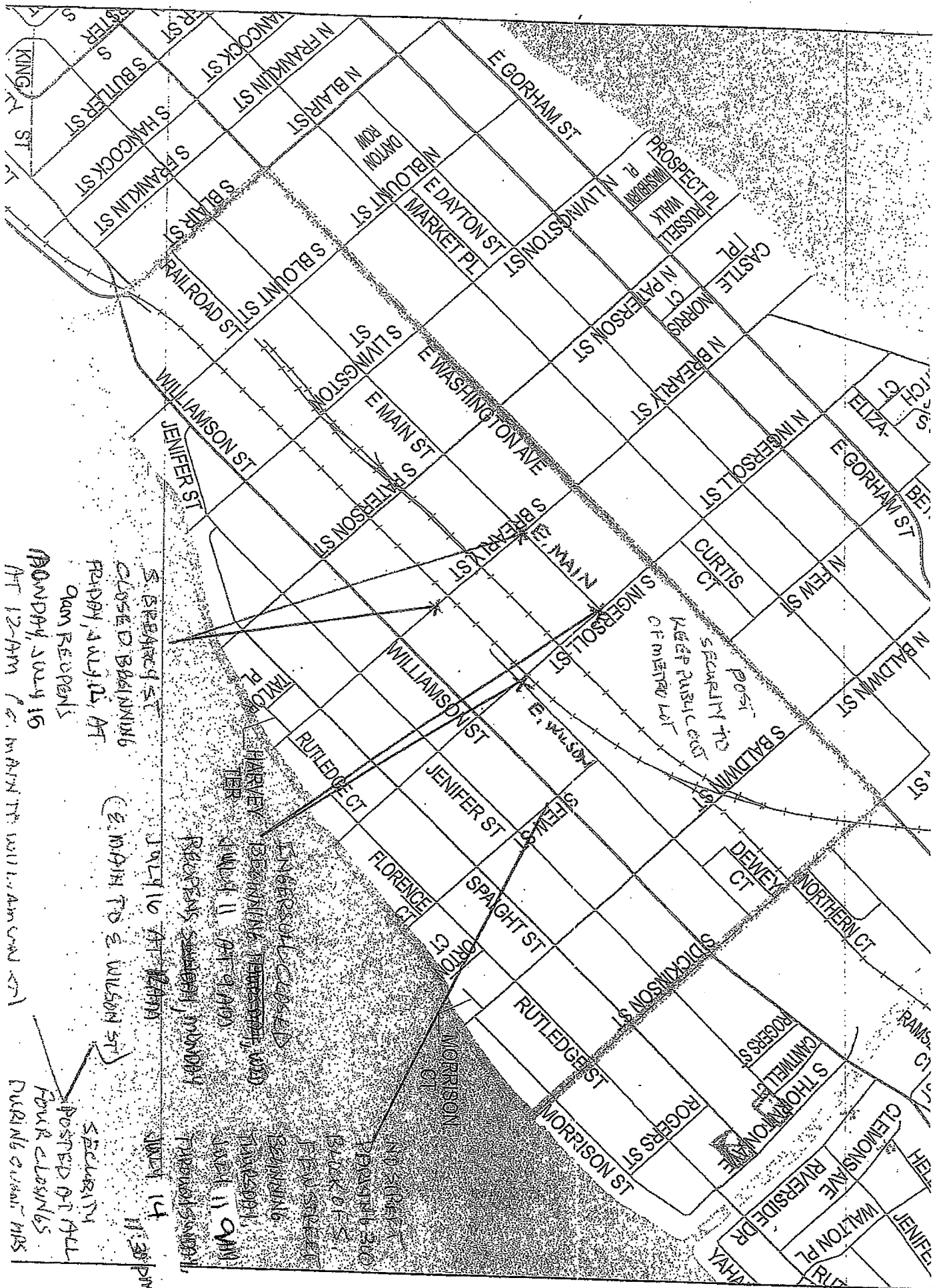
THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement: ☒

Signature

Signature: Beatrice Hadidian

Date: 04/29/2019



EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Fete de Marquette" will be held July 11-14, 2019 at McPike Park.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Fete de Marquette" (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 Beatrice Hadidian. Cell: 608-520-2291.

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 (Devin Abshire, 608-228-9692)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Off-Duty Police TBD; Per-Mar Security retained as well. Contact Beatrice for details.)

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 Gary Kallas 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 Gary Kallas 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.
- 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: Beatrice Hadidian.
- 6. Parking for vendor and staff vehicles will be: Reserved location at Research Products lab and parking lot at 200 S. Patterson).
- 7. Parking for attendee vehicles will be: Livingston Street ramp, side streets--and many come by foot and by bike.

V. CONTACT INFORMATION

Primary Contact	Beatrice Hadidian	608-520-2291
Secondary Contact	Gary Kallas	608-235-2925
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

GENERAL INFORMATION

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PARKS**

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: Fete de Marquette

Park Requested: McPike Park Use of Shelter: ☐ Yes ☐ No Estimated Attendance: 3000/day

Type of Event (run/walk, fundraiser, festival, etc): Festival

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Wil-Mar Neighborhood Center

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number: ES#: 41148

Primary Contact: Beatrice Hadidian Work Phone: 608-257-4576

Address: 953 Jenifer Street Phone During Event: 608-520-2291

Email: beatrice@wil-mar.org

Organization or Event Website: www.wil-mar.org

EVENT SCHEDULE

Date(s) of Setup: 7/9-7/10 Setup Start and End Times: 8 am – 5 pm

Date(s) of Event: 7/11-7/14 Event Start and End Times: 4-10; 4-11; 12-11; 9 am-10pm

Date(s) of Take-Down: 7/15 Take-Down Start and End Times: 8 am – 8 pm

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: local restaurants—will provide list when finalized

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

Date 7/29/2019



Park Event Application NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

Fete de Marquette—Madison's favorite summer festival! Set in McPike Park, this four-day, free-admission community festival offers four stages, a 2-acre area just for kids, and great, local food and drink. Best of all, proceeds benefit the Wil-Mar Neighborhood Center.

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.
Tuesday, July 9 th and Wednesday, July 10 th 8 am – 8 pm	Set-up begins
Thursday, July 11 th , 8 am – 4 pm	Set up continues: vendors arrive and set-up, tables and chairs are put up, stage goes up, porta potties delivered
Thursday, July 11 th 4-10 pm	Event begins. Music, neighbors, food, fun! Overnight security retained for all four days.
Friday, July 12 th , 4-11 pm	Second day of the event. Music, food, fun continue!
Saturday, July 12 th , 11 am- 11 pm	Third day of the event. Festivities continue.
Sunday, July 14 th , 9 am-10 pm	Last day of the event. Acoustic Café from 9-noon in the Bistro Tent. Event and amplified music begins at noon.
Monday, July 15 th , 8 am – 5 pm	Tear-down and clean-up; ensure park is entirely clear.



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?

There will be amplified noise, limited street parking, and more traffic than normal. Neighbors have been informed and included on planning measures. This event also positively impacts local businesses, small restaurants, many local artists, and raises funds for the Marquette Neighborhood Association, which provides neighborhood beautification and enhancement opportunities.

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

Please see attached.



Park Event Application CLEANUP AND RECYCLING

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PARKS**

Will you be providing your own receptacles?

☐ Yes

☐ No

If yes, which receptacles and how many?

Recycling Bins:40_____

Trash Bins:50_____

Dumpsters:6 (ordered through Street Use permit)

*If yes, name/contact information of collection agency
providing equipment and service: Volunteers_____*

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:Wil-Mar Neighborhood Center_____

Park Name:McPike Park_____

Please indicate quantity of trash barrels:8_____

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

Please indicate quantity of dumpsters:6_____

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

Fete de Marquette will be held on July 11-14th 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: Beatrice Hadidian.

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. Devin Abshire, 608-228-9692
CONTACT NAME/CELL NUMBER
3. We ☐ will/ ☐ will not have on-site Police or Security. Off-duty MPD and private security (Per-Mar).
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

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PARKS

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: Beatrice Hadidian.
6. Parking for vendor and staff vehicles will be: Research Products lot and Ingersoll Street.
7. Parking for attendee vehicles will be: Livingston Ramp, side streets, walk and bike.

V. CONTACT INFORMATION

Primary Contact	Beatrice Hadidian	Cell: 608-520-2291
Secondary Contact	Gary Kallas	Cell: 608-235-2925
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 INSURANCE



Requirement of a Certificate of Insurance will be noted on the Permit Conditions for your event (example pg. 4)

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
 - The determination is based on the risk level of an event.
 - Risk level is determined by such things as, but is not limited to:
 - Activities planned for the event
 - Anticipated attendance
 - Beer/alcohol
 - Potential for injury
 - Size and nature of the event
- If a Certificate of Insurance is required, the event organizer must:
 - Submit a general liability insurance policy certificate
 - **30 days prior to the event date**
 - In the amount of \$1,000,000
 - Naming the City of Madison as Additional Insured.
 - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office
City Risk Manager
210 Martin Luther King, Jr. Blvd., Rm. 406
Madison, WI 53703
Phone: (608) 266-5965
Fax: (608) 267-8705
[Risk Manager Email](mailto:eveum@cityofmadison.com)
eveum@cityofmadison.com
mlloyd@cityofmadison.com

INDEMNIFICATION CLAUSE FOR PERMITS

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.



Park Event Application MARKETING

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Conditional approval of the event is required BEFORE promoting, marketing or advertising the event.

Would you like your event included on the Parks Division Event Calendar?

☐ Yes ☐ No

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

PARKS DIVISION CALENDAR OF EVENTS

Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public.

Official Name of Event: Fete de Marquette _____

Park Location: McPike Park _____

Public Contact Phone: 608-257-4576 _____

Website: www.wil-mar.org _____

Admission Cost: Free admission! _____

Date of Event: 7/11-7/14 _____

Beginning/End Time of Event: 4-10; 4-11; Noon-11; Noon-10 _____

Two sentence description of event:

Madison's favorite summer festival! Music, great local food and drink, and family activities! All proceeds benefit the Wil-Mar Neighborhood Center.



Park Event Application AMPLIFICATION PERMIT

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PARKS**

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:

Will-Mar Neighborhood Center

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
7/11	Bands, Announcements	3 pm (sound check)	10 pm
7/12	Bands, Announcements	3 pm (sound check)	11 pm
7/13	Bands, Announcements	11 am	11 pm
7/14	Bands, Announcements	11 am	10 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?

☐ Yes

☐ No

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

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, (608) 266-4457.

Event/Name of Group: Wil-Mar Neighborhood Center/Fete de Marquette _____

TEMPORARY STRUCTURE INFORMATION

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

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging	1	30 by 50 feet—on Ingersoll Street
Tent	6	20 by 20
Trailer		
Inflatable		
Other		

- Company installing the structure(s): Intellasound _____

TEMPORARY STRUCTURE PERMIT

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



Park Event Application VENDING PERMITS

play
**MADISON
PARKS**

Will vending of any type occur at your event?

☐ Yes

☐ No

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

Park Event Vending Permits are required to sell anything in a City Park. The fee for this license is dependent on the number of vendors and the number of days vendors will be at the event.

Food Vendors

If a vendor is selling food, the City of Madison also requires a Temporary Food Establishment Permit which is available from the City Clerk's Office (see next page). Public Health Madison & Dane County can provide more information on this permit and their requirements for the safe handling of food.

*Please note that food cart vendors licensed by the City to sell downtown or on other streets are still required to purchase a Park Event Vending Permit.

Event/Name of Group: Wil-Mar Neighborhood Center

PERMIT TYPE

<input checked="" type="checkbox"/> Vending – Single Vendor	Single Day	\$275
	Each additional day in a calendar year	\$50
<input type="checkbox"/> Vending – Single Non-Profit	Single Day	\$75
	Each additional day in a calendar year	\$25
<input checked="" type="checkbox"/> Vending – Multiple Vendors (up to 7 vendors)	Single Day	\$845
	Each additional day in a calendar year	\$50

VENDOR LIST

How many vendors will be at the event? 10 food; 6 arts and crafts

You will be required to submit a complete list of vendors and contact information for your event as part of your Park Event Permit Conditions.

Will Beer/Wine be sold at the event?

☐ Yes

☐ No

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

Alcohol (Beer/Wine) Sales Permit fee is \$700.00 for one day and \$50.00 for each additional day in a calendar year.

Additionally, a Temporary (Picnic Beer) License is required.

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

☐ Yes

☐ No

Application Date: Friday, April 26

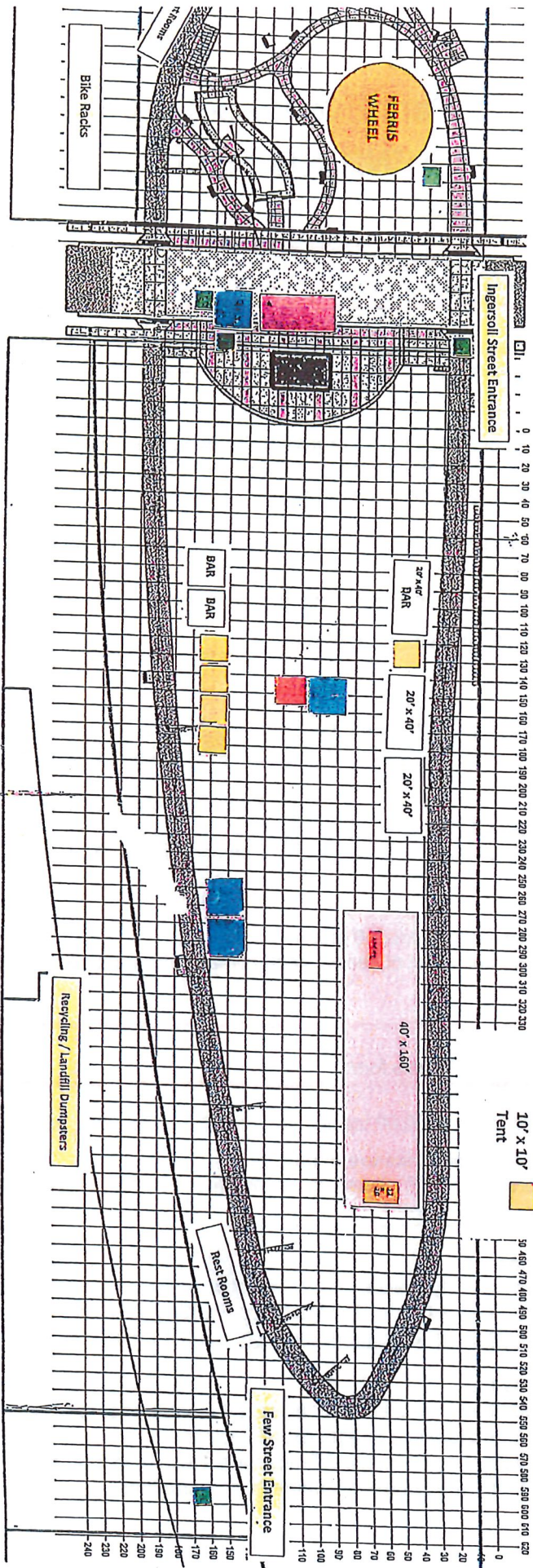
Temporary (Picnic Beer) License

The following are regulations from the City Clerk's Office. To obtain a Temporary Class "B" Retailers License, you must fill out an application from the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103.

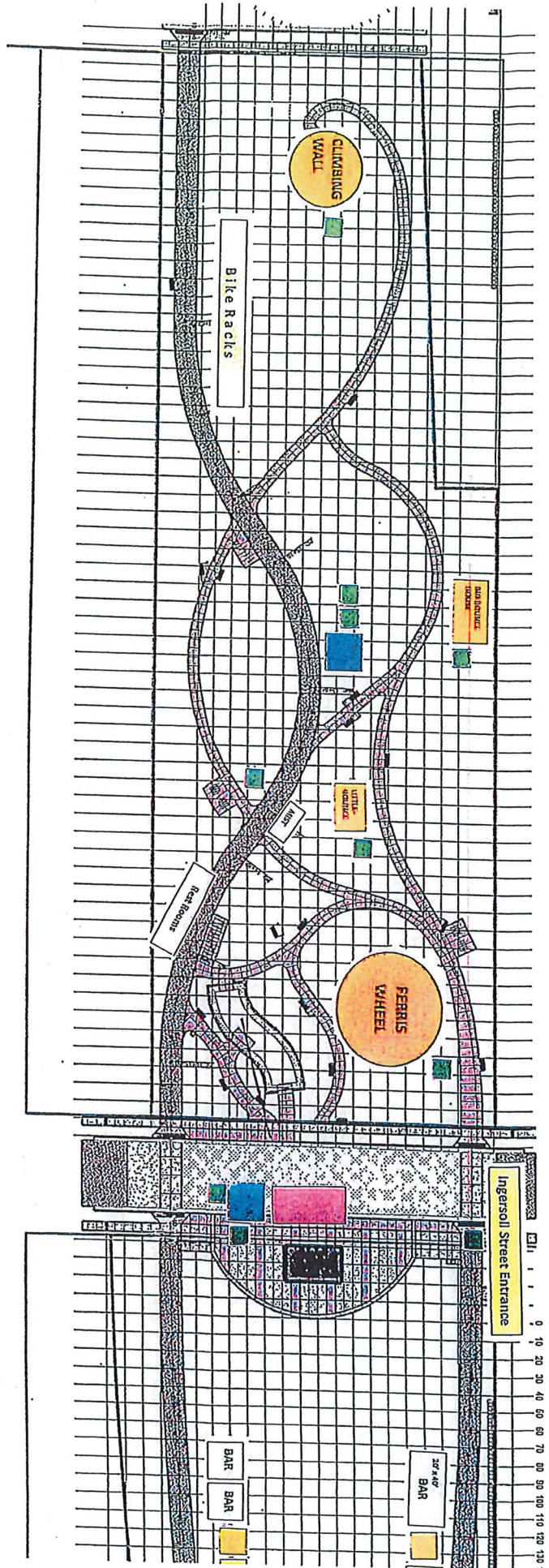
Temporary (Picnic Beer) License Application, Clerk's Office

May be Granted and Issued only to:

- Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- State, county, or local fair associations or agricultural societies.
- Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
- Posts now or hereafter established of ex-servicemen's organizations



- 10' x 10' Tent
- 20' x 20' Tent
- 16' x 16' Stage



Request by Wil-Mar Neighborhood Center to extend La Fete de Marquette event activities, including amplification and beer sales, to 11 PM on July 12 and 13, 2019 at McPike Park..

Madison Parks staff proposes the following conditions for the Board of Park Commissioners 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.

BEFORE EVENT

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 A. Rummel - 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- application on file.

Setup: Organizer will contact the Central Parks Maintenance Supervisor, Chad Hughes, at cmhughes@cityofmadison.com at least 30 days prior to your event to review site plans. Organizer must abide by all recommendations/stipulations provided by the Maintenance Supervisor.

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 or 608-209-3578. There is a \$50 refundable deposit for this key.

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.

Damage Deposit: Organizer will leave a \$3000.00 refundable damage deposit with the Parks Office and agrees to be responsible for any damage to the park that occurs as a result of the event. This can be done via check or charge, but it must be separate from your invoice payment.

Fee Due Date: All fees will be paid and deposits made at least two weeks before the event. We accept cash, check, or charge (VISA or MasterCard). To make a credit card payment via phone, please call (608) 264-9289.

Please make checks payable to City Treasurer and mail to:

City of Madison Parks Division / 210 Martin Luther King, Jr. Blvd. / Madison, WI 53703

Vending: Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance.

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 7/11/2017 and will get the Ticket Number for the location.

During Event

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

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

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:

7/11/19, Thursday, 3:00pm-10:00pm

7/12/19, Friday, 3:00pm-11:00pm

7/13/19, Saturday, 11:00am-11:00pm

7/14/19, Sunday, 11:00am-10:00pm

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.

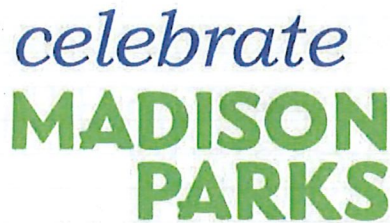
After Event

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

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	\$50.00
Scheduling Fee	\$1500.00
Amplified Sound 2	\$900.00 (\$150*6)
Amplified Sound addt'l hour	\$100 (\$50*2)
Temporary Structure addt'l	\$550 (\$110*5)
Beer/Wine Sales Permit	\$700
Beer/Wine Sales addt'l day	\$150 (\$50*3 days)
Vending multiple	\$1690 (\$845*2)
Vending multiple addt'l day	\$150 (\$50*3 days)
Temporary Structure w/o shelter	\$220
Trash Barrels	\$150
Dumpsters	\$1800 (\$300*6)
Total	\$7960.00



Street Use Permit # SUP2019069

Street Use Meeting: 5/29/2019

Issued: 6/25/2019

Pursuant to section 10.056 of the Madison General Ordinances

Sponsor Organization: Wil-Mar Neighborhood Center, Inc.
ATTN: Beatrice Hadidian
Address: 953 Jennifer St.
 Madison, WI 53703
Contact Name: Beatrice Hadidian **Phone:** (608) 520-2291
Email: beatrice@wil-mar.org
Name of Event: LaFete de Marquette
Location: Closure: 200 S. Ingersoll, 200 & 300 S. Brearly
 No Parking: 300 S. Few, 1100 E. Wilson
Event Date(s): Thursday, 7/11 – Sunday, 7/14/19

	Date	Time/Hours
Set-up:	7/10/19	9am-8pm
	7/11/19	8am-4pm
No Parking signs:	As directed by Parking Utility	As directed by Parking Utility
Street CLOSURE:	7/11/19 S. Ingersoll	9am
	7/12/19 S. Brearly	9am
Event Start:	7/11/19	4pm
	7/12/19	4pm
	7/13/19	11am
	7/14/19	9am
Event End:	7/11/19	10pm
	7/12/19	11pm
	7/13/19	11pm
	7/14/19	10pm
Take-down:	7/14/19	10pm-12am
Street(s) OPEN:	7/15/19	12:01am

Approved with the following conditions:

X	THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL
BEFORE EVENT	
X	Certificate of insurance listing the City of Madison as additional insured is required - on file.
X	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 A. Rummel - district6@cityofmadison.com
X	Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services. La Fete organizers will pay the costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department at the special duty rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.
X	Special Duty Police Officers have been coordinated with Central District Staff and Madison Fire Staff. Friday: 4 special duty police officers – 4pm – 11pm Saturday : 2 special duty police officers – 11am until 4pm 4 special duty police officers – 4pm until 11pm Sunday: 2 special duty police officers – 11am until 4pm 4 special duty police officers – 4pm until 10pm
X	Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.
X	Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT	
X	Barricade placement as per plan on file with Traffic Engineering (TE).
X	Noise must be kept to a reasonable level at all times. See Park Event permit for details.
X	Signage/staffing at event perimeter; No Alcohol Beyond This Point.
X	Signage/staffing at Metro lots. No event parking.
X	20' emergency access lane must be maintained throughout event area.
X	No inflatables on City right-of-way.
X	No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
AFTER EVENT	
X	Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.
X	City 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.

Permit verification may be required at any time during an event.

Location Information

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

200 block of S. Ingersoll Street and S. Brearly Street
(between E. Wilson Street to E. Main Street)

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
07/09/2019	8:00 AM	07/11/2019	4:00 PM	07/14/2019	10:00 PM	07/15/2019	5:00 PM	
07/09/2019	8:00 AM	07/12/2019	4:00 PM	07/14/2019	11:00 PM	07/15/2019	5:00 PM	
07/09/2019	8:00 AM	07/13/2019	11:00 AM	07/14/2019	11:00 PM	07/15/2019	5:00 PM	
07/09/2019	8:00 AM	07/14/2019	9:00 AM	07/14/2019	10:00 PM	07/15/2019	5:00 PM	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

☒

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

☒

If the Temporary (Picnic/Beer) License is denied will the event occur?:

No

Street Use Event Vending License

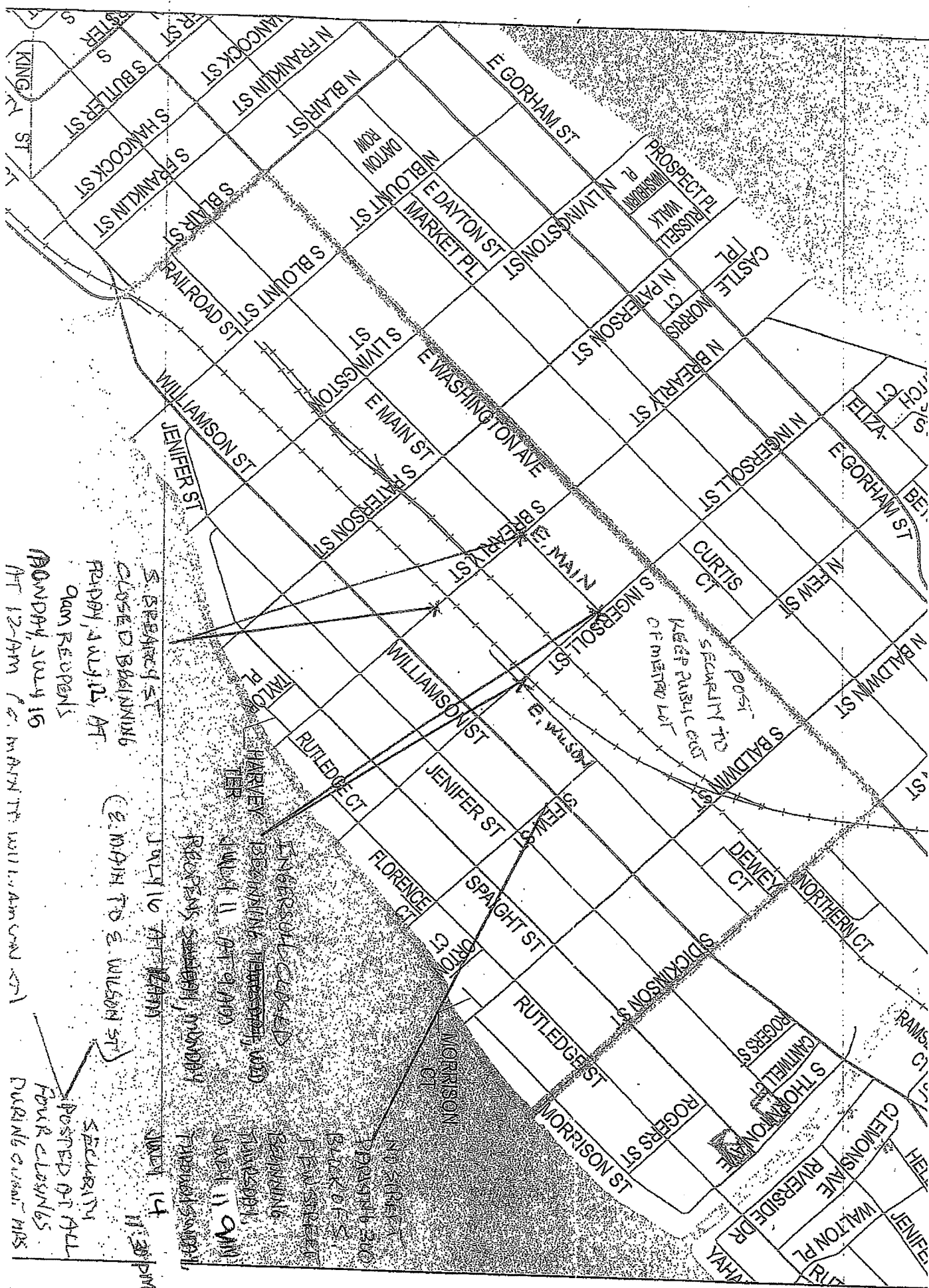
If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

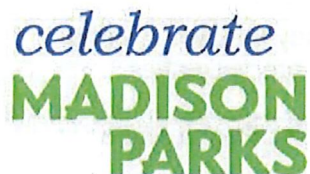
I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

☒

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:





Permit #	PEP2019100
Application Submitted:	4/29/19
Permit Issued:	6/20/19

Issued to:	Contact Name: Beatrice Hadidian
Organization: Friends of Wil-Mar	Email: beatrice@wil-mar.org
Address: 953 Jennifer St. Madison, WI	Phone During Event: (608) 520-2291
Name of Event: La Fete de Marquette	Location: Mc Pike Park
Start Date: Thursday, July 11, 2019	End Date: Sunday, July 14, 2019

	Date	Time/Hours
Setup	7/9/19	8am-8pm
	7/10/19	8am-4pm
	7/11/19	8am-4pm
Event Start	7/11/19	4pm
	7/12/19	4pm
	7/13/19	11am
	7/14/19	9am
Event End	7/11/19	10pm
	7/12/19	11pm
	7/13/19	11pm
	7/14/19	10pm
Cleanup/Take Down	7/15/19	8am-5pm

Approved with the following conditions (may extend to next page):

X	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.
Before Event	
X	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 A. Rummel - district6@cityofmadison.com
X	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.
X	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.)
X	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.-on file.
X	Setup: Organizer will contact the Central Parks Maintenance Supervisor, Chad Hughes, at cmhughes@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.
X	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 or 608-209-3578. There is a \$50 refundable deposit for this key.
X	Setup: Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.

X	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.
X	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.
X	Damage Deposit: Organizer will leave a \$3000.00 refundable damage deposit with the Parks Office and agrees to be responsible for any damage to the park that occurs as a result of the event. This can be done via check or charge, but it must be separate from your invoice payment.
X	Fee Due Date: All fees will be paid and deposits made at least two weeks before the event. We accept cash, check, or charge (VISA or MasterCard). To make a credit card payment via phone, please call (608) 264-9289. Please make checks payable to City Treasurer and mail to: City of Madison Parks Division / 210 Martin Luther King, Jr. Blvd. Rm. 104/ Madison, WI 53703
X	McPike staking policy: Organizer must comply with the attached "McPike Park Staking Policy" in regard to placing temporary structures on the Great Lawn.
X	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 7/11/2019 and will get the Ticket Number for the location to the Parks Office. There is a fee(s) for temporary structures.
X	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.
During Event	
X	Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food in the park.
X	McPike Park Restrooms: Access to the public restrooms must not be restricted at any time
X	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.
X	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: 7/11/19, Thursday, 3:00pm-10:00pm 7/12/19, Friday, 3:00pm-11:00pm 7/13/19, Saturday, 11:00am-11:00pm 7/14/19, Sunday, 11:00am-10:00pm 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.
X	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.
X	If you require assistance or experience any unforeseen issues during your event, please contact the Park Rangers at (608) 235-0448.
After Event	
X	Organizer is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.

X	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.
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APPROVED



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

Fete de Marquette—Madison's favorite summer festival! Set in McPike Park, this four-day, free-admission community festival offers four stages, a 2-acre area just for kids, and great, local food and drink. Best of all, proceeds benefit the Wil-Mar Neighborhood Center.

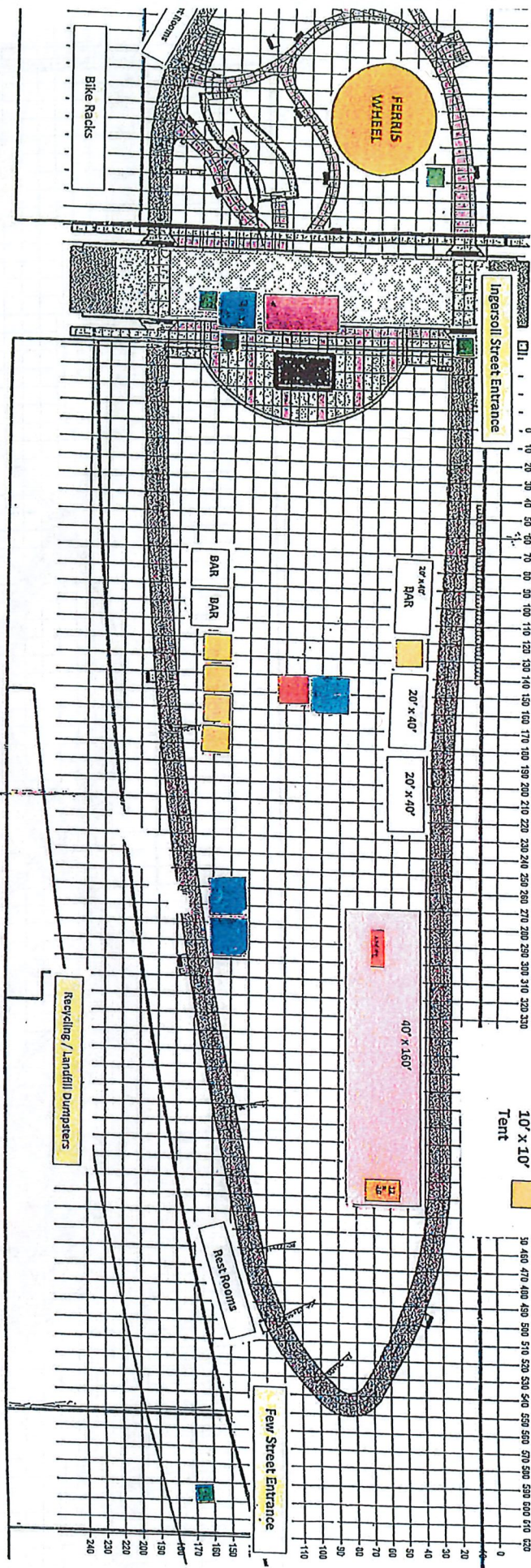
EVENT SCHEDULE

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.

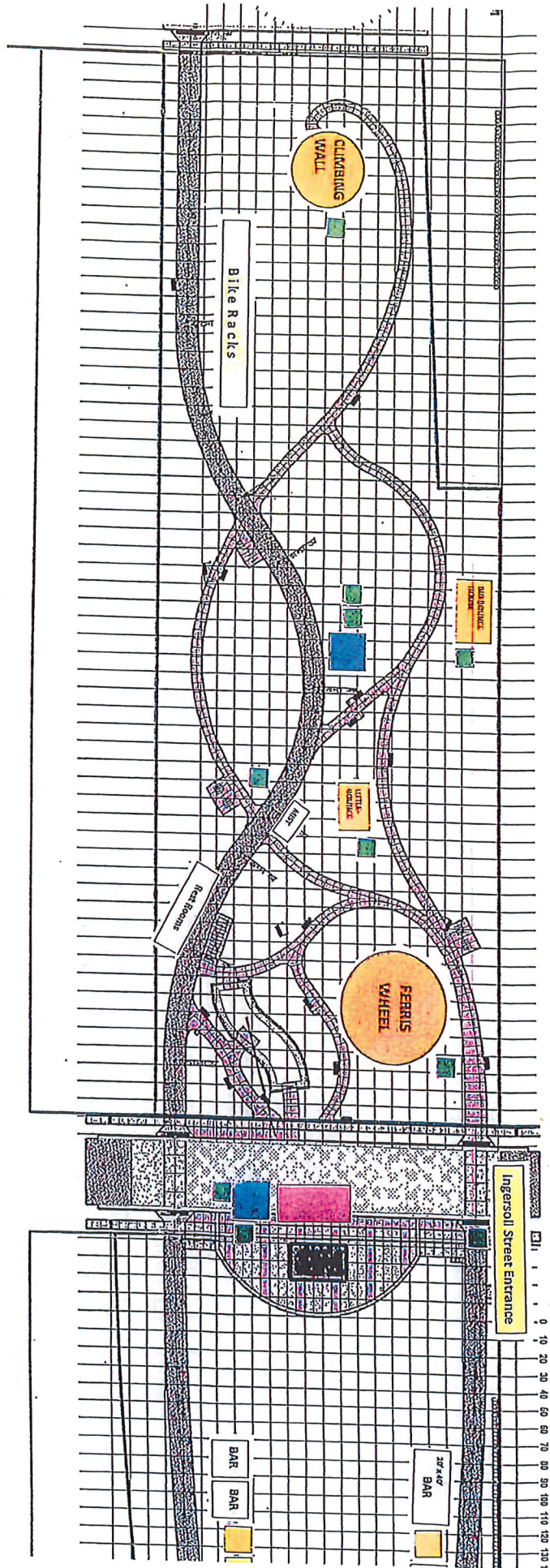
The schedule should encompass all activities planned for the event, including but not limited to:

- 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.
Tuesday, July 9 th and Wednesday, July 10 th 8 am – 8 pm	Set-up begins
Thursday, July 11 th , 8 am – 4 pm	Set up continues: vendors arrive and set-up, tables and chairs are put up, stage goes up, porta potties delivered
Thursday, July 11 th 4-10 pm	Event begins. Music, neighbors, food, fun! Overnight security retained for all four days.
Friday, July 12 th , 4-11 pm	Second day of the event. Music, food, fun continue!
Saturday, July 12 th , 11 am- 11 pm	Third day of the event. Festivities continue.
Sunday, July 14 th , 9 am-10 pm	Last day of the event. Acoustic Café from 9-noon in the Bistro Tent. Event and amplified music begins at noon.
Monday, July 15 th , 8 am – 5 pm	Tear-down and clean-up; ensure park in entirely clear.



- 10' x 10' Tent
- 20' x 20' Tent
- 16' x 16' Stage
- 10' x 10' Tent



FACILITY SALES RECEIPT

Receipt # 819430
Payment Date: 10/01/19
Household: 38847

Madison Parks Divisi
210 MLK Jr. Blvd, Rm 104
Madison WI 53703
Phone: (608)266-4711
www.cityofmadison.com/parks

WIL-MAR NEIGH. CENTR
BEATRICE hADIDIAN
953 JENIFER ST.
MADISON WI 53703
beatrice@wil-mar.org

Wk Ph: (608)257-4576x12

Reservation Updated: McPike Park, McPike Park

Reserv. Contact: WIL-MAR NEIGH. CENTR
Phone Number: (608)257-4576 x12
Reserv. Number: 60345
Status: Firm
Purpose: *LA FETE DE MARQUETTE*

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Tue 07/09/2019 @ 7:30P thru Mon 07/15/2019 @ 8:00P	417.08	6,536.96	0.00	0.00	6,536.96

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
APPLICATION FEE (non-refundable)	50.00	1.00	0.00	0.00	50.00
EVENT SCHEDULING FEE	1,500.00	1.00	0.00	0.00	1,500.00
BEER/WINE SALES PERMIT - single day	700.00	1.00	0.00	0.00	700.00
BEER/WINE SALES PERMIT - additional day	50.00	3.00	0.00	0.00	150.00
VENDING - MULTIPLE - day	845.00	2.00	0.00	0.00	1,690.00
VENDING - MULTIPLE - additional day	50.00	3.00	0.00	0.00	150.00
AMPLIFIED SOUND - additional hour	50.00	2.00	0.00	0.00	100.00
TEMPORARY STRUCTURE - additional	104.27	9.00	0.00	0.00	938.43
TEMPORARY STRUCTURE - w/o shelter	208.53	1.00	0.00	0.00	208.53
AMPLIFIED SOUND 2	150.00	6.00	0.00	0.00	900.00
TRASH BARRELS - each increment of 8	150.00	1.00	0.00	0.00	150.00

Special Questions: Will you have beer/wine at your event? Yes
Will you be vending at your event? Yes
If you need an amplification permit, what 6 hours will you need? N/A? ALL
Will you have a temporary structure? (\$110 including tax): No
Will you have amplified sound? (\$60 permit): No
P.A. PERMIT: YES
Reservation Comment Code:
Food Caterer:
Bar Caterer:
Site Type:
Link to Reservation #: 60345
Display Reservation on WebTrac: No
Web Event: No
TIME FRAME:

Processed on 10/01/19 @ 11:10am by PKKAP

Total New Fees	417.08
Discount Applied	0.00
Old Balances Included	6,119.88
Total Due	6,536.96
Total Fees Paid	0.00
Total Paid	0.00
Balance From Receipt	6,536.96

FACILITY SALES RECEIPT

Receipt # 819430
Payment Date: 10/01/2019
Household: 38847

Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	7,336.96