



# Park Event Application

*Time*



## GENERAL INFORMATION

Are you applying for a NEW park event?	Yes	<input checked="" type="radio"/> No
Are you applying for a returning park event with significant changes?	Yes	<input checked="" type="radio"/> No

### EVENT INFORMATION

Name of Event: Sessions at McPike Park  
 Park Requested: McPike Park Use of Shelter: Yes No Estimated Attendance: 900/day  
 Type of Event (run/walk, fundraiser, festival, etc): Festival

### EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Sessions at McPike Park, Inc  
 Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
**MANDATORY: State Sales Tax Exemption Number:** ES#: 22671-800  
 Primary Contact: Bob Queen Work Phone: 608-332-8628  
 Address: 406 Clemons Ave, Madison, WI. 53704 Phone During Event: 608-332-8628  
 Email: madmax406@gmail.com  
 Organization or Event Website: www.sessionsatmcpike.org

### EVENT SCHEDULE

Date(s) of Setup: 6/13/2023; 8/07/2023 Setup Start and End Times: 9 am - 5 pm  
 Date(s) of Event: 6/14 - 6/16; 8/8 - 8/11 Event Start and End Times: (6/14) 5 - 11 pm;  
FRI - SUN (6/15) 1-11 pm; (6/16) 1-10 pm; (8/8 & 8/9) 5-10 pm; (8/10 & 8/11) 1-10 pm Thursday - Sun  
 Date(s) of Take-Down: 6/17/2023; 8/12/2023 Take-Down Start and End Times: 8 am - 12 pm  
 Rain Date (if any): None 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: Vendors will sell during the events.*  
 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 *Robert Queen* Date 12/21/23





# Park Event Application



Please provide a brief narrative of the event.

## 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

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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.
Thursday 6/13/24 9:00 am - 5:00 pm	Tents delivered and set up; beer caddies delivered; tables & chairs arrive; portos set in place; dumpsters arrive; bike racks delivered and set up; street barriers delivered.
Friday 6/14/24 9:00 am - 12:00 am	<u>9:00 am</u> : Main Stage arrives/set up begins, street barriers set up and road closed. <u>12 pm - 5 pm</u> : Volunteers arrive to begin set up; Chairs/tables set up; food and craft vendors arrive & begin to set up; Hospitality tent organized; Non-profit partners set up their tent; stage equipment set up; lights and electricity installed; bands come for sound checks; sound equipment and stage set up inside Chicory Tent; beverages arrive; fences & banners erected; artists arrive, unload equipment, conduct sound checks. <u>5:00 - 10:00 pm</u> : audience arrives; security arrives; amplified music played from Main Stage and Chicory Tent; food and beverages vended. <u>9:45 - 11:00 pm</u> : stand-up comedy performed in Chicory Tent using microphone set at 72 decibels. <u>10:00 pm</u> : music ends from Main Stage; food and beverage vending end. <u>11:00 pm</u> : audience departs. <u>10 - 12 am</u> : trash/recyclables removed & dumped; valuable equipment secured; tents, vendor equipment, and stages remain in place over night. <u>12:00 am</u> : Overnight security arrives.
Saturday 6/15/24 12:00 pm - 12:00 AM	<u>12:00 pm</u> : Volunteers return to reorganize chairs/tables; non-profit partners arrive to set up their tent; food & craft vendors arrive; performers arrive. <u>1:00 pm - 10:00 pm</u> : food and alcohol vending begin; audience and security arrives; amplified music begins from both stages. <u>9:45 pm - 11:00 pm</u> : stand-up comedy presented in Chicory Tent using microphone set at 72 decibels. <u>10:00 pm</u> : amplified music ends on Main Stage; food and beverage vending end. <u>11:00 pm</u> : Audience departs. <u>10:00 pm - 12:00 am</u> : trash/recyclables removed and dumped; valuable equipment secured; tents, vendor equipment and Chicory Stage remains in place over night; Main Stage dismantled and removed. <u>12:00 am</u> : Overnight security arrives.





# Park Event Application



<p>Sunday 6/16/24 12:00 pm - 12:00 am</p>	<p><u>12:00 pm</u>: Volunteers return to reorganize chairs/tables; non-profit partners arrive to set up their tent; food &amp; craft vendors arrive; performers arrive. <u>1:00 pm - 10:00 pm</u>: food and alcohol vending begin; audience and security arrives; amplified music begins from Chicory Stage; brass bands perform on the Great Lawn (no amplification) <u>10:00 pm</u>: all music ends; food and beverage vending end; audience departs. <u>10:00 -12:00 am</u>: trash/recyclables removed &amp; dumped; chairs and tables stacked; Chicory equipment removed; Hospitality tent emptied; lights removed; vendors pack and leave. <u>12:00 am</u>: Street barriers removed; Street opens</p>
<p>Monday 6/17/24 8:00 am - 12:00 pm</p>	<p>Volunteers arrive to clear park of fences, banners, Sessions equipment; rental agencies arrive to tear down and remove tents and remove portos; park is picked clean. Bike racks remain in place until end of August event.</p>
<p>Wednesday 8/07/24 9:00 am - 5:00 pm</p>	<p>Tents delivered and set up; beer caddies delivered; tables &amp; chairs arrive; portos set in place; dumpsters arrive; street barriers delivered.</p>
<p>Thursday 8/08/24 9:00 am - 12:00 am</p>	<p><u>9 am</u>: Main Stage arrives/set up begins, street barriers set up and road closed. <u>12 pm - 5 pm</u>: Volunteers arrive to begin set up; Chairs/tables set up; food and craft vendors arrive &amp; begin to set up; Hospitality tent organized; Non-profit partners organize their tent; stage equipment set up; bands come for sound checks; sound equipment and stage set up inside Chicory Tent; beverages arrive; fences &amp; banners erected; artists arrive &amp; unload equipment. <u>5:00 pm - 10:00 pm</u>: audience arrives; security arrives; amplified music played from Main Stage and Chicory Stage; food and beverage vending. <u>10 pm</u>: all music ends; food and beverage vending end; audience departs. <u>10 - 12 am</u>: valuable equipment secured; tents, vendor equipment, and stages remain in place over night. <u>12:00 am</u>: Overnight security arrives.</p>
<p>Friday 8/09/24 9:00 am - 12:00 am</p>	<p><u>12:00 pm - 5:00 pm</u>: Volunteers arrive to reorganize chairs/tables; food and craft vendors arrive; performers arrive; <u>5:00 pm - 10:00 pm</u>: audience arrives; security arrives; amplified music played from Main Stage and Chicory Stage; food and beverage vending. <u>10 pm</u>: all music ends; food and beverage vending end; audience departs. <u>10 - 12 am</u>: valuable equipment secured; tents, vendor equipment, and stages remain in place over night. <u>12:00 am</u>: Overnight security arrives.</p>
<p>Saturday 8/10/24 12:00 PM - 12:00 am</p>	<p><u>12:00 pm</u>: Volunteers return to reorganize chairs/tables; partners arrive to set up their tent; food &amp; craft vendors arrive; performers arrive. <u>1:00 pm - 10:00 pm</u>: food and alcohol vending begin; audience and security arrives; amplified music begins from both stages; <u>10:00 pm</u>: amplified music ends; food and beverage vending end; audience departs. <u>10:00 -12:00 am</u>: valuable equipment secured; tents, vendor equipment, and stages remain in place over night. <u>12:00 am</u>: Overnight security arrives.</p>
<p>Sunday 8/11/24 12:00 pm - 12:00 am</p>	<p><u>12:00 pm</u>: Volunteers return to reorganize chairs/tables; partners arrive to set up their tent; food &amp; craft vendors arrive; performers arrive. <u>1:00 pm - 10:00 pm</u>: food and alcohol vending begin; audience and security arrives; amplified music begins from Main Stage and Chicory stage. <u>10:00 pm</u>: all music ends; food and beverage vending end; chairs stracked; trash picked up and dumped; audience departs. <u>10:00 -12:00 am</u>: Main Stage dismantled and removed; all equipment removed; tents emptied; vendors pack and leave; hospitality tent emptied; string lights removed from tents. Trash picked up and dumped. <u>12:00</u>: Street barriers removed; street open.</p>





# Park Event Application



<b>Monday</b> <b>8/12/24</b> <b>8:00 am - 12:00 pm</b>	<b>8:00 am: Volunteers arrive to clear park; rental agencies arrive to tear down and remove tents; removes portos; remove chairs and tables; park is picked clean. Bike Racks removed.</b>

- » Accessible paths for wheelchairs
- » Disabled parking
- » Dumpsters
- » Exit location for forced outdoor events
- » Event Perimeter
- » Fencing
- » Garbage and recycling receptacles
- » Placement of vehicles
- » Portable toilets
- » 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 residential/businesses in the area surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts? We take great care to minimize impacts of our events. Specific impacts and measures we take to minimize them include:

**Disturbances:** A pair of off-duty Madison Police Officers patrol the event grounds every hour the Session is operating. We have never had an on-site incident during the event. We have never had to request the on-site MPD officers to intervene during or after the event, nor have we ever had a police call for disturbances.

**Alcohol Sales:** We are mindful of the issues surrounding alcohol sales and take steps to control sales. Our beer sales are managed by Dave Day of the Crystal Corner Bar. A licensed bartender is on duty during beer sales, and trained volunteers help pour beer. We discourage over-serving. Our beer is expensive and is not likely to be purchased by people whose goal is to get drunk. Beer sales end at 10 pm. We do not allow carry-in.

**Drunk People:** We have not observed loud, drunk people leaving Sessions events. Should this happen, we will escort them out of the park and ask them not to return. Our audience leaves quickly after the music ends at 10 pm. Most nights, we have an overnight security person on site who in the past has had to call the police on loud, drunk people wandering down S. Ingatoll and E. Wilson after local bars close. These are not our audience members, nor are they our clean-up crew.

**Amplified Music:** For amplified music, we strictly keep to the double limits and hours set by the Parks Commission in our permit. Many music performances take place within the Chicago Tent, which is very popular among our audience members. It is located on the north side of the park, away from housing. While this music is amplified, the tent reduces the sound. It has sides which can be clipped on to further reduce the sound. Our stand-up comedy acts take place in the Chicago Tent using a microphone with a 32 double amp filter. For performances with a special permit to present until 11 pm, only comedy, not music, is presented.

**Light Events:** All of the events will be held in mid-summer. No school nights will be affected. Our amplified music performances end at 10 pm sharp (except for specially permitted comedy acts ending at 11 pm). The main stage, vendors, and beer gardens close at 10 pm. Our audience does not hang around after the music ends. They leave quickly and quietly.



# 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 take great care to minimize impacts of our events. Specific impacts and measures we take to minimize them include:

**\*Disturbances:** A pair of off-duty Madison Police Officers patrol the event grounds every hour the Sessions is operating. We have never had an onsite incident during the event. We have never had to request the onsite MPD officers to intervene during or after the event, nor have we ever had a police call for disturbances.

**\*Alcohol Sales:** We are mindful of the issues surrounding alcohol sales and take steps to control abuse. Our beer sales are managed by Dave Day of the Crystal Corner Bar. A licensed bartender is on duty during beer sales, and trained volunteers help pour beer. We discourage over-serving. Our beer is expensive and is not likely to be purchased by people whose goal is to get drunk. Beer sales end at 10 pm. We do not allow carry-ins.

**\*Intoxicated People:** We have not observed loud, drunk people leaving Sessions events. Should this happen, we will escort them out of the park and ask them not to return. Our audience leaves quickly after the music ends at 10 pm. Most nights, we have an overnight security person on site who in the past has had to call the police on loud, drunk people wandering down S. Ingersoll and E. Wilson after local bars close. These are not our audience members, nor are they our clean-up crew.

**\*Amplified Music:** For amplified music, we strictly keep to the decibel limits and hours set by the Parks Commission in our permit. Many music performances take place within the Chicory Tent, which is very popular among our audience members. It is located on the north side of the park, away from housing. While this music is amplified, the tent reduces the sound. It has sides which can be clipped on to further reduce the sound. Our stand-up comedy acts take place in the Chicory Tent using a microphone with a 72 decibel amplification. For performances with a special permit to present until 11 pm, only comedy, not music, is presented.

**\*Night Events:** All of the events will be held in mid-summer. No school nights will be affected. Our amplified music performances end at 10 pm sharp (except for specially permitted comedy acts ending at 11 pm). The main stage, vendors, and beer caddies close at 10 pm. Our audience does not hang around after the music ends. They leave quickly and quietly.





# Park Event Application



## SITE MAP

**\*Parking:** Parking in the neighborhood is difficult. We minimize the impact of parking by bringing 14 bike racks to the park. On our website, we encourage people to walk or bike. We also direct drivers to the new, nearby City parking ramp at 111 S. Livingston Street. For drivers with mobility impairments, we have requested 10 spaces in the Research Products parking lots during their off hours. We close S. Ingersoll Street to general traffic and monitor the barricades to let vendor and band vehicles through with their equipment.

We monitor and manage musicians and event staff vehicular arrivals and departures to/from the event on S. Ingersoll St to maintain the required fire lane. We monitor and manage vehicular traffic in the Park (vendors and tent musicians) to maintain a fire lane along the perimeter path of the Park.

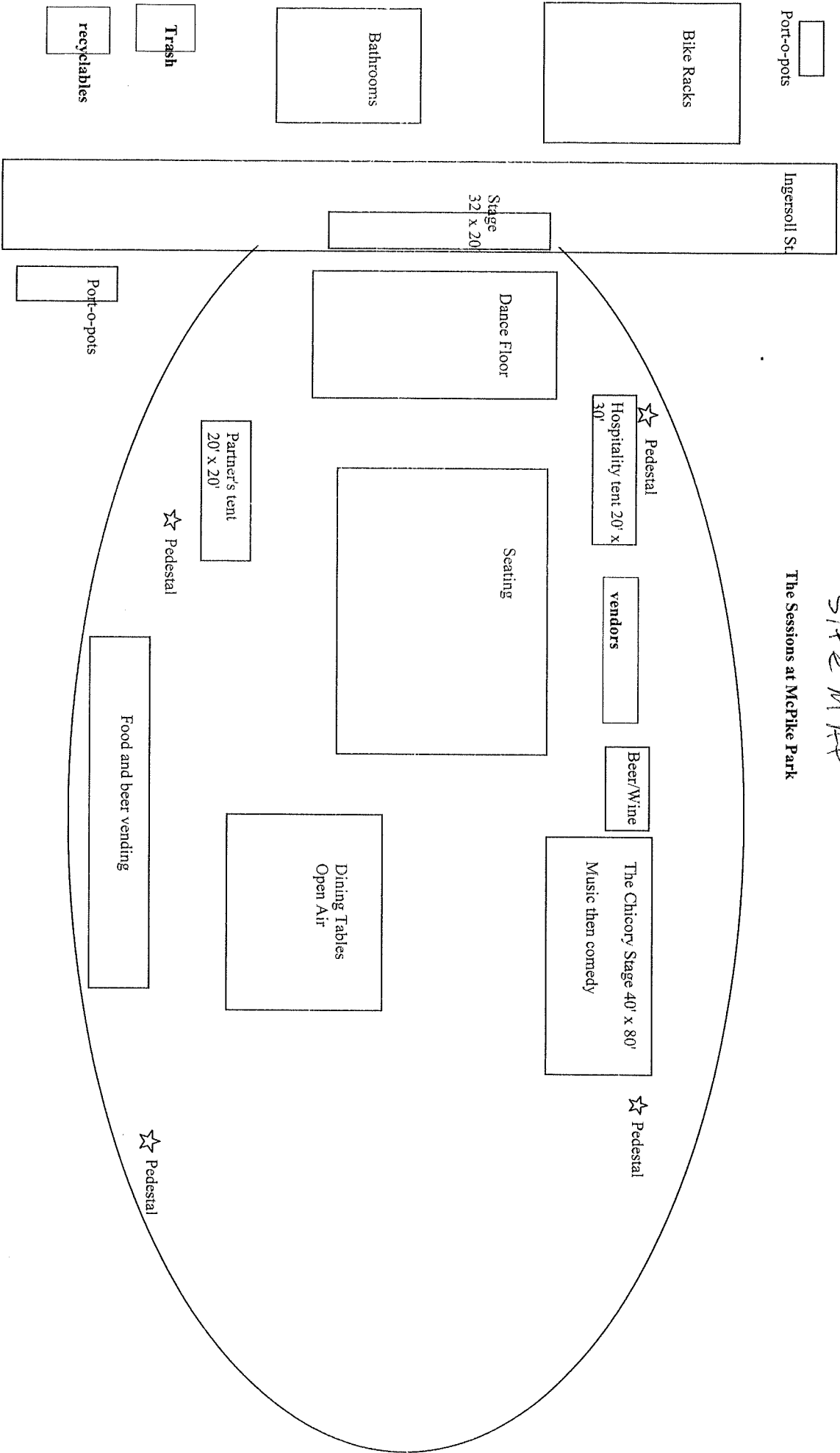
**\*Tear Down:** While some tear-down/clean-up tasks can be left until Sunday morning, there are many tasks that **MUST** be done completely on the last night. These include dismantling the stages and removing electrical and sound equipment and collecting garbage/recycling and putting it in the rental dumpsters along with shutting down the hospitality tent and securing the vendor and stage areas. Our volunteers will begin doing these as the event winds down so that we can finish quickly. We will do these as quickly and quietly as possible. However, there have been times when these tasks have been slightly delayed by severe weather.

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

*Please see attached site map.*

Site MAP

The Sessions at McPike Park





# Park Event Application



## AMPLIFICATION PERMIT

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

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

Yes

No

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: Sessions at McPike Park

Type of Amplified Sound:

Band

DJ

Sound system

Speeches/Announcements

Karaoke

Other (please specify): Dance Performances and Stand up Comedy

### SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
6/14/23 ✓	Bands	5:00 PM	10:00 PM
6/15 - 6/16 ✓	Bands; dance performance	1:00 PM	10:00 PM
6/14 - 6/15 ✓	Comedy in Tent	9:45 PM	11:00 PM
8/8 - 8/9	Bands	5:00 PM	10:00 PM
8/10 - 8/11	Bands	1:00 PM	10:00 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**

~~6-14 5pm - 10pm~~  
~~6-15 1pm - 10pm~~  
~~6-16 1pm - 6pm~~  
~~8-8 5pm - 10pm~~  
 8-9 5pm - 10pm  
 8-10 1pm - 10pm  
 8-11 1pm - 10pm





# 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/dolNeed-APermit.cfm](http://www.cityofmadison.com/fire/code/dolNeed-APermit.cfm), (608) 266-4457.

Event/Name of Group: Sessions at McPike Park

### TEMPORARY STRUCTURE INFORMATION

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

TEMPORARY STRUCTURE	QUANTIT	SIZE AND/OR DIMENSION
Staging	1	32X20
Tent	3	40X80; 20X20; 30X40
Trailer		
Inflatable		
Other		

•

- Company installing the structure(s): Intellasound; Matthew's Tent Rental

### TEMPORARY STRUCTURE PERMIT

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



# Park Event Application



## MARKETING

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** *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: Sessions at McPike Park

Park Location: 202 S Ingersoll

Public Contact Phone: 608-332-8628

Website: www.sessionsatmcpikepark

Admission Cost: Free Admission

Date of Event: 6/14, 6/15, 6/16, 8/8, 8/9, 8/10, 8/11

Beginning/End Time of Event: (6/14) 5:00 pm - 11:00 pm; (6/15) 1:00 pm - 11:00 pm; (6/16) 1:00 pm - 10:00 pm; (8/8) 5:00 - 10:00 pm; (8/9) 5:00 pm - 10:00 pm; (8/10) 1:00 pm - 10:00 pm; (8/11) 1:00 pm - 10:00 pm

Two sentence description of event:

The 2024 Sessions at McPike Park are three evenings and four week-end full days of local and touring musical groups, dance performances, and stand-up comedy. The free events enable the community to take in excellent mixed artistic performances from near and far.

Handwritten notes in red ink:  
6/14 5pm - 11pm  
6/15 1pm - 11pm  
6/16 1pm - 10pm  
8/8 5pm - 10pm  
8/9 5pm - 10pm  
8/10 1pm - 10pm  
8/11 1pm - 10pm





# Park Event Application



## CLEANUP AND RECYCLING

Will you be providing your own receptacles?

Yes

No

*If yes, which receptacles and how many?*

Recycling Bins: \_\_\_\_\_

Trash Bins: \_\_\_\_\_

Dumpsters: \_\_\_\_\_

*If yes, name/contact information of collection agency providing equipment and service: Pelliterri; \_\_\_\_\_*

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: \_\_\_\_\_

Park Name: \_\_\_\_\_

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



## VENDING PERMITS

**Will vending of any type occur at your event?**

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

Yes

No

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: Sessions at McPike Park

### PERMIT TYPE

Vending – Single Vendor	Single Day	\$275
	Each additional day in a calendar year	\$50
Vending – Single Non-Profit	Single Day	\$75
	Each additional day in a calendar year	\$25
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? 7 (Subject to change)

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?**

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

Yes

No

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: 12/20/2023

### 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.