



Park Event Application GENERAL INFORMATION



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

EVENT INFORMATION

Name of Event: Sessions at McPike Park

Park Requested: McPike Use of Shelter: Yes No Estimated Attendance: 1500

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

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Sessions at McPike Park Board

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

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

Primary Contact: Bob Queen Work Phone: 608-332-8628

Address: 406 Clemons Ave, Madison 53704 Phone During Event: 608-332-8628

Email: madmax406@gmail.com

Organization or Event Website: sessionsatmcpike.org

EVENT SCHEDULE

Date(s) of Setup: 8/5 Setup Start and End Times: _____

Date(s) of Event: 8/6,7,8,12,13 Event Start and End Times: 8/6,12,13-5-11PM 8/7,8 Noon-11 pm

Date(s) of Take-Down: 8/14 Take-Down Start and End Times: 9am – 2 pm

Rain Date (if any): 8/14 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: Food vendors

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 5/11/2021



Park Event Application

GENERAL INFORMATION



We would like to approach the Parks Commission about extending 3 Sessions days to 11 pm. None are on week days. August 6th and 7th for one hour of comedy under the 75db protocol in a fully sided tent. The other August 12th which will be an acoustic Jam led by a band from Tullamore, Ireland.



Park Event Application

NARRATIVE & SCHEDULE



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

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.
08/05/21	Tents and port o pots arrive Times tbc
8/06/21	Chairs, tables arrive am; vendors arrive mid afternoon; Stage arrives 11 am; Music 5 to 10pm; Comedy 75 db 10 to 11 pm
08/07/21	Already set up ; Music Noon to 10pm ; Comedy 10- 11pm
08/08/21	Already set up ; Music Noon to 10pm ; Comedy 10- 11pm ; stow chairs , tables in tents
08/12/21	Chairs, tables arrive am; vendors arrive mid afternoon; Stage arrives 11 am; Music 5 to 10pm; MG&E Electric Car Expo 4:30 cars arrive 8 pm cars depart; Acoustic Irish Jam 10 to 11 pm
8/13/21	Already set up; Vendors arrive mid-afternoon; Music 5 to 10 pm; Stage gone by midnight
08/14/21	Clean up 9am -2pm

Port-o-pots

Bike Racks

Bathrooms

Ingersoll St

Stage
32 x 20

Dance Floor

Seating

Partner's tent
20' x 20'

Port-o-pots

The Sessions at McPike Park

☆ Pedestal
Hospitality tent 20' x 30'

vendors

Beer/Wine

The Chicory Stage 40' x 80'
Music then comedy

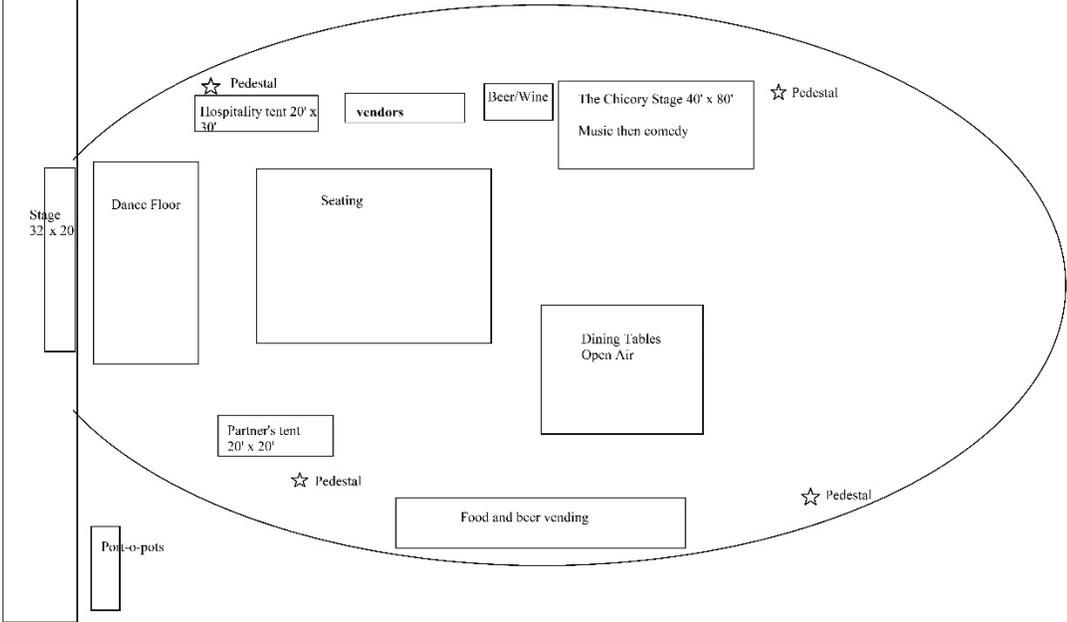
Dining Tables
Open Air

Food and beer vending

☆ Pedestal

☆ Pedestal

☆ Pedestal





Park Event Application AMPLIFICATION PERMIT



Will there be amplification at the event? <i>If Yes, please continue. If No, skip this form.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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 Board

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
8/ 7, 8	music	Noon	10:00:00 PM
8/ 6, 12, 13	music	05:00:00 PM	22:00:00
8/6, 7	Comedy 75db	10:00:00 PM	11:00:00 PM
08/12/21	Irish Acoustic Jam in tent	10:00:00 PM	11:00:00 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**
 - » 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: _____

TEMPORARY STRUCTURE INFORMATION

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

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging	one	32 x 20
Tent	3	40 x 80'; 20 x 30; 20 x 30
Trailer		
Inflatable		
Other		

- Company installing the structure(s): Intellasound Productions; Matthews 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 VENDING PERMITS



Will vending of any type occur at your event? <i>If Yes, please continue. If No, skip this form.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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: The Sessions at McPike Park

PERMIT TYPE

<input type="checkbox"/>	Vending – Single Vendor	Single Day	\$275
		Each additional day in a calendar year	\$50
<input checked="" 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? 7 food vendors__

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? <i>If Yes, please continue. If No, skip this form.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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: 5/25_____

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



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: _____*

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 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

Sessions at McPike _____ will be held 8/6,7,8; 12, 13 _____ at McPike Park _____

EVENT NAME

DATE

GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

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

III. ASSUMPTIONS

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

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

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

B. Emergency Notification

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

Park Location: McPike Park _____

Public Contact Phone: 608-332-8628 _____

Website: sessions@mcpike.org _____

Admission Cost: Free _____

Date of Event: 8/6-8; 12, 13 _____

Beginning/End Time of Event: 8/ 7,8 Noon to 10 pm; 8/ 6, 12, 13 5 TO 10 pm _____

Two sentence description of event: This free event is primarily a music series with dance and comedy added August 6- 8., The Pursuit of Happiness weekend. Great music of many genres of the highest quality awaits you. There is terrific food and drink and product vendors all days. This all volunteer run series raises money for seven non-profit partners doing great work throughout the County.