



Permit #	PEP2016056
Application Submitted:	3/16/16
Permit Issued:	Click here to enter a date.

Issued to:	Contact Name: Bob Queen
Organization: The Literacy Network	Email: madmax406@gmail.com
Address: 406 Clemons Ave Madison, WI 53704	Phone During Event: (608) 332-8628
Name of Event: The Central Park Sessions	Location: Central Park
Event Dates: 7/28, 8/4, 8/11, 8/12, 8/18, 9/8	

	Date	Time/Hours
Setup	See above	9:00am
Event Start	See above	5:00pm
Event End	See above	10:00pm
Cleanup/Take Down	See above	10:00pm

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.
X	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	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	If the event will close street(s) or remove parking, event organizer must apply for a Street Use Permit .
X	Organizer will contact the Central Parks Maintenance Supervisor, Lisa Laschinger, at llaschinger@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. If organizer requires electrical from hand holes in Central Park, he/she will discuss it with the Maintenance Supervisor during the site visit. Parks staff will remove hand hole covers prior to set-up of the event and replace following the event.
X	If organizer is going to use the high-amp event electricity, organizer be 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 obtained when the electrician organizer hires meets with the park's electrician. There is a \$75 refundable deposit for this key.
X	If alcohol will be sold at the event, organizer will request a permit for beer sales. Organizer must also contact the Central Madison Police District, 608-261-9694 or the Central District web site to give them information about your event.
X	Organizer will leave a \$3,000.00 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.
X	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 53701-2987
X	Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance.
X	Organizer will follow all Health Department requirements and recommendations concerning food in the park.
X	Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.
X	If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.), organizer will contact Digger's

	Hotline (811) approximately ten days before event dates and will get the Ticket Number(s) for the location to the Parks Office.
X	Organizer must comply with the attached "Central Park Staking Policy" in regard to placing temporary structures on the Great Lawn.
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	<p>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 from 5:00pm to 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.</p> <ul style="list-style-type: none"> • <u>Non-compliance action</u> 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	No glass containers are permitted in the park.
X	Absolutely no vehicles are allowed to enter the park through the Few Street Entrance.
X	There is no driving or parking of vehicles on grass.
X	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	Organizer is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.
X	If you require assistance or experience any unforeseen issues during your event, please contact the Park Rangers at (608) 235-0448.