

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: TAKE SESSION AT McPIKE PARK
Event Organizer/Sponsor: THE SESSIONS AT McPIKE PARK LLC

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

MANDATORY: State Sales Tax Exemption Number: ES#: 122671-800
OPTIONAL: Federal Tax Exempt Number: _____

Address: 406 CLEMONS AVE

City/State/Zip: MADISON, WI 53704

Primary Contact: BOB QUEEN Work Phone: 608-332-8628

Email: madmax406@gmail.com Phone During Event: 608-332-8628

Website: SESSIONS AT McPIKE.ORG FAX: _____

Secondary Contact: JUDY OLSON Work Phone: 1-608-250-1240

Email: judyolson406@gmail.com Phone During Event: _____

Annual Event? Yes No

Charitable Event? Yes No
If Yes, Name of charity to receive donations: CENTRO NIDIANO WORT-EM URBAN LEAGUE FRIEND OF NATIVE FOOD TABLE VIKRAINE MADISON

Estimated Attendance: 999 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): Yes No
Hours: NOON to 10PM 2 TIMES NOON TO 11 ONCE 5 TO 10PM 4 TIMES

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters) Other: _____

LOCATION REQUESTED

Capitol Square (note specific blocks below) State St. Mall/800 State Street
 30 on the Square (aka top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: 200 BLOCK S. INGERBOLL

EVENT DATE(S)/SCHEDULE

Date(s) of Event: JUNE 16-18, AUG 11, 12, 16, 17 Event Start and End Times: 6/16-18 5/16, 17 10AM END
6/16, 17, 18 11, 16, 17 5PM START 6/17 11 AM START Set-Up Start Time: 9 AM FOR NOON START NOON FOR 5PM START
Take-Down Start Time and End Times: Midnight 700 TAKE-DOWN TIME: START TO STREETS REOPENED START

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?
If class B license is denied, will the event(s) occur? Yes No Yes No

RQ By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

Applicant Signature: Robert Queen Date: 5/24/2023

2023 SESSIONS AT MCPIKE PARK - SCHEDULE

DATE	SETUP	EVENT	CLEAN UP	AMPLIFICATION	Beer Sales	Street Closed	Street Opened
Thursday, June 15, 2023	9am-5pm						
Friday, June 16, 2023	9am-5pm	5pm-10pm		PA2 5PM-10PM	5PM-10PM	9am	
Saturday, June 17, 2023		12pm-10pm		PA2 12PM-10PM	12PM-10PM		
Sunday, June 18, 2023		12pm-10pm	10pm-12am	PA2 12PM-10PM	12PM-10PM		
Monday, June 19, 2023			9am-1pm				12:30am
Thursday, August 10, 2023	9am-5pm						
Friday, August 11, 2023	9am-5pm	5pm-11pm		PA2 5PM-10PM / PA1 10pm-11pm	5PM-10PM	9am	
Saturday, August 12, 2023		12pm-11pm	11pm-12am	PA2 12PM-10PM / PA1 10pm-11pm	12PM-10PM		
Sunday, August 13, 2023			9am-12pm				12:30am
Sunday, August 13, 2023		*rain date* 12pm-10pm		PA2 12PM-10PM	12PM-10PM		*rain date* 12:30am
Monday, August 14, 2023			TENTS REMAIN UP				
Tuesday, August 15, 2023	9am-5pm						
Wednesday, August 16, 2023	9am-5pm	5pm-10pm		PA2 5PM-10PM	5PM-10PM	9am	
Thursday, August 17, 2023		5pm-10pm	10pm-12am	PA2 5PM-10PM	5PM-10PM		
Friday, August 18, 2023			9am-12pm				12:30am

Port-o-pots

Bike Racks

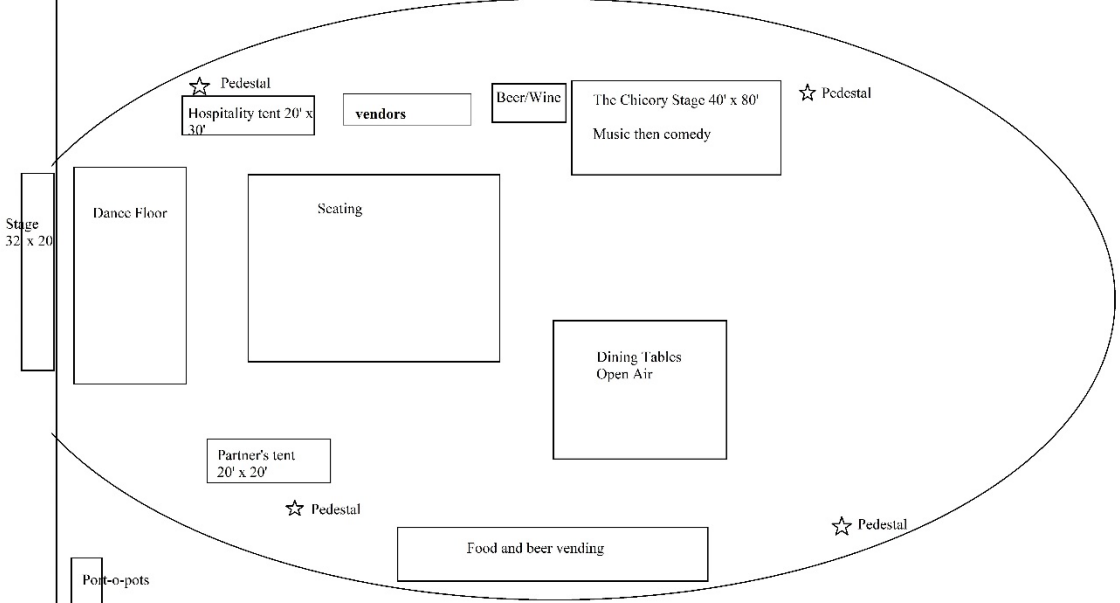
Bathrooms

Trash

recyclables

Ingersoll St

The Sessions at McPike Park



Stage 32 x 20

Dance Floor

Seating

Dining Tables Open Air

Hospitality tent 20' x 30'

vendors

Beer/Wine

The Chicory Stage 40' x 80'
Music then comedy

Partner's tent 20' x 20'

Food and beer vending

Port-o-pots

☆ Pedestal

☆ Pedestal

☆ Pedestal

☆ Pedestal



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

_____ will be held _____ at _____.
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: Paul Nichols

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.
- 3. If cooking is intended, you must contact the fire department and-



Park Event Application

EMERGENCY ACTION PLAN



- 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: NAME.
6. Parking for vendor and staff vehicles will be: LOCATION(S).
7. Parking for attendee vehicles will be: LOCATION(S). Nearby Ramps and Streets

V. CONTACT INFORMATION

Primary Contact		Cell:
Secondary Contact		Cell:
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345