

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: SESSIONS AT McPIKE PARK
Event Organizer/Sponsor: THE SESSIONS AT McPIKE PARK BOARD
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: _____ ES#: 070209
OPTIONAL: Federal Tax Exempt Number: _____
Address: 406 CLEMONS AVE.
City/State/Zip: MADISON, IN 46709
Primary Contact: BOR QUEEN Work Phone: 608-332-8628
Email: madmax406@gmail.com Phone During Event: 608-332-8628
Website: SESSIONS@McPIKEPARK.ORG FAX: _____
Secondary Contact: PAUL NICHOLS Work Phone: 608-332-8628
Email: pdnichols@shglobal.net Phone During Event: 608-243-8301
Annual Event? Yes No
Charitable Event? Yes No
If Yes, Name of charity to receive donations: CENTRO HISPANO AMERICANO LEAGUE
Estimated Attendance: 1500 per day (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): Yes No
Hours: NOON to 5 to 10 PM

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 OF S. INBERDOLL ST.

EVENT DATE(S)/SCHEDULE

Date(s) of Event: AUG 6, 7, 8; 12, 13 Event Start and End Times: 8/12, 13, 6:5 to 10 PM
Rain Date (if any): _____ Set-Up Start Time: 8/6 - ~~XXX~~ 8/6 & 8/11 9am
Take-Down Start Time and End Times: 8/14 - 2 PM clean up
TAKE-DOWN TIME: START TO STREETS REOPENED STREET CLOSED MIDNIGHT 8/13

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

_____ 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 7/8/2021



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 9 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 9 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

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

AUGUST 6 2:00 AM STAGE ARRIVES 5 TO 10 PM MUSIC
AUGUST 7 NOON TO 10 PM MUSIC ON TWO STAGES
AUGUST 8 NOON TO 10 PM MUSIC AND DANCE
STAGE LEAVES, STREET OPENS MIDNIGHT TO 1 AM
AUGUST 12 9 AM STAGE ARRIVES STREET CLOSES
MUSIC ON MAIN STAGE 5 TO 10 PM
AUGUST 13 MUSIC 5 TO 10 PM STAGE LEAVES AT
MIDNIGHT, STREET OPENS BY 1 AM,

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

