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**Sent:** Tuesday, May 16, 2023 7:51 AM  
**To:** Park Commission <pacommission@cityofmadison.com>  
**Subject:** Agenda Item 13 - Sessions at McPike Park

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Dear Parks Commission,

I am writing to support the Sessions at McPike Park's request for a one-hour extension to present a comedy show in our "Chicory Tent." The program will use a small sound system at 72 dba, 150 ft from the source. We are not requesting an extension of amplified music past 10 pm, nor are we requesting an extension of beer sales past 10 pm. This extension, if granted, would occur on two week-end nights, Friday and Saturday, August 11 & 12.

Regarding the clean-up/tear-down phase of the event, on Friday, since we won't be tearing down the stages, we will be able to complete our work by midnight. On Saturday, we need to tear down the main stage and pack up and remove all the sound and electrical equipment. In all likelihood, we will have completed this work by, or shortly after midnight. However, unforeseen problems can cause delays that would require us to work past midnight. We request that the Commission not impose a hard-and-fast deadline for completion of this phase of work. We will work quickly and quietly to secure equipment and clear out of the park as soon as possible.

I have attached two documents that may help to show that we have strong plans in place to minimize the impact on surrounding neighbors of the clean-up/tear-down work after the event.

Thanks for your consideration!

Judy Olson  
Secretary,  
Sessions Board of Directors

## Sessions at McPike Park Clean-up/Tear-down Schedule

<b>Friday 8/11 &amp; Saturday 8/12</b>									
<b>Saturday 8/12</b>									
<b>Contingency</b>									
<b>Friday Late Night Only</b>									
<b>Sunday</b>		10 PM	10:30	11:00	11:30	12:00 AM	12 - 1:00	12 - 8:00 AM	Sunday Mid-morning
<b>Amplified Music Ends</b>		Blue							
<b>Beer Sales Close</b>		Blue							
<b>Comedy Show in Tent</b>		Blue	Blue	Blue					
<b>Vendors Closed/Packed/Out</b>		Blue	Blue	Blue	Orange				
<b>Hospitality Tent serves last band</b>		Blue	Blue	Blue					
<b>Hospitality Tent Cleaned/ Closed</b>		Blue	Blue	Blue	Orange				
<b>IntellaSound Secures/tears down Main Stage &amp; Sound</b>		Blue	Orange	Orange	Orange				
<b>Comedy Tent Sound System Secured/Packed Out*</b>		Blue	Blue	Blue	Orange	Green			
<b>Street Open</b>		Blue	Blue	Blue	Blue				
<b>Clean/Secure**</b>		Blue	Blue	Blue	Blue	Green			
<b>Over Night Security</b>							Cyan	Cyan	
<b>Clean/Pack/Clear Park</b>									Yellow
<b>*Tent Sound System Removed</b>		This must be done and may take longer than until 12:00 am							
<b>**Clean/Secure</b>		Some tasks MUST be done to completion, including: Get garbage/recycling to bins; pick up and lock up electrical "turtles" that power the vendor lights; Tent lights and all cables removed. The electrical consolidation can't start until after vendor clean-up is finished.							
		Some tasks can be started at night, but finished in the morning, if need be: chairs/tables removed from tent & stacked; street barricades collected; Umbrellas/canopies consolidated; banners removed from fences;							

## Sessions at McPike Park

### Detailed List of CleanUp Tear-down tasks

#### On Friday 8/11:

The one hour extension for the comedy show minimally affects when we leave the Park as there is no tear down and everything remains in place for the 12th. The merch and food vendors do have to pack up their food/merch and secure their areas before they leave as does the hospitality tent. This starts getting done after the music ends at 10 and does not take long. The last band often has food in the hospitality tent after they are done playing (contract item for some bands) so no clean-up can be started there until they are done.

Before leaving for the night, we need to ensure the street barricades are properly located, get all garbage and recycling to bins, check that all umbrellas are lowered, check the main stage fencing for overnight security, check in with Lonya (sound and stage manager in the comedy tent), check in with food vendors for any issues, check elec turtles (vendor plug-ins) and electricity to beer caddies-tents-ATM, lower all umbrellas/canopies, go over procedure with night security person Monica.

#### On Saturday 8/12:

We have the luxury of having Sunday the 13th to get a lot of our stuff out of the Park. Given that comedy ends at 11:00pm, some areas of our cleanup get started late and can run later often until 12-1am. We have a Street use permit until 12am and the main stage and vendors are gone by then.

One thing that can glitch the timing of departure is a sudden weather related event. Last year, just after the main stage left, there was thunderstorm that delayed packing up the comedy stage and sound system in the tent. We finally finished around 2am. This had to be done as that stage and sound were contracted for an event that had to be set early on Sunday the 13th. There was very minimal noise created with this. This 40x80 tent is located on the Madison Metro side of the Park.

The music ends at 10pm, and the main stage folks (IntellaSound) start main stage and sound system disassembly. We Do Not assist IntellaSound with main stage removal. IntellaSound is gone by 12am which coincides with our street use permit ending. The street closure barricades must be monitored and maintained until the main stage leaves as it is set up in the middle of Ingersoll St.

The merch and food vendors start packing starting after 10pm. The food vendors take considerably longer but are always gone before 12am. The street closure barricades must be monitored and maintained as vendors leave.

All banners need to be removed from the IntellaSound stage fencing asap after the music ends... same for hospitality tent fencing.

The last band often has food in the hospitality tent after they are done playing (contract item for some bands) so no clean-up can be started there until they are done. The removal of chairs, tables, umbrellas from hospitality could be done Sunday 13<sup>th</sup>.

If it is cold, rainy or mandated, the sides need to be put up on the Chicory tent for the comedy show.

All umbrellas/canopies must lowered and consolidated with their bases. Consolidation could be done Sunday 13th

The chairs and tables need to be removed from all tents. We often ask the crowd to pick up and stack chairs. If they could move and stack them outside of and away from the tents, that would make our life easier. These could also be moved Sunday the 13th.

Tent lights need to be taken down after clean-up/tear down is finished. This could be done Sunday the 13th.

When the vendors are gone we can pick up and secure the elec turtles/cables (Parks elec room). The turtle that powers the tent comedy show stays until the comedy show is over and is then secured. We lock the elec pedestals after all lighting is off.

All of our extension cords must be coiled and put into my van. The (3) beer caddies elec cables get re-wound on caddy spindels.

All garbage and recycling MUST be taken to the bins.

At 12am we need to remove the street closure barricades and consolidate them for removal on Monday. The consolidation could happen on Sunday the 13th.

Help Lonya pack up his comedy tent stage and sound gear if necessary.