



Park Event Application GENERAL INFORMATION

play
**MADISON
PARKS**

Are you applying for a NEW park event?
 Yes
 No

Are you applying for a returning park event with significant changes?
 Yes
 No

EVENT INFORMATION

Name of Event: THE SESSIONS AT MCPIKE PARK
 Park Requested: MCPIKE Use of Shelter: Yes No Estimated
 Attendance: 1500 PER DAY
 Type of Event (run/walk, fundraiser, festival, etc): FESTIVAL FUNDRAISER

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: THE SESSIONS AT MCPIKE PARK INC
 Is Organizer/Sponsor a 501(c)3 non-profit agency?
 Yes
 No

MANDATORY: State Sales Tax Exemption
 Number: ES#: 22671-800

Primary Contact: BOB DEEN Work Phone: 608-332-8628
 Address: 406 CLEMONS AVE. Phone During Event: 608-332-8628
 Email: madmax406@gmail.com
 Organization or Event Website: SESSIONSATMCPIKE.ORG

EVENT SCHEDULE

Date(s) of Setup: 6/10; 8/10; 8/15
 Date(s) of Event: 6/16-18; 8/11, 12; 8/16, 17
 Date(s) of Take-Down: 6/19; 8/13; 8/18 MORNING
 Rain Date (if any): 8/13

Setup Start and End Times: 6/15 NOON; 8/10 9am; 8/15 NOON
 Event Start and End Times: 6/16 5PM - 10PM EST
 Take-Down Start and End Times: 6/19 9am - noon
 Does this require time in the park the day before your event?
 Yes
 No
6/17 5/18 NOON-10PM
6/11, 16, 17 5-10PM
6/12 5PM-11PM
EMERGENCY 6/11-1:30-11PM
6/16-17 5PM-10PM
STAGE WILL BE GONE AFTER 6/18; 6/12 and 6/14 SHOW IS OVER

PERMITS

Will you have amplified sound at this event?
 Yes
 No



Park Event Application NARRATIVE & SCHEDULE

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**MADISON
PARKS**

Please provide a brief narrative of the event.

SEVEN SESSION FEATURING GREAT MUSIC
DANCE AND COMEDY, FOOD, DRINK FOR SALE
AND PRODUCT VENDORS. IN OUR 10TH SEASON.

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.
6/15/2023	TENTS ARRIVE + PORT-O-POTS + TENT LIGHTS
6/16/2023	STAGE ARRIVES AT 9AM, STREET CLOSED; VENDORS ARRIVE AFTER NOON; PERFORMERS, 3PM ARRIVE TABLES + CHAIRS, MUSIC 5-10 PM
6/17/2023	MUSIC NOON TO 10PM STRAIGHTEN UP PERFORMERS AT 10AM
6/18/2023	MUSIC NOON TO 10PM; PERFORMERS AT 10AM MIDNIGHT STREET CLOSURE
6/19/2023	REMOVE EVERYTHING INCLUDING TENTS 9:30 AM
8/10/2023	SET UP TENTS; CHAIRS + TABLES PORT O POTS ARRIVE
8/11/2023	STAGE AT 9AM, STREET CLOSURE 7:30 AM MUSIC; VENDORS AT 3 PM
8/12/2023	STRAIGHTEN UP MUSIC AT NOON TO 10 PM AT MIDNIGHT STREET OPEN AFTER STAGE IS GONE; TENTS STAY !!
8/13/2023	RAIN DATE 8/13



Park Event Application
NARRATIVE & SCHEDULE

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PARKS**

810 CHAIRS + ~~TABLES~~ ^{TABLES} ARRIVE MID AFTER NOON ~~TABLES~~ & POTS

AUGUST 16	STAGBY STREET CLOSE AT 9AM 5 TO 10 PM SHOWS
AUGUST 17	STAGBY STREET UP 5 TO 10 PM SHOWS; STAGE GUEST
	STREET OPENS CLEANUP START; CONDUMATE
AUGUST 18	FINISH CLEAN AND HAUL 9AM TO NOON

2023 SESSIONS AT MCPIKE PARK - SCHEDULE

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



Park Event Application SITE MAP

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**MADISON
PARKS**

Please attach a site map. Also attach a route plan (if applicable).

- Site map should include, but is not limited to, the following:
 - » Accessible paths for wheelchairs
 - » Disabled parking
 - » Dumpsters
 - » Exit location for fenced outdoor events
 - » Event Perimeter
 - » Fencing
 - » Garbage and recycling receptacles
 - » Placement of vehicles
 - » Portable toilets
 - » Signage
 - » Stages
 - » Temporary Structures
 - » Vendors
- If the event includes a run/walk component on City streets, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route.** Routes need to be approved with a [Parade Permit](#).

What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?

IT WILL HAVE A POSITIVE IMPACT ON THE RESIDENTS AND BUSINESSES. IT WILL BRING PRIDE AND JOY INTO THEIR LIVES. THEY WILL HAVE EASY ACCESS TO THE EVENT AS THEY CAN COME AND GO AND MEET WITH FRIENDS.

Provide Detailed Event Site Map (feel free to provide this map as a separate attachment):

SEPARATE SHEET.

Port-o-pots

Bike Racks

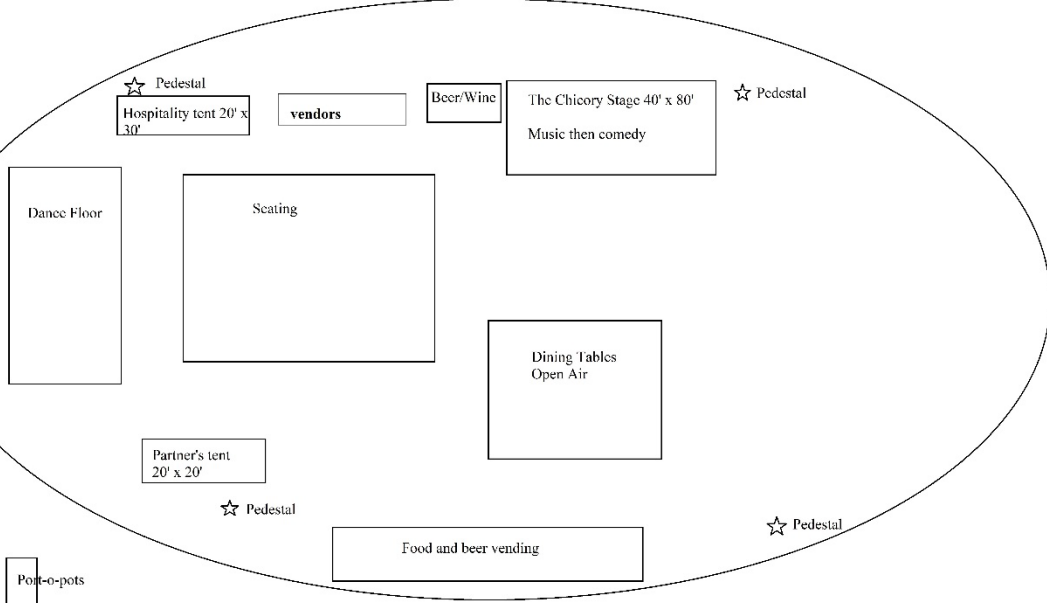
Bathrooms

Trash

recyclables

Ingersoll St
Stage 32 x 20
Port-o-pots

The Sessions at McPike Park





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. Dunk tanks, sprinklers or other water features are NOT ALLOWED.

Diggers Hotline, 811 or 1-800-242-8511

You may call Diggers Hotline up to 30 days and no less than 10 business 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		
Tent		
Trailer		
Inflatable		
Other		

- Company installing the structure(s): _____

TEMPORARY STRUCTURE FEES

- Temporary structure with a shelter reservation, Per Structure: \$110 (\$104.27 no tax)
- Temporary structure without a shelter reservation, Per Structure: \$220 (\$208.53 no tax)



Park Event Application

VENDING PERMITS



Will vending of any type occur at your event?

Yes No

If Yes, please continue. If No, skip this form.

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: _____

PERMIT TYPE

<input type="checkbox"/>	Vending – Single Vendor	Single Day	\$275
		Each additional day in a calendar year	\$50
<input type="checkbox"/>	Vending – Single Non-Profit	Single Day	\$75
		Each additional day in a calendar year	\$25
<input 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? _____

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?

Yes No

If Yes, please continue. If No, skip this form.

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: _____

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 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



Park Event Application CLEANUP AND RECYCLING



Will you be providing your own receptacles?

Yes

No

If yes, which receptacles and how many?

Recycling Bins: 12

Trash Bins: 12

Dumpsters: 2 ON 6/16-18

If yes, name/contact information of collection agency providing equipment and service: FELTERRI - SCOTT

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: SESSIONS AT McPIKE PARK

Park Name: McPIKE PARK

Please indicate quantity of trash barrels: _____

8 barrel minimum: Each increment of up to 8 barrels :
(\$142.18 nc

Please indicate quantity of dumpsters: _____

per dumpster, and per tip: :
(\$284.37 nc

MARKETING

Conditional approval of the event is required BEFORE promoting, marketing or advertising the event.
form.

Would you like your event included on the Parks Division
Event Calendar? *If Yes, please continue. If No, skip this*

EVENTS
Yes No

PARKS DIVISION CALENDAR OF

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: The Sessions at McPike Park

Park Location: McPike Park

Public Contact Phone: 608-332-8628

Website: sessionsatmcpike.org

Admission Cost: Free

Date of Event: June 16-18; August 11, 12; 16, 17

Beginning/End Time of Event: June 17, 18 ; August 12 Noon start; June 16, August 11,12,17, 18 5pm start. All end at 10pm and August 11, 12 11 pm end

Two sentence description of event: The Sessions at McPike Park is in its 10th year and will have great music all seven days

And dance and comedy interspersed. This is a free all-volunteer run event that helps raise funds for 6 non-profit partners. Great food and drink for sale.