



# Park Event Application GENERAL INFORMATION

play  
MADISON  
PARKS

Are you applying for a NEW park event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are you applying for a returning park event with significant changes?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### EVENT INFORMATION

Name of Event: THE SESSIONS AT McPIKE PARK  
 Park Requested: McPIKE PARK Estimated Attendance: 999  
 Type of Event (run/walk, fundraiser, festival, etc): FESTIVAL FUNDRAISER

### EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: MADISON CENTRAL PARK SESSIONS, INC  
 Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
**MANDATORY: State Sales Tax Exemption Number: ES#:** \_\_\_\_\_  
 Primary Contact: BOB QUEEN Work Phone: 608-241-7143  
 Address: 400 CLEMENS AVE Phone During Event: 608-332-8828  
 Email: madmax408@gmail.com  
 Organization or Event Website: WWW.CENTRALPARKSESSIONS.COM

### EVENT SCHEDULE

Date(s) of Event: SEE ATTACHMENT Event Start and End Times: \_\_\_\_\_  
 Rain Date (if any): \_\_\_\_\_ Set-Up/Take-Down Start/End Times: \_\_\_\_\_  
 Does this require time in the park the day before your event?  Yes  No  
*If Yes, provide details of times and area requested:* \_\_\_\_\_

### PERMITS

Will you have amplified sound at this event?  Yes  No  
*If yes, please fill out an Amplification Permit Application (page 13)*  
 Will have any temporary structures such as tents, stages, inflatables?  Yes  No  
*If yes, please fill out a Temporary Structure Permit Application (page 14)*  
*Note that permits are not required for 10' x 10' pop-up tents*  
 Will you sell anything event?  Yes  No  
*If yes, please fill out a Vending Permit Application (page 15)*  
 Will you serve any food at this event?  Yes  No  
*If yes, what will be served:* VENDORS  
 Will you sell alcohol (beer/wine) at the event?  Yes  No  
*If yes, please fill out an Alcohol (Beer/Wine) Sale Permit Application (page 15)*

### APPLICATION SIGNATURE

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 ISSUED.

The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to \$200 per-falsified item.

Applicant Signature [Signature] Date 03/11/19

	<b>Date</b>	<b>Time/Hours</b>
<b>Setup</b>	June 21 & 22	7am
	August 7	9am
	August 14	9am
<b>Event Start</b> (Sat & Sun) (Wed - Fri) (Wed & Thu)	June 22 & 23	11am
	August 7, 8, & 9	5pm
	August 14 & 15	5pm
<b>Event End</b>	June 22	11pm (pending)*
	June 23	10pm
	August 7, 8, & 9	10pm
	August 14 & 15	10pm
<b>Cleanup/Take Down</b>	June 22	11pm-12am
	June 23	10pm-11p
	June 24	9am-1pm
	August 9 & 15	10pm-12am
	August 10 & 16	10am-12pm



\* We will be requesting a one-hour extension on Saturday night to ensure that Madison Comedy Weeks headliners are not interfered with by a main stage music act. We will use the 75 db restriction at 150 ft

from the source in the tent. That was a compromise that got our resolution passed by the Commission last year. The sound will once again be confined to the 40' x 80' tent. bq

### Setup Schedule - 6/21 & 6/22/19

Friday - 6.21.19

- tents arrive
- bike racks set up

Saturday- 6.22.19

7:00 am—Ingersoll street closure

7:00 am--stage arrives

8:30 am --- chairs, tables, port-o-pots, beer caddies arrive

9:00 am--- Food and product vendors arrive

10 am – sound checks (if needed)

- hospitality set up

10:15 am – barriers then banners

Pursuit of Happiness Central Park Main Stage /June 22nd

11:00—12:00 --Kari Arnett\*

12:45--1:45-- Evan Murdock and The Imperfect Strangers\*

2:15—3:30--- Daren Sterud Jazz Orchestra\*

4:15-- 5:30 --Paul Cebar Tomorrow Sound\* (Milwaukee)

6:15—7:30 -- – Lilly Hiatt\* (Kansas City)

8:15 – 9:30 – The JC Brooks Band

Kanopy Dancers on dance floor between sets

The Chicory Acoustic Stage June 22nd

11:00 – Noon—Graminy\*

12:30 – 1:30 – Paul Cebar \*

2:00 – 3:00 – (flex slot)

3:30 – 4:30 – Lilly Hiatt\*

5:00 – 6:00-- TBD

6:30 – 7:30 – Wrenclaw\*

8:00 – 9:00 – Buffalo Gospel\*

9:30 – 11:00 – Madison Comedy Week ~~with Kyle Kinane~~

The Sessions at McPike Park Main Stage June 23rd

11:00—12:00 – Les Poules a Colin

12:45--1:45— Ernan Lopez- Nussa (Havana) TBC

2:15—3:30 — The Cash Box Twins

4:15-- 5:30 – Orquesta Mas

6:15—8:00 –Making Movies

8:30 – 10:00 - El Septeto Santiaguero or Tribu Baharu TBD

Kanopy Dancers dance floor between sets

The Chicory Stage June 23 11:00-- Noon

11:00- Noon –Michael Brenneis Plutonium  
12:30 – 1:30 – Anders Svanoe Twin Trios  
1:00 – 2:00 –The Kissers  
2:30 – 3:30 –Making Movies\*  
4:00 – 5:00 – Cris Plata and Extra Hot\*  
5:30 – 6:30 – Mal o Dua\*  
7:00 – 8:00 – Les Poules a Colin\*(Montreal)  
8:30 – 10:00 – Madison Comedy Week\*

North St. Cabaret

Friday June 21<sup>st</sup> –Les Poules a Colin

Monday June 24 Septeto Santiaguero\*

Crystal Corner Bar

Friday June 21<sup>st</sup> –

Kiki's House of Righteous Music

August 7<sup>th</sup>—The Figgs

The Knuckeldown Saloon

Tear Down Schedule - 6/24/19

Monday - 6.24.19

9 am trash/recycling to Sycamore

10 am – tents leave

11 am – truck load

## The Sessions at McPike Park – August sessions

### Setup Schedule

Wednesdays: August 7 & August 14

9:00am – event equipment arrives

10:00am – stage arrives, Ingersoll closes

11:00am- electrician meets with Parks Electrician

2:30pm – vendors arrive

4:00pm-bands arrive (sound check)

Thursdays: August 8 & 15 and Friday: August 16

3:30pm- bands arrive (sounds check) & vendors arrive

## **The Central Park Sessions—The August Full House**

August 7 – The Old 97s Select Sessions (**MG&E**)

5:00 pm -- The Driveway Thrift dwellers\*

6:45pm -- Old 97's

7:45pm – Josh Harty (tent)

8:30 pm --Old 97's\*

August 8th -- Kiki's Second Righteous Session– (**Golden Produce**)

5:00pm – Bing Bong\*

6:30pm -- The Figgs\*

8:30pm-- The Bottle Rockets \*

August 9th- (**Dane Arts**)

5:00 pm— Panchromatic Steel

6:30 pm—Centavrus (Mexico City) TBC

8:30 pm—Lyrics Born TBC

August 14th – The Travelin' McCourys Select Session (**Willy St. Co-op**)

5:15-- Beth Kille\*

6:45 --The Travelin' McCourys

8:30-- The Travelin' McCourys \*

August 15--The Dobet Gnahore Select Session –

5:00pm --Natty Nation\*

7:30pm-- Dobet Gnahore (Cote D'Ivoire/ Ivory Coast)

8:45pm—Sessions Raffle Drawing

9:00pm-- Dobet Gnahore \*

Clean up: 10pm-12am each night

Tear down: August 10 & 16 10am-12pm



# Park Event Application SITE MAP

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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.

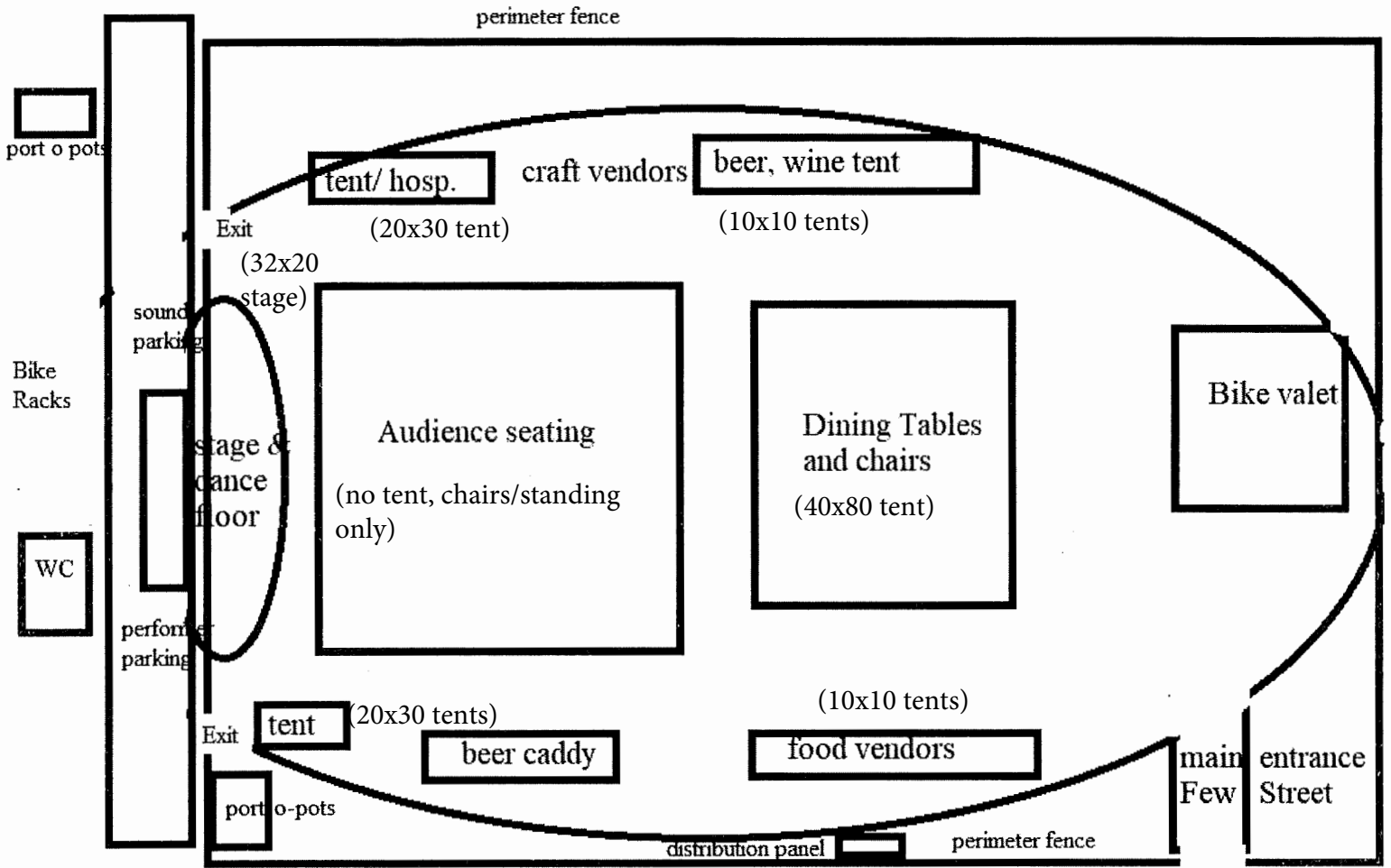
What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?

I HAVE BEEN COORDINATING EVENTS IN THE MARQUETTE NEIGHBORHOOD FOR 30 YEARS AND FEEL THAT WE HAVE ASSEMBLED A CONCERT SERIES THAT IS VERY ACCEPTED BY THE NEIGHBORS. WE HAVE BIKE PARKING FOR 250 AND ARE CLOSE TO MANY BUS LINES. THE NEW PARKING RAMP WILL HELP AND OUR AUDIENCE IS AWARE OF TRAFFIC PATTERNS AND HOW TO GET TO OUR EVENT. LOTS OF LOCALS ARE IN ATTENDANCE AND VERY WALKABLE. BOB O'NEIL  
EVENT COORDINATOR

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

SEE ATTACHMENT





Sessions at McPike Park - Site Map



# Park Event Application CLEANUP AND RECYCLING

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Will you be providing your own receptacles?  Yes  No

*If yes, which receptacles and how many?*

Recycling Bins: 12

Trash Bins: 12

Dumpsters: 0 we have

*If yes, name/contact information of collection agency providing equipment and service:* \_\_\_\_\_

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: \_\_\_\_\_

Park Name: \_\_\_\_\_

Please indicate quantity of trash barrels: \_\_\_\_\_

8 barrel minimum: Each increment of up to 8 barrels \$150

Please indicate quantity of dumpsters: \_\_\_\_\_

per dumpster, and per tip: \$300



# 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**  
THE SEDJOUT AT McPIKE PARK will be held JUNE 22, 23 AUG. 18, 19, 14, 15 at McPIKE PK. 202 S. INGERSOLL  
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: FIRST/LAST NAME. BOB GREEN

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. BOB GREEN 608-352-8628  
CONTACT NAME/CELL NUMBER
- 3. We  will/  will not have on-site Police or Security. TBA  
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. *PAUL NICHOLS*
6. Parking for vendor and staff vehicles will be: LOCATION(S).
7. Parking for attendee vehicles will be: LOCATION(S).

### V. CONTACT INFORMATION

Primary Contact	<i>BOB GREEN</i>	Cell: <i>608-352-7628</i>
Secondary Contact	<i>PAUL NICHOLS</i>	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 MARKETING

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

Would you like your event included on the Parks Division Event Calendar? If Yes, please continue. If No, skip this form.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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### PARKS DIVISION CALENDAR OF EVENTS

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: 202 S. JUNGERSOLL ST.

Public Contact Phone: 608-332-8628

Website: WWW.CENTRALPARKSESSIONS.COM

Admission Cost: FREE

Date of Event: JULY 22, 23; AUGUST 7, 8, 9, 14, 15

Beginning/End Time of Event: \_\_\_\_\_

Two sentence description of event:

THE PURSUIT OF NIGHTMARE SESSIONS ARE TWO FULL DAYS OF MUSIC, DANCE + COMEDY ON THE WEEKEND OF JUNE 22, 23, THE EVENING CONCERT SESSIONS ARE IN AUGUST. AUG. 7, 8, 9 AND 14, 15 FROM 5 TO 10 PM AND ALL 7 SESSIONS ARE FREE AND FAMILY-FRIENDLY WITH GREAT FOOD AND DRINK BENEFITING 6 NON-PROFIT ORGANIZATIONS.



# Park Event Application AMPLIFICATION PERMIT

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<b>Will there be amplification at the event?</b> If Yes, please continue. If No, skip this form.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Event/Name of Group: THE SESSIONS AT McPIKE PARK

Type of Amplified Sound:

- Band   
  DJ   
  Sound System   
  Speeches/Announcements   
  Karaoke  
 Other (please specify): 6/22-23 MUSIC TAKEN AWAY, LAST ONE WAS HALF HOURS

**SOUND DURATION INFORMATION**

DATE	TYPE PA2 PA1	TIME SOUND BEGINS	TIME SOUND ENDS
JUNE 22, 23	MUSIC + COMEDIANS	10am	6/22-11pm, 6/23 10pm
AUG. 7, 8, 9	MUSIC	4pm	10PM
AUG 14, 15	MUSIC	4pm	10PM

Public Amplification permit type is determined by Parks Staff.

**Public Amplification Permit 1 – (PA1)**

- Sound Limit: 75 dB, 150 ft from the source. *FOR COMEDY JUNE 22 + 23*
- Time Limit: Between 8 AM and 9 PM, 6 hour duration
- Permit Fee: \$60
- Additional Hour(s) between 8AM and 10PM (9PM for Shelter Reservations): \$20
- Extraordinary extension to 11 PM (requires Park Commission approval): \$50 ✓
- Special Conditions:
  - Two 6 hour permits can be purchased on a day.
  - No carryover of hours unused on one date may be applied to a second date.
  - Ranger staff will monitor events for compliance.

**Public Amplification Permit 2 – (PA2)**

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Permit Fee: \$100
- Additional Hour(s) between 8 AM and 10 PM: \$20
- Special Conditions:
  - PA1 Conditions apply
  - Ranger staff will monitor events for compliance at the perimeter and/or 125 ft from the source and at the sound board if applicable.
- **Non-compliance action**
  - A warning will be given to comply with the conditions of the 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.



# Park Event Application

## TEMPORARY STRUCTURE PERMIT

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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.

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

You must call Diggers Hotline 10-14 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](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Event/Name of Group: THE SESSIONS AT McPIKE PARK

### TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have?

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging	1	32 x 20'
Tent	1	40' x 80'
<del>TEAT</del> TENT	2	30' x 20'
Inflatable		
Other		

- Company installing the structure(s): MATTHEWS TENT AND INTELLISOUND



# Park Event Application VENDING PERMITS

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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: THE SESSIONS AT MCRIE PARK

### 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 checked="" 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? 7

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: DECEMBER 22, 20

### 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