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Madison Parks Superintendent

City-County Building, Room 104

210 Martin Luther King Jr. Blvd

Madison, WI 53703

January 30, 2020

Hello Eric,

OBS' Special Projects Manager Missy Jeanne put together a list of special requests for early closures for Olbrich Botanical Gardens for the remainder of 2020. I believe that the Park Commission needs to approve these requests and hope that this can be placed on the February 2020 Park Commission agenda. I'll be present and will be able to answer any questions and can have images from previous years available.

**Early Closure @ 2 pm for Summer Breeze**

Olbrich Botanical Society requests permission for an early closure of the outdoor gardens, Bolz Conservatory and building facilities for a family-friendly ticketed experience scheduled from 4 pm – 9 pm. The early closure allows staff to utilize equipment to assist with the set-up of tables, chairs, food trucks, games, and other paraphernalia in a safe manner. Summer Breeze debuted in 2019.

**Saturday, June 20, 2020**

**Friday, June 26, 2020**

**Early Closure @ 5 pm for the Preview of GLEAM, Art in a New Light**

Olbrich Botanical Society requests permission for an early closure of the outdoor gardens, Bolz Conservatory and building facilities for a ticketed preview of GLEAM, Art in a New Light. The early closure allows staff to utilize equipment to assist with the final touches to the GLEAM way-finding and allows for any equipment needed for the entertainers to be installed. This GLEAM Preview has sold out in previous years.

**Saturday, August 29, 2020**

Thank you,

Roberta Sladky, Director

Olbrich Botanical Gardens

Cc: Olbrich Botanical Society Executive Committee

