



Legislation Details (With Text)

File #: 51260 **Version:** 1 **Name:** Request from 3GI Industries for the use of McPike Park for Shrekfest on Sunday, Sept. 2, 2018, 10:00am-10:00pm, with the event going from 3:00pm-9:00pm.

Type: Communication **Status:** Approved

File created: 4/16/2018 **In control:** BOARD OF PARK COMMISSIONERS

On agenda: **Final action:** 4/25/2018

Enactment date: **Enactment #:**

Title: Request from 3GI Industries for the use of McPike Park for Shrekfest on Sunday, Sept. 2, 2018, 10:00am-10:00pm, with the event going from 3:00pm-9:00pm.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Shrekfest Application.pdf, 2. Central Park Tent Staking .pdf

Date	Ver.	Action By	Action	Result
4/25/2018	1	BOARD OF PARK COMMISSIONERS	Approve	Pass

Title
Request from 3GI Industries for the use of McPike Park for Shrekfest on Sunday, Sept. 2, 2018, 10:00am-10:00pm, with the event going from 3:00pm-9:00pm.

Body

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 GRANTED.

BEFORE EVENT

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Marsha A. Rummel - district6@cityofmadison.com <<mailto:district6@cityofmadison.com>>

Insurance: Organizer will submit a certificate of insurance covering this activity which names the City of Madison as Additional Insured.

Street Use: If the event will close street(s) or remove parking, event organizer must apply for a Street Use Permit - on file.

Setup: Organizer will contact the Central Parks Maintenance Supervisor, Chad Hughes, at cmhughes@cityofmadison.com at least 30 days prior to the event to review site plans. Organizer must

abide by all recommendations/stipulations provided by the Maintenance Supervisor.

Setup: Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.

Park Use: If organizer is going to use the high-amp event electricity, organizer is required to hire a professional electrician (Journeyman level or higher) to connect and disconnect the event electricity. Organizer will need a key for the restroom building in order to access the electricity. A key may be obtained when the electrician the organizer hires meets with the park's electrician. Contact Parks Electrician, Paul Janes at pjanes@cityofmadison.com or 608-209-3578.

Park Use: Organizer must comply with the attached "Central Park Staking Policy" in regard to placing temporary structures on the Great Lawn.

Damage Deposit: Organizer will leave a \$3000.00 refundable damage deposit with the Parks Office and agrees to be responsible for any damage to the park that occurs as a result of the event. This can be done via check or charge, but it must be separate from your invoice payment.

Fee Due Date: All fees will be paid and deposits made at least two weeks before the event. We accept cash, check, or charge (VISA or MasterCard). To make a credit card payment via phone, please call (608) 264-9289.

Please make checks payable to City Treasurer and mail to:

City of Madison Parks Division / 210 Martin Luther King, Jr. Blvd. Room 104 / Madison, WI 53703

Vending: Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance.

DURING EVENT

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food in the park.

Temporary Structures: If using temporary structure(s) (e.g. tents, stages, inflatable structures, etc.), organizer will contact Digger's Hotline (811) approximately ten days before 9/2/18 and will get the Ticket Number for the location to the Parks Office.

McPike Park Restrooms: Access to the public restrooms must not be restricted at any time.

Park Use: Organizer is responsible for keeping attendees off railway right of way at all times. A plan must be submitted with the event application. If attendees are observed in the railway right of way, then Parks Division staff will take over enforcement of safety and organizer will be charged a rate of \$75 per hour per staff for the remainder of the event. This cost will be taken out of the security deposit. Failure to keep attendees off the railway right of way will be taken under consideration of the event application in future years.

Amplified Sound: A PA2 permit will be issued for amplification. Sound shall be limited to 95 decibels (dB) at the sound board or 125' from the amplification source if no sound board is present.

Amplification will be allowed from 3:00pm-9:00pm September 2, 2018. Sound will be monitored by Parks staff with an octave band meter. If readings are above 95 dB during the measurement period, non-compliance action will commence.

- Non-compliance action

A warning will be given to comply with the conditions of the PA2 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 Rules:

- No glass containers are permitted in the park.
- No driving or parking of vehicles on grass.
- Absolutely no vehicles are allowed to enter the park through the Few Street Entrance.
- No permanent marking of the parking lots, paths, sidewalks or streets is allowed.

Chalk may be used, but not spray paint, spray chalk, or stickers.

If you require assistance or experience any unforeseen issues during your event, please contact the Park Rangers at (608) 235-0448.

AFTER EVENT

Organizer is responsible for all cleanup after event. If city resources are required for cleanup, the organizer will be billed for those costs.

Parks staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

ESTIMATED FEES

Application Fee	\$50
Event Scheduling Fee	\$750
Temporary Structure w/o shelter	\$210
Amplified Sound 2	\$100
Vending-Multiple, single day	\$845
Trash Barrels (8)	<u>\$150</u>
Total Estimate	<u>\$2105</u>