



Legislation Text

File #: 62357, **Version:** 1

Title

Request from Madison Events Production, LLC for the use of McPike Park for the 7th Annual Bacon and Brews for setup on Friday, April 30, 2021, 9 am - 5 pm and Saturday, May 1, 2021, 8 am -11 am, event on Saturday, May 1, 2021, 11 am - 5 pm, and take-down Saturday, May 1 2021, 5 pm - 8 pm and Sunday, May 2, 2021, 9 am - 2 pm.

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.

COVID 19: If there are restrictions or requirements from Public Health of Madison and Dane County for gatherings still in place on the date of this event, organizers must submit a detailed plan that shows how they will meet [PHMDC requirements <https://www.publichealthmdc.com/coronavirus/forward-dane/requirements/>](https://www.publichealthmdc.com/coronavirus/forward-dane/requirements/). The event plan must be approved by Madison Parks and PHMDC.

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 are: Marsha A. Rummel - district6@cityofmadison.com

Insurance: Organizer will submit a \$1,000,000 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 <http://www.cityofmadison.com/specialevents/streetEvents/>](http://www.cityofmadison.com/specialevents/streetEvents/).

Setup: Organizer will contact the Interim Central Parks Maintenance Supervisor, Paul Quinlan, at pquinlan@cityofmadison.com at least 30 days prior to your event to review site plans. Organizer must abide by all recommendations/stipulations provided by the Maintenance Supervisor.

Alcohol: If alcohol is sold or served, the organizer must apply for a Temporary (Picnic Beer) License from the Clerks Office. If alcohol is sold, a Beer Selling Permit from Parks is also required. There are charges for these permits.

Police notification: If there is alcohol at the event, contact the Central Madison Police District, 608-261-9694 or the [Central District web site <https://www.cityofmadison.com/Police/central/>](https://www.cityofmadison.com/Police/central/) to give them information about your event.

Electrical Requirements: If an event requires access to the "Electric Room" in the McPike Park restroom building, or more than two 20 amp circuits, the organizer is required to hire a professional electrician (Journeyman level or higher) to connect, disconnect and monitor event power needs. The key for the Electric

Room may only be exchanged between the event electrician and the park's electrician, Paul Janes at pjanes@cityofmadison.com <<mailto:pjanes@cityofmadison.com>> or 608-209-3578. There is a \$50 refundable deposit for this key.

Electricity: McPike Park has electrical pedestals located in the Great Lawn along the paved paths. Each of these pedestals have two regular GFCI outlets (each on a separate 20 amp circuit). Contact Paul Janes at pjanes@cityofmadison.com <<mailto:pjanes@cityofmadison.com>> or 608-209-3578 to coordinate a meeting.

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

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 4/30/21 and will get the Ticket Number for the location to the Parks Office. There is a fee(s) for temporary structures.

Setup: No vehicles may be driven or parked on the grass. The park bike paths may be used to bring equipment, tents, and staging into and out of the park. Vehicles must be removed promptly after unloading/loading, and shall not remain in the park for extended periods of time.

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

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. Rm 104/ Madison, WI 53703

Vending: There will be no vending at the event.

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

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

Railway Safety Requirements: 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 12pm to 5pm. 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. There is a fee(s) for a PA2 permit.

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.

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

Replace hand hold covers located on Ingersoll St. after event

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	\$ 50.00
Scheduling Fee	\$ 750.00
Amplification Permit	\$ 150.00
Temporary Structure Permit	<u>\$ 220.00</u>
Tentative Total	\$1170.00