



## Legislation Text

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**File #: 77097, Version: 1**

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### Title

Request by Sessions at McPike Park Board to extend Madison Park hours for the Sessions at McPike Park, event activities, including amplification and beer sales, to 11 PM, on Friday, August 11 & Saturday, August 12, 2023 at McPike Park. The amplification extension would be for comedy, inside a tent, 72dB, 150 ft from the source. Beer sales and amplified music would end at 10pm.

### 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.

**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: District6@cityofmadison.com

**Certificate of insurance is required:** "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

**Street Use:** Event organizer must apply for a [Street Use Permit](http://www.cityofmadison.com/specialevents/streetEvents/) [<http://www.cityofmadison.com/specialevents/streetEvents/>](http://www.cityofmadison.com/specialevents/streetEvents/). There are fees for this permit.

**Setup:** Organizer will contact the East Parks Maintenance Supervisor, Kristin Mathews, at [kmmathews@cityofmadison.com](mailto:kmmathews@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.

**Setup:** Organizer will contact the West Parks Interim Maintenance Supervisor, Theran Steindl, at [tsteindl@cityofmadison.com](mailto:tsteindl@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.

**Setup:** Organizer will contact the Interim Central Parks Maintenance Supervisor, Chad Hughes, at [cmhughes@cityofmadison.com](mailto:cmhughes@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.

**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 June 16, 2023. There is a fee(s) for temporary structures.

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

**Alcohol:** Organizer will apply for a Temporary (Picnic Beer) License for beer sales and a Beer Selling Permit from Parks.

**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) <<mailto:pjanes@cityofmadison.com>> or 608-209-3578.

**Park Use:** Paul Janes will also give keys to access the electrical pedestals on the Great Lawn when meeting with the organizer and/or electrician.

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

**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) 266-4711. Please make checks payable to City Treasurer and mail to:  
City of Madison Parks Division / 330 E Lakeside St / Madison, WI 53715

**Vending:** Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance. There is a fee(s) for a vending permit.

**Food Vendors:** Food vendors at the event must be City Licensed food vendors or must get a Temporary Restaurant License from [Public Health of Madison and Dane County](https://www.publichealthmdc.com/environmental-health/licensing-permits/retail-food-establishment-licensing/temporary-food-and-farmers-market) <<https://www.publichealthmdc.com/environmental-health/licensing-permits/retail-food-establishment-licensing/temporary-food-and-farmers-market>>. 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. Organizer is responsible for maintain public access to the restrooms during the event and restocking toilet paper and paper towels as needed during the event.

**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 to 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.  
PA2: Fri., June 16, 5pm-10pm  
PA2: Sat., June 17, 12pm-10pm  
PA2: Sun., June 18, 12pm-10pm  
PA2: Fri., Aug 11, 5pm-10pm / PA1: Aug 11, 10pm-11pm  
PA2: Sat., Aug 12, 12pm-10pm / PA1: Aug 12, 10pm-11pm

PA2: Wed., Aug. 16, 5pm-10pm

PA2: Thu., Aug. 17, 5pm-10pm

**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.
- 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 and damages to parks property. If city resources are required for cleanup or damage remediation, the organizer will be billed for those costs.

Organizer is responsible for replacing hand hold covers along Ingersoll Street 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
Scheduling Fee		\$1500
Temporary Structure	\$550	(\$220 first one, \$110 x 3 for additional)
Amplification permit (PA2)	\$1410	(PA 2 for 50 hours total)
Amplification permit (PA1)	\$100	(2 hour extensions until 11pm @ \$50/each)
Vending permit		TBD (based on number of vendors)
Beer/Wine selling permit	\$700	
<b>Tentative Total</b>		<b>\$4410 + vendor permit fees</b>