

Event Name/Date	Burger Bash June 8, 2023
Event Time/Location	6pm to 930pm Kensico Dam Plaza
Recreation Supervisor Arrival/Departure Time	Kyle Peterson 830am to 11pm
Number of Staff Arrival/Departure Time	Parkers –16 Homestyle Staff –10 wait staff
Number of Park Staff Arrival/ Departure Time	Kensico – 8 Parks – 6 guys & a garbage truck (Glen Island)
Number of Cashiers Arrival/Departure Time	NA
Promoter Contact Info	Westchester Magazine and Thompson & Bender
Weather	70's and hazy
Entrance Fees	Ticketed event – promoter handled ticket sales
Attendance	Our guess is around 2500 (tickets sold, comps, restaurants and staff)
Sponsorship	
Marketing	Promoter responsible for marketing Friends of Parks – sold tickets to Friends members at a discount
Police Detail	8 PO's and 2 Sgt's
EMT Detail	EMT on site – hired by Parks
Tent	Promoter rented a tent from Partyline
Sound	Promoter hired a sound company
Tables/Chairs	Promoter rented tables and chairs
Show Mobile/Stage	No

Port-o-Sans	On site
Lights	<p>5 Light towers: Food Truck area (Partyline) Women's bathroom area Broadway/4 corners Main Lawn Oval</p> <p>*probably could use 2x more in the dog leg area / crosswalk inside park near 1st field entrance</p>
Signage	Banner up at the front of the park
Permits/Contract	Yes – contract
Other Set up info...	<p>Barricade from the reflecting pond to corner of plaza (9/11 side) and from the pond to the end of the food court area (office side)</p> <p>Snow fence the inside grass areas – corner of plaza to 1st entrance and to barricades (9/11 side)</p> <p>Cones and Parking Lot Full sign up at the front of the park</p> <p>Moved the 4 port-a-sans closer to the women's room. We ordered an extra cleaning the day before & after the event.</p>
Parking Areas	<p>Main Grass area, dog leg, paved lot & oval...parking was completely sold out – sent ticket holders to the church & train station</p> <p>Back filled some – we parked an estimated 1400 cars during the event. Some people were coming to use the park.</p>
Parking/Police Issues	Promoter had their own security at entrance points checking wristbands
Staff Issues	None
Promoter Issues	Festival area was crowded, talked about moving the burger cooking back further to make more room under the tent. Improper propane tank hook ups. Needed an adapter.
Rec Supervisor's Evaluation/Comments	<p>Grease was a problem on the plaza again.</p> <p>Some vendor set-up continue to get more elaborate which results in more time setting up.</p>

	Flattop grills had wrong connection for the propane tanks.
Improvements for Next Year	<p>Hire a commercial power wash company to come in early the following week to work on the plaza area.</p> <p>No more vendors on the plaza at 5pm – this is the time security comes on. Gives us time to get any vehicles off and lock up the barricades.</p> <p>Need to order 2 or 3 additional cases of toilet paper for the port-a-sans – the roll size is different than our normal bathrooms. Order a nicer trailer of port-a-sans that comes with sinks, etc..</p>
PRC Responsibilites...	Permit, Parkers, Contract, Staff, Facility, Police, Clean-up
<p>Meeting/Exceeding Program Standards</p> <p>Discontinue Program (reasons)</p>	Exceeds Program standards. Very well attended.