

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

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Engineering Expo
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Edu
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Contact During Event

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Email
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Event Information

Name of Event: Engineering Expo

Event Type: One Day

Estimated Attendance: 3500

Is this a new event:

Event Additional Information

Run/Walk:

☐

Music/Concert:

☐

Festival:

☐

Rally:

☐

Parade:

☐

Posting no parking signs or bagging meters?

☐

Other:

☒

If other, please describe:

Engineering EXPO is a two day event held annually at the University of Wisconsin Madison's College of Engineering. We will need a no parking permit on Friday, April 3rd 2020 to allow school buses to drop of and pick up around 2,500 elementary and middle school students. Participants at EXPO include Fortune 500 industry leaders, engineering student organizations on campus, individuals displaying their engineering projects and ideas, elementary and middle school students, and members of the Madison community.

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable: ☐

Location Information

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

North Breese Terrace

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
04/03/2020	7:00 AM	04/03/2020	8:30 AM	04/04/2020	2:00 PM	04/03/2020	6:00 PM	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: * ☐

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event: ☐

If the Temporary (Picnic/Beer) License is denied will the event occur?: No

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required: ☐

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$): ☐

Start Date	Start Time	End Date	End Time	Rain Date
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SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan: ☒

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Event Website:

Notes:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

Indemnification

THE APPLICANT FOR A STREET USE 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.

I have read the Acknowledgement: ☒

Signature

Signature: Hayden Eisenrich

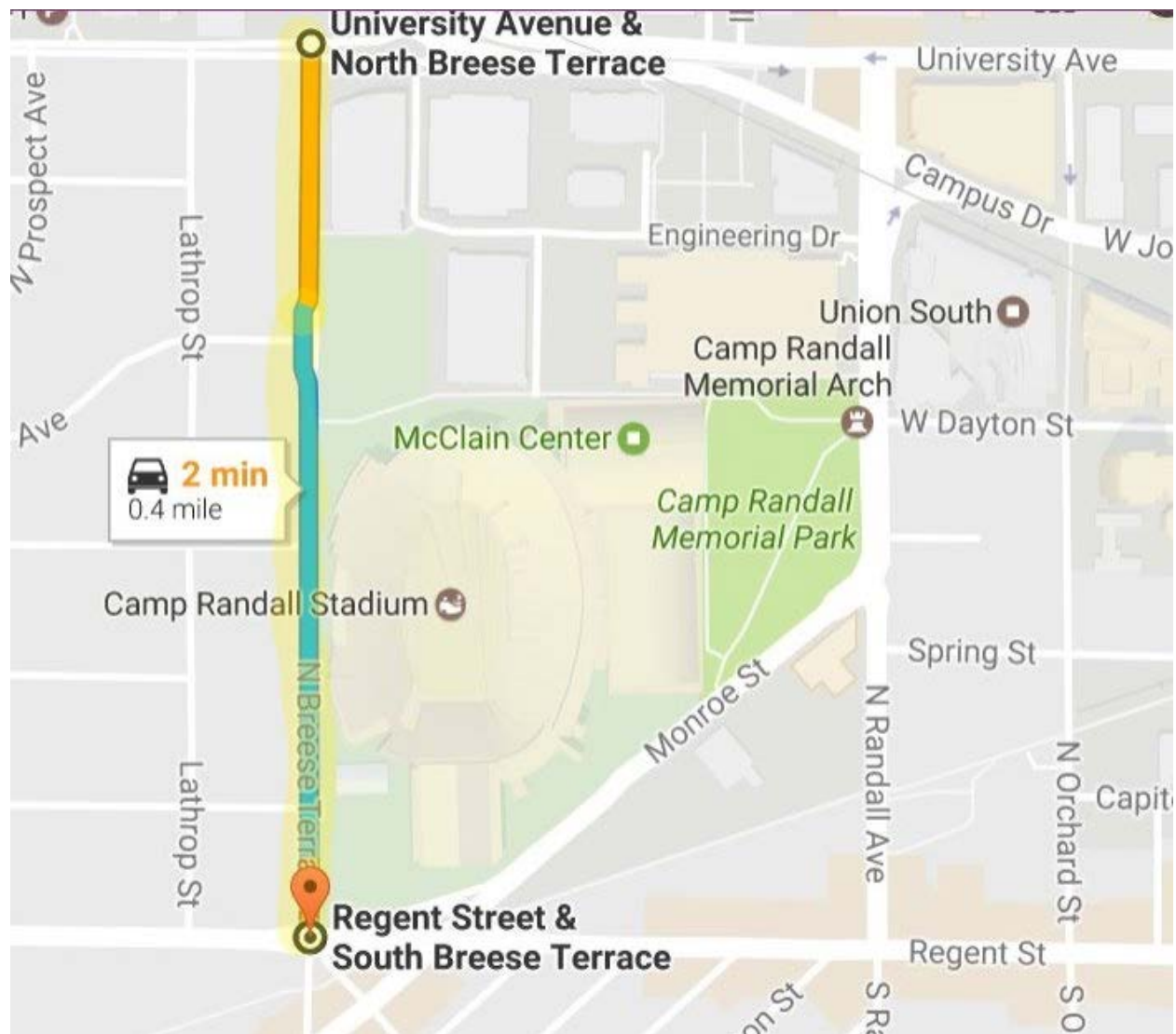
Date: 01/03/2020

No Parking Request for Breese Terrace on April 3, 2020

Event: UW-Madison Engineering Expo

1. Application Requirements
 - a. one day event fee – \$100
2. Complete a Street Event Schedule
 - a. 7:30am – set up for event starts
 - b. 9:00am – actual event start time
 - i. Buses will be dropping off students at the staircase between the Engineering Career services building and the UW practice football field on the east side of Breese Terrace. (Across from 214 Breese Terrace)
 - c. 2:00pm – event ends
 - i. Majority of the buses will be picking up students within an hour of this time. All students will be picked up on the east side of the street. This is an important detail to ensure that guests are not crossing the street to load buses.
 - d. 4:30pm – street and sidewalk cleaned up and parking will be opened by this time
3. Complete a Street Event Site Map
 - a. There will not be any tents/stages/fencing/etc. set up on the street Breese Terrace
 - b. No route map necessary since the street will not be used for any moving activity
 - c. Event Site Map Attached
4. Safety and Security
 - a. I will be setting up meetings with the UWPD, fire department, and risk control personnel at a time closer to the event to go over safety procedures and make all parties aware of the event.
 - c. Emergency Action Plan Attached
5. Cleanup and Recycling Plan
 - a. There should be no need for trash cans on Breese Terrace. Engineering Expo will set up and maintain several trash cans around engineering mall for the event.
6. Notification Requirements
 - a. Does not apply (no street closures, attendance < 10,000, and no bus or traffic rerouting)
 - b. Metro City Buses has been contacted about the event
 - c. Signs have been drafted to signify areas where buses can not park/stop/idle. These areas include narrow traffic lanes and crosswalks
 - d. Cones provided by the university to go along with the signs to alert the bus drivers of these areas

7. Insurance for your Event
 - a. I do not suspect city insurance will be needed
8. Bicycle Parking for your Event
 - a. There is plenty of bike parking around engineering mall
9. Marketing your Event
 - a. Not a part of the publicity for the event
10. Events with Amplification
 - a. There will be no amplification on Breese Terrace
11. Vendors at your Event
 - a. There will not be any beverage or food services on Breese Terrace
12. Beer/Wine Sales at your Event
 - a. n/a
13. Budget Planning
 - a. Application Fee \$100
 - b. Parking Meters \$2 per



Engineering Expo 2019 Emergency Action Plan

Event Organizer

University of Wisconsin-Madison – College of Engineering

Contacts

Hayden Eisenrich: Outdoor Logistics Chair -- (815) 540-9677

Devin Stein: Executive Co-Chair -- (847) 636-9947

Kate Griffin: Executive Co-Chair -- (920) 659-1944

Emergency: Dane County 911 Center – 911

Non-Emergency: Madison Fire Department – (608) 266-4420

Non-Emergency: Madison Police Department – (608) 255-2345

Event Dates, Times & Expected Attendance

Friday, April 3rd from 9:00am to 2:00pm

- Estimated 3500 attendees – mostly local middle school students

Saturday, April 4th from 9:00am to 2:00pm

- Estimated 1500 attendees – mostly families

Event Location

UW-Madison Engineering Mall

Buildings:

- Engineering Hall
- Mechanical Engineering
- Engineering Centers Building
- Materials Science & Engineering Building

Event Overview

Engineering EXPO is a two day event held annually at the University of Wisconsin-Madison's College of Engineering. EXPO is run entirely by students and has historically brought around 5,000 visitors to campus annually. Participants at EXPO include Fortune 500 industry leaders, engineering student organizations on campus, individuals displaying their engineering projects and ideas, and thousands of students and members of the community. Over the two days of EXPO, elementary schools, middle schools, and high schools are invited to explore what engineering involves. Each day the event is open to the public and we encourage public engagement throughout the event.

Severe Weather

- Before the event – If severe weather is predicted prior to the event, the EAP event representatives will evaluate the conditions and determine if certain event activities need to canceled or moved inside.
- During the event – if severe weather occurs during the event, the EAP event representatives will make notification to those attending the event that a hazardous weather condition exists and will direct attendees into the buildings.

Fire

- Event personnel have been in contact with the Madison Fire Department to identify any specific hazards and how we will address these hazards.
- There will be NO cooking at the event.

Tent Details

- A tent will be set up on the lawn between Parking Lot 17 and Engineering Hall
- Set up will be on Thursday, April 6th at 4:00 pm and it will be taken down after the event on Saturday, April 8th at 4:00 pm.
- The tent is 40' x 60'
- Under the tent there will be an area (30' x 60') with 18 tables and 106 chairs. This area has an occupancy limit of 120 persons. The remaining area (10' x 60') will be standing room with an occupancy limit of 120 persons. The total occupancy limit of the tent is 240 persons.
- There will be 2 fire extinguishers provided by the Safety Department located in the tent.

FIRST-AID & Lost Children

- A table will be set up beneath the overhang at Engineering Hall where visitors can go to receive basic First Aid. This area will also serve as a meeting point for chaperons and lost children. The student organization Student Emergency Medical Services will have volunteers staffing the table during the event
- In the case of a medical emergency, authorities will be contacted.

Law Enforcement

- Law Enforcement has been made aware of the event
- We will not be staffing officers to help with traffic on Breese. Students should not cross the street to load buses.

Transportation and Parking

Buses:

- On the first day of the event, Friday, there will be 60-70 buses dropping off 2,000 middle school students for the event. Buses will drop and pick up students on the east side of Breese Terrace by the staircase leading down to Engineering Mall. A Street Use Permit was submitted and approved by the city for no parking on Breese Terrace for the event. This will relieve traffic congestion on the road and will not interfere with Metro Bus routes.

Cars:

- Guests arriving by car will be responsible to find their own parking on streets and in the ramps located around the engineering campus.

Volunteers

Will be responsible for the following:

- Set up and Teardown up
- Unloading and loading of buses
- Help with pedestrian traffic and safety
- Clean up