

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Madison Night Market

Event Organizer/Sponsor: Madison's Central Business Improvement District

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No

**MANDATORY: State Sales Tax Exemption Number:** ES#: 049831

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: 122 West Washington Avenue, Suite 250

City/State/Zip: Madison, WI 53703

Primary Contact: Tiffany Kenney, Exec. Director Work Phone: 608-512-1340

Email: tkenney@visitdowntownmadison.com Phone During Event: secondary contact will be primary event contact person

Website: www.visitdowntownmadison.com FAX: \_\_\_\_\_

Secondary Contact: Jenny Sligh, Programming Coord. Work Phone: 608-512-1342

Email: jsligh@visitdowntownmadison.com Phone During Event: 608-335-6455

Annual Event? ☐ Yes ☒ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 1000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No

Hours: 6pm to 11pm

## EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)

☐ Other: Public Night Market

## LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ State St. Mall/800 State Street  
☐ 30 on the Square (aka top of 100 block of State Street) ☒ Other (specific blocks/streets requested below)

Street Names and Block Numbers: 200 - 400 Blocks of West Gilman Street

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 5/11/2017, 6/8/2017, 7/13/2017 Event Start and End Times: 6pm – 9pm

Rain Date (if any): none – event rain or shine Set-Up Start Time: 2pm

Take-Down Start Time and End Times: 9pm – 11pm\*\*

**\*\*NOTE FROM BID:** Port-A-Potty & hand wash station pick up 8am following day. Should not impact ability to reopen streets.

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☒ Yes ☐ No

If class B license is denied, will the event(s) occur? ☒ Yes ☐ No

\_\_\_\_\_ By initialing, I/we waive the 21-day decision requirement.

## APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Madison Night Market

### Street Event Schedule

1/16/2017



#### General Information:

Madison Night Market will be held May 11, June 8, and July 13, 2017 on the 200 - 400 blocks of West Gilman Street between University Avenue and Henry Street.

#### Time Task

##### Day Before:

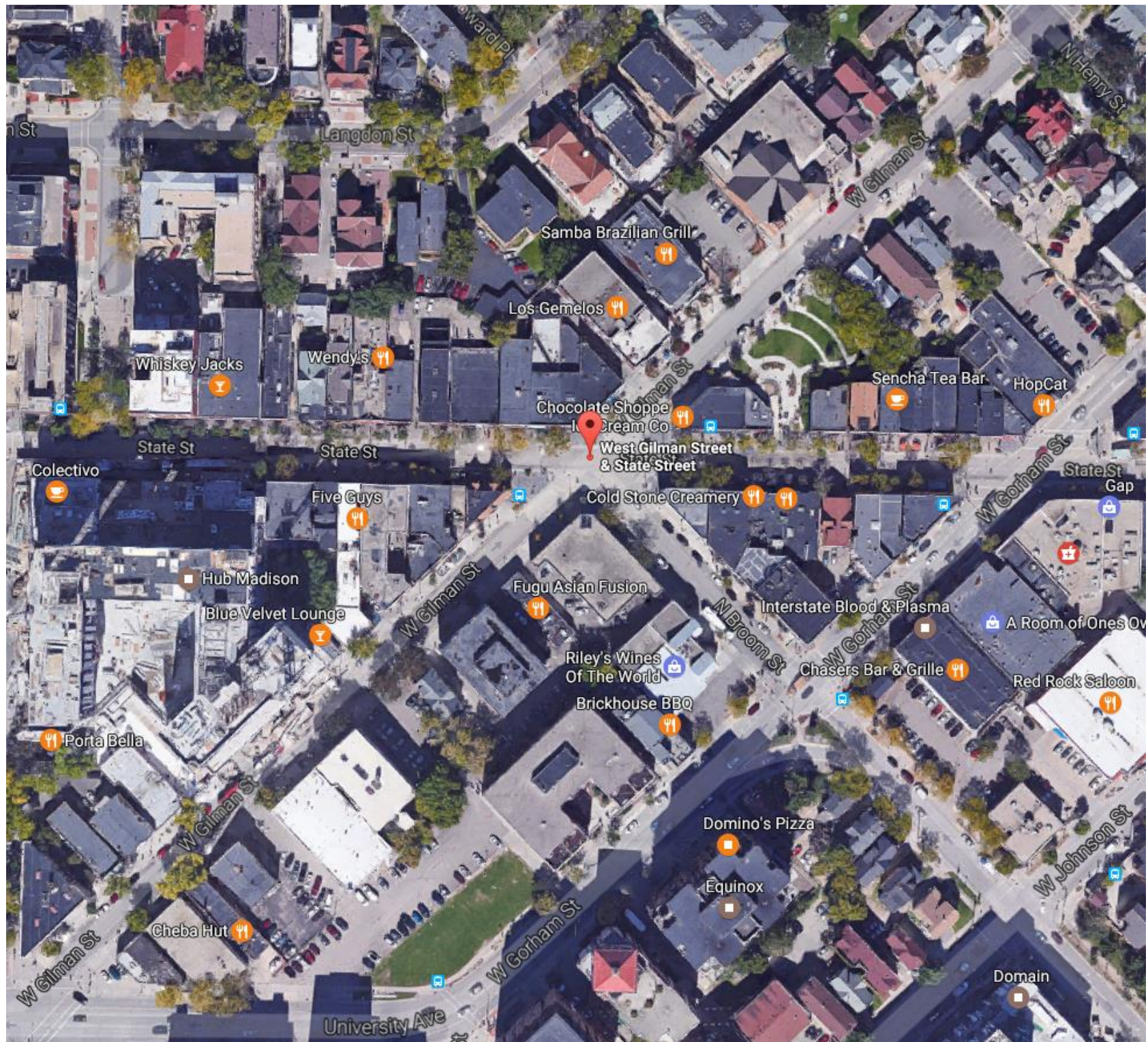
Cardboard street signs put up to mark NO PARKING for event

##### Day Of:

7:00 AM	Bagging of meters along Gilman Street
2:00 PM	Road closes – barriers put up
2:00 PM	Ambassadors arrive to monitor/let in deliveries
2:00 PM	<b>until 4:00 PM Deliveries and Set up</b>
2:00 PM	Lighting delivery and set up begins
2:30 PM	Bucky's Rental delivery and set up of port-a-potties and washing stations
2:30 PM	<i>Event Essentials or Bucky's</i> delivery of crowd control gates
3:45 PM	All delivery and set up vehicles removed from West Gilman Street
4:00 PM	<b>4pm – 5pm Vendor Arrival and Set Up</b>
4:00 PM	Vendor arrival and unloading access from University Avenue *
4:00 PM	Sound Engineer arrival and set up
4:30 PM	Vendor arrival and unloading access from Henry Street *
5:00 PM	Performer arrival and sound check
5:00 PM	All vendor vehicles unloaded and off Gilman Street
5:30 PM	All vendor booths set and ready
5:30 PM	Early Night Market start
6:00 PM	1st clean-up volunteer crew arrives
6:00 PM	<b>Night Market Opens</b>
6:00 PM	Concert - Opening Act at Lisa Link Peace Park (time slot 6PM - 7:30PM)
7:30 PM	Concert set break
8:00 PM	Concert - Headliner at Lisa Link Peace Park (time slot 8PM - 10:00PM)
8:00 PM	2nd clean-up volunteer crew arrives
10:00 PM	Concert ends
10:30 PM	Last call in Beer Garden
10:45 PM	Done serving in Beer Garden
11:00 PM	<b>Market Closes</b>
11:00 PM	Vendor tear down begins
11:15 PM	Vendor vehicles access to West Gilman Street to load out
12:00 AM	Lighting teardown

12:00 AM	Potties locked for the night
1:00 AM	West Gilman Street re-opens
<u>Day After</u>	
8:00 AM	Potties removed

*\*Times scheduled by Programming Coordinator*





Madison's Central Business Improvement District

## Madison Night Market

### Street Event Cleanup & Recycling Plan

1/16/2017



#### General Information:

Madison Night Market will be held May 11, June 8, and July 13, 2017 on the 200 - 400 blocks of West Gilman Street between University Avenue and Henry Street.

#### Basic Plan:

- A. Primary Contact Person
  - 1. Jennifer Sligh, Programming Coordinator BID, 608-335-6455.
- B. Dumpsters
  - 1. We will have 4 dumpsters available for the Night Market event.
  - 2. 2 dedicated to refuse/2 dedicated to recycling.
  - 3. Dumpsters will be located at the near the University Avenue end of West Gilman Street, and near the Buckeye Lot on West Gilman Street.
- C. Garbage & Recycling Cans
  - 1. We will have 20 trash barrels per event.
  - 2. 10 dedicated to refuse/10 dedicated to recycling.
  - 3. See event map site map for locations.
  - 4. Vendors will be expected to have refuse and recycling containers within their booth if they will be generating trash.
  - 5. Vendors are expected to take any trash to the dumpsters as part of their booth/tent space/food cart clean up.
- D. Fire/Hot Coal
  - 1. Will work with the Madison Fire Department if needed on a per vendor basis.
- E. Volunteer Organization providing clean up support

## Madison Night Market

### Emergency Action Plan - Summary

1/16/2017



#### General Information:

Madison Night Market will be held May 11, June 8, and July 13, 2017 on the 200- 400 blocks of West Gilman Street between University Avenue and Henry Street.

#### Basic Plan:

- A. Primary Contact Person:
  - 1. Jennifer Sligh, Programming Coordinator BID, 608-335-6455.
- B. Emergency Notification:
  - 1. We will NOT have on-site EMS.
  - 2. We WILL have on-site police (*Insert Contact Info*).
- C. Severe Weather:
  - 1. Primary Contact/On-site Coordinator will be responsible for monitoring weather conditions & emergencies. In case of emergency/severe weather Primary Contact will notify attendees of conditions and direct them to seek shelter.
- D. Fire:
  - 1. Only food carts can cook, all other food will be prepared off site. No cooking will occur under tents.
- E. Medical Emergencies:
  - 1. In case of a medical emergency, Primary Contact will immediately notify Fire Department/EMS via 911 call.
- F. Law Enforcement:
  - 1. Special Duty Officers will be present at the event.
- G. Emergency Vehicle Access:
  - 1. A 20' fire lane will be accessible through the Night Market.
  - 2. Crowd will be managed by Jennifer Sligh, Programming Coordinator, BID.
  - 3. Parking for vendors and staff will be: City of Madison Public Parking Lots.
  - 4. Parking for attendee vehicles will be: City of Madison Public Parking Lots.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Madison Night Market" will be held May 11, June 8, July 13, 2017 at 200 - 400 blocks of West Gilman Street, between University Avenue & Henry Street.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Madison Night Market" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

## III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

## IV. BASIC PLAN

### A. Emergency Action Plan (EAP) Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: Jennifer Sligh.

### B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- 2. We ☐ will / ☒ will not have on-site EMS (NA)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Unknown as of 1/16/2017)

### C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such Jennifer Sligh and will be responsible to monitor the weather conditions before and during the event.
- 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee Jennifer Sligh will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

### D. Fire

- 1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
- 3. If cooking is intended, you must contact the fire department and -
  - a) Must have a valid fire extinguisher, 2A10BC

- b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
  - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
  - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
- 4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
- 5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
- 6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

#### **E. Medical Emergencies**

- 1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
- 2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
- 3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

#### **F. Law Enforcement**

- 1. The need for constant Law Enforcement presence at this event  
☒ has / ☐ has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
- 2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

#### **G. Emergency Vehicle Access**

- 1. Access for Emergency Vehicles will be maintained at all times.
- 2. 20' Fire Lanes are required to be kept open at events.
- 3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
- 4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
- 5. Crowd control will be managed by: Jennifer Sligh/BID on site staff.
- 6. Parking for vendor and staff vehicles will be: City of Madison Public Parking Lots).
- 7. Parking for attendee vehicles will be: City of Madison Public Parking Lots.

#### **V. CONTACT INFORMATION**

Primary Contact	Jennifer Sligh	608-335-6455
Secondary Contact	Tiffany Kenney	608-843-7079
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345