

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madison People's Climate March

Event Organizer/Sponsor: Sierra Club Beyond Coal Campaign

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number:

ES#: 036-0000217617-02

OPTIONAL: Federal Tax Exempt Number:

94-6069890

Address: 133 S Butler St

City/State/Zip: Madison, WI 53703

Primary Contact: Devin Martin

Work Phone: 608-338-0746

Email: devin.martin@sierraclub.org

Phone During Event: 985-209-5454

Website: www.sierraclub.org

FAX: _____

Secondary Contact: Lauren Peretz

Work Phone: 414-241-1632

Email: peretzlauren@gmail.com

Phone During Event: 414-241-1632

Annual Event?

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 3,000 – 5,000

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☐ Yes ☐ No

Hours: 2:30pm to 3:00pm

EVENT CATEGORY

☐ Run/Walk

☐ Music/Concert

☐ Festival

☒ Rally

☐ Parking (i.e., bagging meters)

☒ Other: March

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: King St to Main St, then Main St to Blount/Railroad Streets

EVENT DATE(S)/SCHEDULE

Date(s) of Event: April 22, 2017

Event Start and End Times: Rally 2:30pm, March end 4pm

Rain Date (if any): none

Set-Up Start Time: 1pm

Take-Down Start Time and End Times: 4pm to 5pm

TAKE-DOWN TIME: START TO STREETS REOPENED

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 Devin Martin

Date March 8, 2017

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

Madison People's Climate March – April 22, 2017.

This event, while separate from the March for Science Madison, is making efforts to coordinate with their leadership team to ensure that both marches work together to minimize impacts to police and emergency services and bus transit.

All efforts will be made to ensure timely and orderly procession to ensure rapid resumption of regular bus service. Upon approval of the permit, and concurrent with existing Capitol Facilities permit and agreement with Capitol police to not interfere with the Farmer's Market, we will be contacting the Dane Co. Farmer's Market, area businesses and organizations to inform them of our plans, and help ensure the open flow of pedestrians and vehicles and supplies to and from the Market until its conclusion at 2pm.

All efforts will be made to keep marchers on the approved march route while moving from the Capitol Square to MGE and allow for flow of pedestrians to and from Capitol square before, during, and after the event.

An "Action and Education Base" will be set up with small (less than 400 sq. feet) tents (no more than 10) on the exterior of Capitol grounds and/or along public sidewalks on the Capitol Square for attendees to collect and make signs, obtain water, and learn more about climate change, creating good jobs, and building social justice.

Event set up will begin at 1pm

Speakers rally will begin at 2:30pm at Capitol Steps and include amplified sound

March will depart from Capitol square to MGE at 3pm

March will arrive at MGE headquarters between 3:00 and 4:00pm, then disperse

Event tear down on the square will be completed by 5:00pm.

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

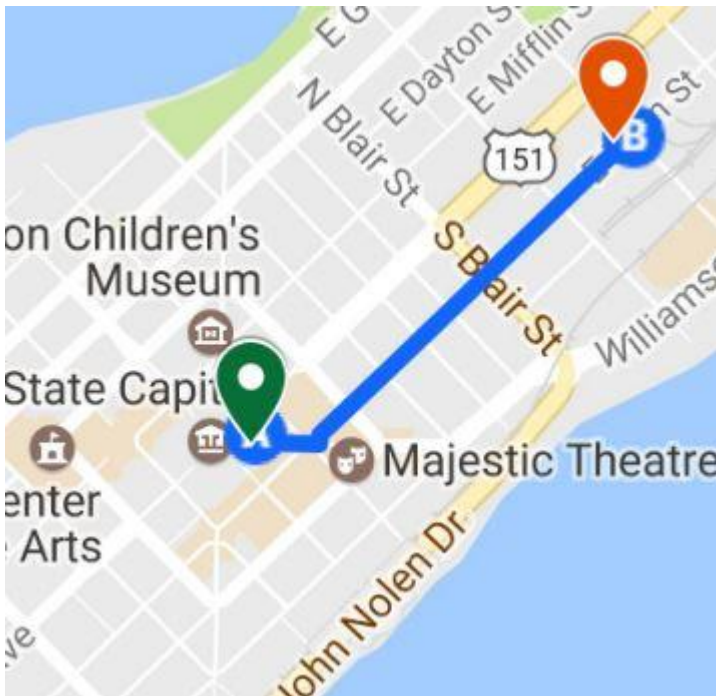
If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

- Lt. Knight has given us an estimate of \$3,000 to \$5,000 for police detail for the event.

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

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

Provide Detailed Event Site Map:



Rally will begin setup on Capitol grounds, and may include up to 10 small (less than 20x20) canopy tents on paved Capitol grounds as places to gather/make signs, get water, learn more about environmental issues, etc.

The March procession will move from Capitol grounds to King and E Main, then down Main St to MGE's HQ. After crossing Blair St, the march will proceed two blocks to the Blount Generating Station, no further than S Livingston St. After a period of chants and speeches amplified by bullhorn and or mobile PA, the march will disperse.

STREET EVENT CLEANUP AND RECYCLING PLAN

- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

Provide Detailed Trash/Recycling/Cleanup Plans:

Madison People's Climate March will have a team of 25-50 volunteers to help with trash removal and sorting for recycling both during and after the event. Besides for city-provided trash barrels, we will install temporary cardboard bins marked for recycling.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Madison People's Climate March" will be held April 22, 2017 at Capitol Square to MGE Headquarters, 623 Railroad Rd, Madison WI 53703.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Madison People's Climate March" (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: Devin Martin.

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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Lt. Trevor Knight, office 608-261-9686)

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 Devin Martin 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 Devin Martin 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: Volunteer March Marshalls (approx. 50-100).
- 6. Parking for vendor and staff vehicles will be: 133 S Butler St.
- 7. Parking for attendee vehicles will be: locally available public parking lots.

V. CONTACT INFORMATION

Primary Contact	Devin Martin	985-209-5454
Secondary Contact	Lauren Peretz	414-241-1632
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?

☒ Yes ☐ No

If Yes, please continue. If No, skip this form.

EVENT INFORMATION

Name of Event: Madison People's Climate March

Contact Person: Devin Martin, cell 985-209-5454 MadisonPCM@gmail.com OR devin.martin@sierraclub.org

Location: Capitol Square

Date: April 22, 2017

Type of Amplified Sound:

☐ Band ☐ DJ ☒ Sound System ☒ Speeches/Announcements ☐ Karaoke

☒ Other (please specify): may include chants, songs and/or acoustic music amplified by PA system. May or may not have amplified pre-recorded music before speakers begin.

Hours of Amplification:

Date: 4/22/2017

Time: 2:30pm - 3:00pm

STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

☒ Yes ☐ No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Event will be marketed through traditional media, social media, and organizational outreach.

Will there be live media coverage during the event and where will the media vehicles be parked?

We anticipate live media coverage, and will work with Capitol Police and Madison Police Department to find suitable parking locations for TV vans along Capitol Square/grounds, MGE headquarters along E Main, Blount, or Railroad St, and/or an alternate backup location at the 133 S Butler St Sierra Club office.

PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: Madison People's Climate March

Location: Capitol Square

Public Contact Phone: 608-338-0746

Website: <https://actionnetwork.org/events/madison-peoples-climate-and-science-march>

Admission Cost: free

Date of Event: April 22, 2017

Beginning/End Time of Event: 2:00pm to 5:00pm

Two sentence description of event (for internet calendar):

Madison People's Climate March will bring together thousands of people under the banner of environmental and social justice, marching together for our shared future in this uncertain time. Join us as we speak up, speak out, think globally, act locally, and reclaim the spirit of Earth Day, a Wisconsin tradition.