

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: PARKS ALIVE

Event Organizer/Sponsor: CITY OF MADISON PARKS DIVISION

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 330 ELAKESIDE ST

City/State/Zip: MADISON, WI 53715

Primary Contact: Debra Alleyne Work Phone: 608-261-9812

Email: dalleyne@cityofmadison.com Phone During Event: tbd

Website: https://www.cityofmadison.com/parks/events/parksAlive.cfm FAX: _____

Secondary Contact: Kelly Post Work Phone: 608-264-9289

Email: kpost@cityofmadison.com Phone During Event: n/a

Annual Event? Yes No

Charitable Event? Yes No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 100-200 / date (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: n/a to n/a

EVENT CATEGORY

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

Other: Community / Neighborhood Event series

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: _____ No street closure: No Parking requested at various parks

EVENT DATE(S)/SCHEDULE

Date(s) of Event: see attached schedule Event Start and End Times: see attached schedule

Rain Date (if any): n/a Set-Up Start Time: 3:00pm

Take-Down Start Time and End Times: 8:30pm

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.



PARKS ALIVE









BUILDING STRONG NEIGHBORHOODS

Schedule 2024 (5 – 8 PM)

Elver (MONDAYS)		Allied Park (MONDAYS)		No Parking requested as indicated on attached maps at: Allied Worthington Aldo Meadowood Warner Hammersley Penn Owl Creek	
June 17 July 1 July 15 July 29		June 10 June 24 July 8 July 22			
<i>Alternate date/location</i>		<i>Alternate Date/Location</i>			
August 12 th / Elver Shelter		August 5 th / Boys and Girls Club			
Darbo/Worthington (TUESDAYS)		Aldo Leopold (TUESDAYS)			
June 18 July 2 July 16 July 30		June 11 June 25 July 9 July 23			
<i>Alternate date/location</i>		<i>Alternate Date/Location</i>			
August 13 th / Salvation Army		August 6 th / TBA			
Meadowood (WEDNESDAYS)		Warner (WEDNESDAYS)			Hammersley (WEDNESDAYS)
June 12 June 26 July 10 July 24		July 3 July 17 July 31 August 14			July 3 July 24 August 7 August 21
<i>Alternate Date/Location</i>		<i>Alternate Date/Location</i>		<i>Alternate Date/Location</i>	
August 14 th / TBA		Aug 21 st / Warner Community Center		August 28 th / TBA	
Penn (THURSDAYS)		Owl Creek (THURSDAYS)		All events are scheduled to begin at 5:00 pm and end at 8:00 pm.	
June 13 June 27 July 11 July 25		June 20 July 18 August 1 August 22			
<i>Alternate Date/Location</i>		<i>Alternate Date/Location</i>			
August 22 nd / Boys and Girls Club		August 29 th / Ho Chunk Community Center			

Allied Park

Partners

-  Greeter Table
-  Food Cart #1
-  MSCR fit2go
-  Dream Bus
-  Art Cart
-  REAP
-  Clerks Office - Voter Reg.
-  Fire Lane Clearance

~~June 27th - 3:30pm - 8:30pm~~

~~July 11 - 4 - 7:30pm~~

~~July 25th - 3:30 - 8:30pm~~

~~Aug 8th - 4 - 8:30pm~~

Allied Park: Mondays 2024

5pm-8pm

No Parking 3pm-8:30pm

June 10

June 24













July 8

July 22



Brentwood Parks Alive

Brentwood Parks Alive Site Map Key

-  Dreambus
-  Art Cart
-  Fire Lane Clearance
-  Food Cart
-  NPC Food Table - 10x10 tent
-  DJ Table
-  Dane Co Trash Lab
-  Fit 2 Go
-  Clerks Office Table
-  Food Cart
-  Girls Inc. games
-  MPL & Art



Imagery ©2022 Maxar Technologies










Untitled layer

Untitled layer

Brentwood Park/Warner: Wednesdays
 5pm-8pm
 No Parking 3pm -8:30pm
 July 3
 July 17
 July 31
 August 14

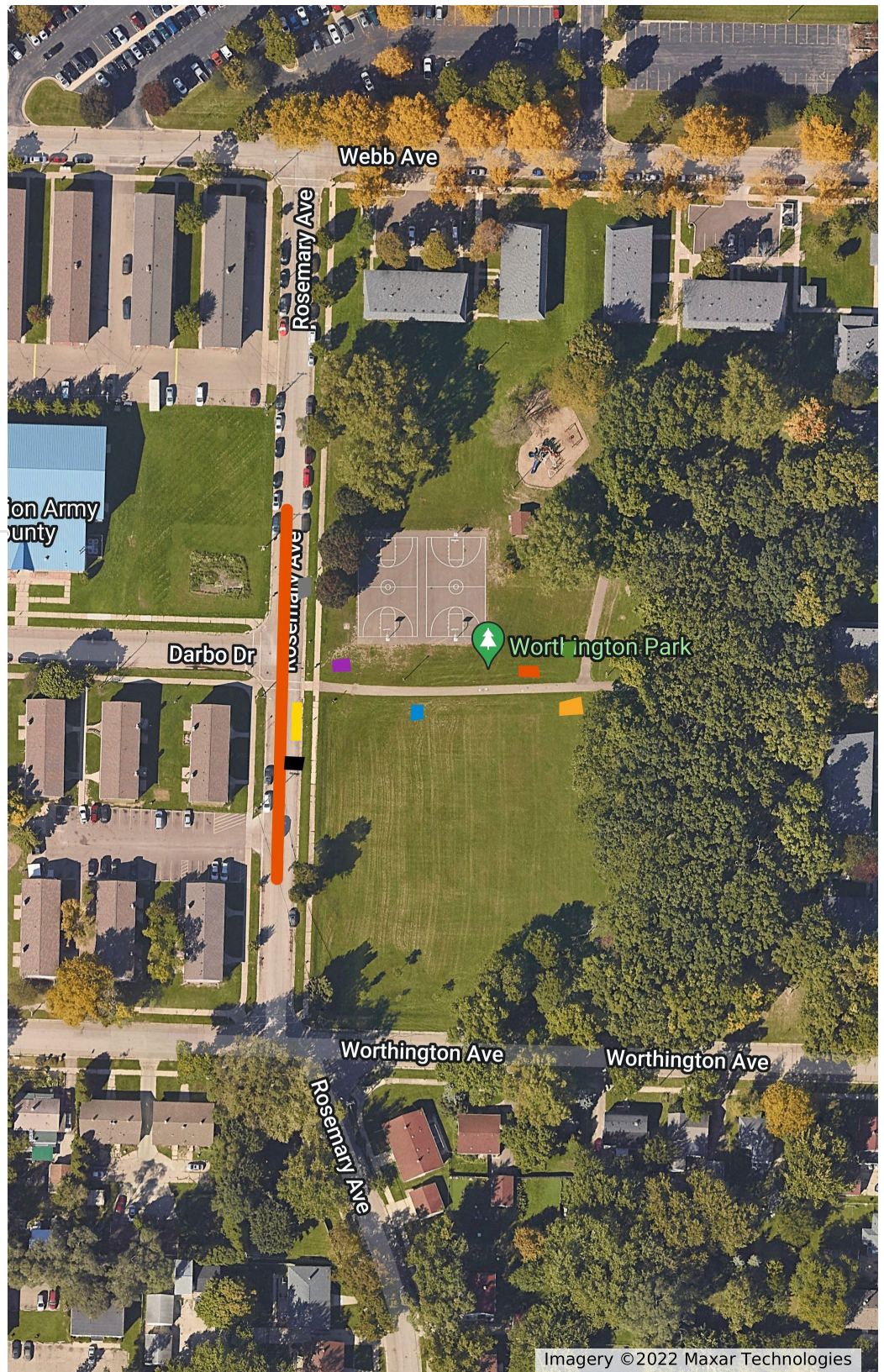
Darbo-Worthington Park

Partners

-  Food Truck #1
-  Greeter
-  MSCR fit2go
-  Dream Bus
-  Art Cart
-  Food Truck #2
-  Fire Lane Clearance
-  REAP
-  Clerks Office - Voter Registration

~~June 28th - 12-5pm~~
~~July 12th - TBD~~
~~July 26th - 12-8pm~~
~~Aug 9th 12 - 8:30pm~~



Worthington Park: Tuesdays
5pm-8pm
No Parking 3pm -8:30pm
June 18
July 2
July 16
July 30













Leopold park

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Partners - June 21st Event

-  mscr table - Fit 2 Go
-  dream bus
-  food cart #1
-  food cart #2
-  greeter table
- 
- Clerks office - Voter Registration
-  Fire Lane Clearance

Partners - July 5th, July 19th, Aug 2nd Events

-  Dream Bus - July 5th
-  Food Cart #1 - July 5th
-  Fit 2 go - learn to garden
-  Food Cart #2 - July 5th
-  Greeter Table - July 5th
-  MSCR Fit2Go - July 5th
-  Art Cart - July 5th
- 
- Voter Registration - Clerks office - July 5th
-  REAP
-  Fire Lane

~~June 21st 4-8pm~~

~~July 5th 1-6pm~~

~~July 19th 3-8pm~~

~~August 2nd 3-8pm~~

Aldo Leopold: Tuesdays

5pm-8pm

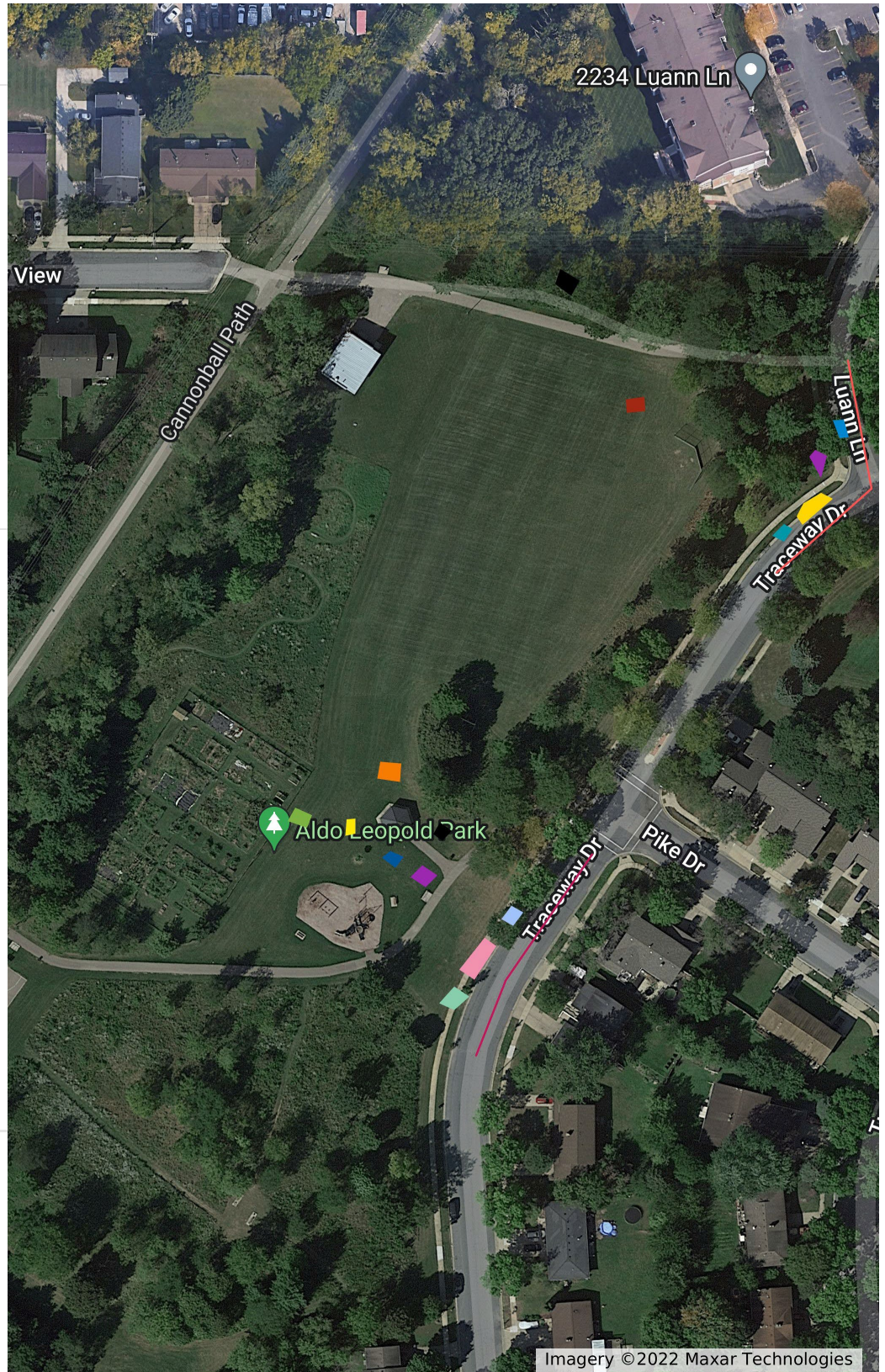
No Parking 3pm -8:30pm

June 11

June 24











July 9

July 23



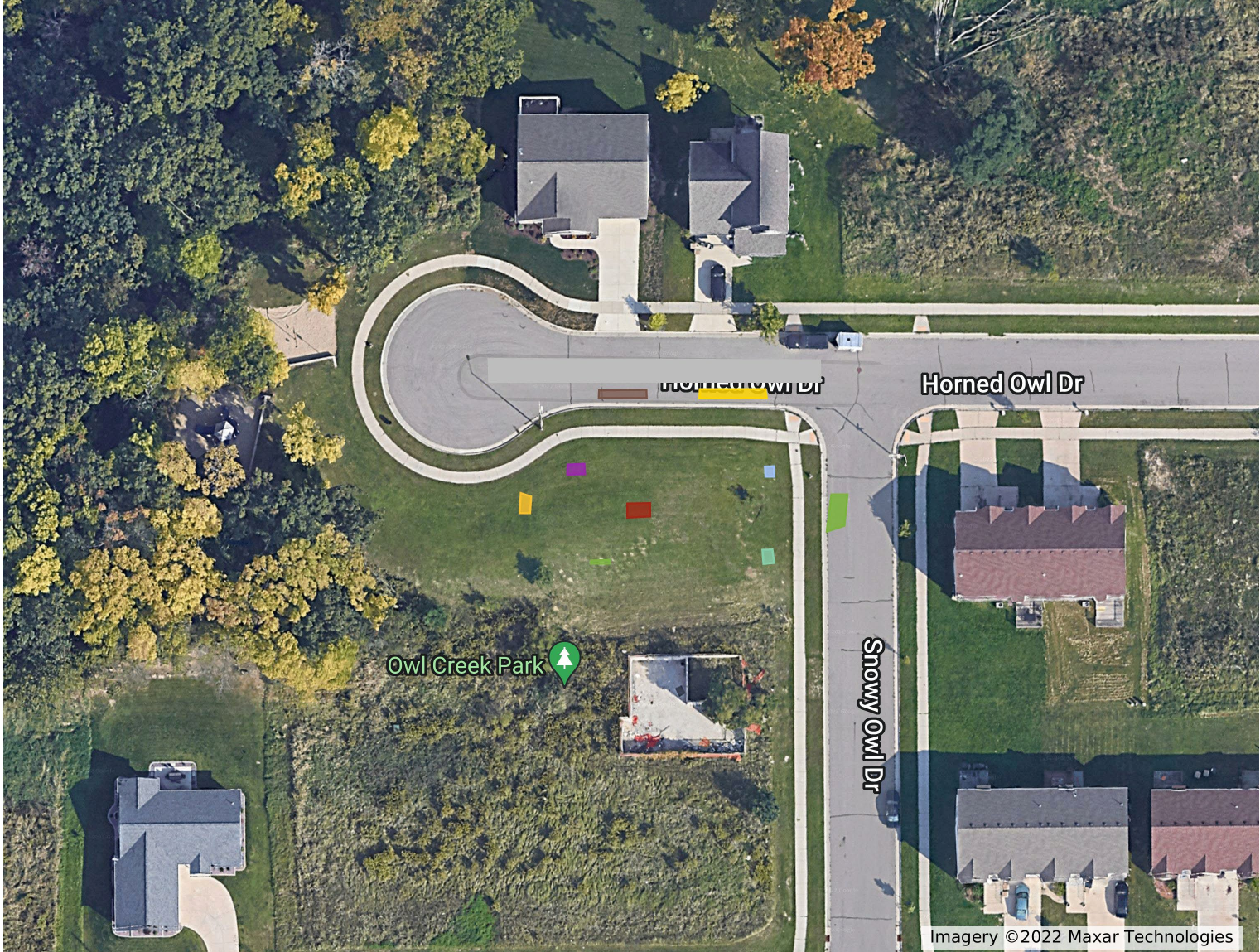
Owl Cree Parks Alive site map

Untitled layer

-  Dream Bus
-  Food Cart
-  Fit 2 Go
-  Dane Co Trash Lab
-  Fire Lane
-  MSCR activities
-  Clerks Office
-  Face Painting & Art
-  Movie Screen
-  Ice Cream

~~Thur. June 23, July 7 and Aug 4
1:00 - 4:00 p.m.~~

Owl Creek: Thursdays
5pm-8pm
No Parking 3pm -8:30pm
June 20
July 18
August 1
August 22



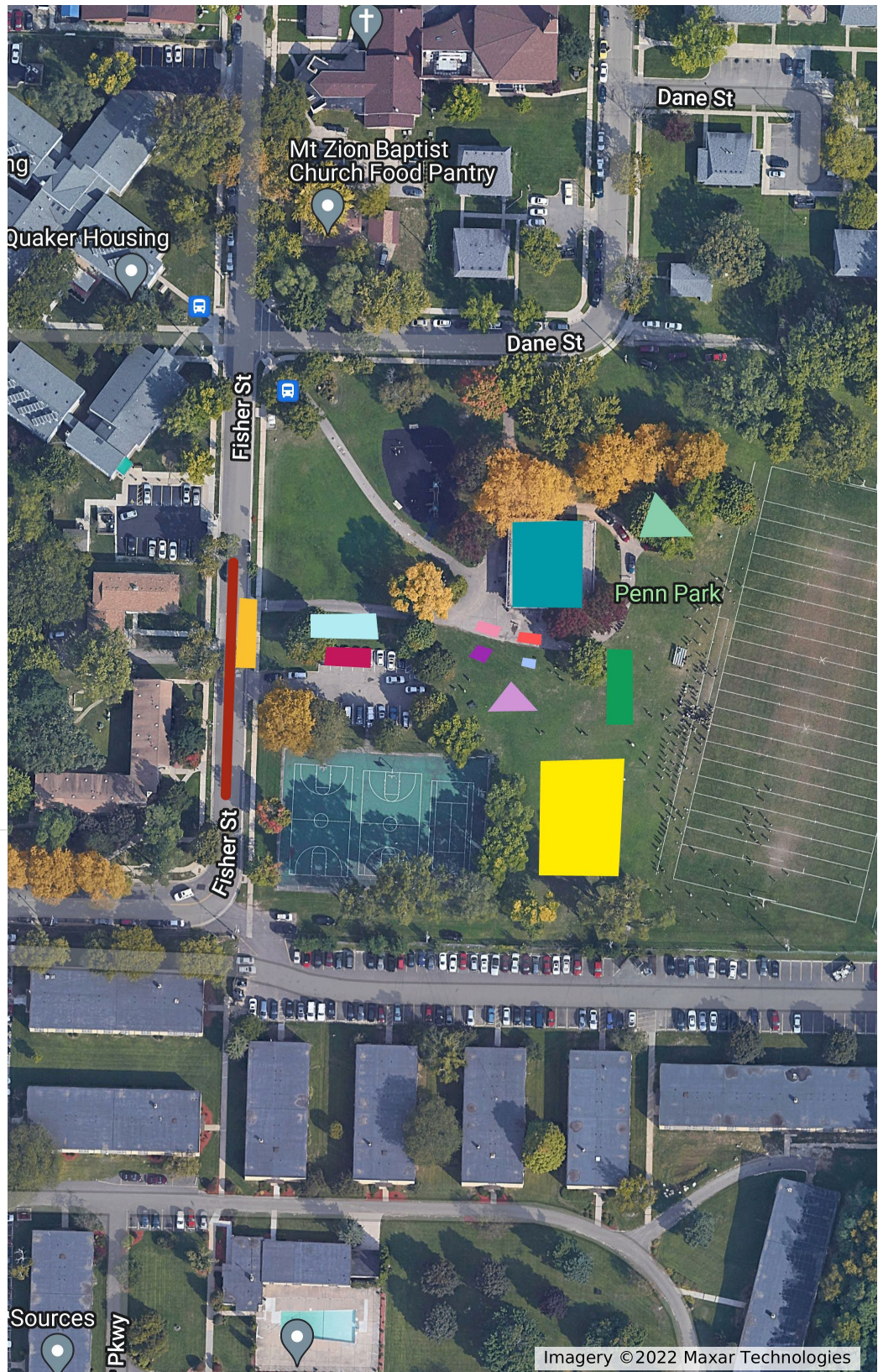
Penn Park

Partners

-  greeter
-  Dream Bus
-  Madison Reading Project
-  Storytellers
-  Art Cart
-  Maydm/Independence School/UW Partner/DJ
-  Vaccination Clinic - Public Health
-  Edgewood Partner Concession Stand
-  Clerk's Office
-  MSCR Fit2Go/MSCR Activity
-  Fire Lane Clearance
-  Food Cart 1
-  Food Cart 2

- ~~June 30 - 12:30-4:30~~
- ~~July 14 - 12:30-4:30~~
- ~~July 28 - 12:30-4:30~~
- ~~August 11 - 12:30-4:30~~

Penn: Thursdays
 5pm-8pm
 No Parking 3pm -8:30pm
 June 13
 June 27
 July 11
 July 25



EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The “ _____ ” will be held _____ at _____.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “ _____ ” (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 _____.

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 _____.
3. We will / will not have on-site Police or Security _____.

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 _____ 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 _____ 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.

CI. 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: _____
- 6. Parking for vendor and staff vehicles will be: _____
- 7. Parking for attendee vehicles will be: _____

V. CONTACT INFORMATION

Primary Contact		
Secondary Contact		
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345