

STREET USE PERMITTING PROCESS

WHAT IS A STREET USE PERMIT AND WHEN IS ONE REQUIRED?

A Street Use Permit is the required permit that allows individuals or groups to use City streets – including sidewalks, parking spaces/lanes and State Street performance areas – for an event or activity.

A STREET USE PERMIT IS REQUIRED IF ANY OF THE FOLLOWING APPLY:

- The request is to close or reserve any portion of a City street for an event or activity – including requests to use sidewalks, parking lanes or spaces.
- The proposed time for the event would create more than minimal disruption or rerouting of traffic from the requested street(s).
- The event is scheduled at one of the State State performance areas outside of the time periods allowed by an Amplification Permit.

If your event will require a Street Use Permit, click on "Start Planning Your Event."

STEP 1: START PLANNING YOUR EVENT

WHEN SHOULD I APPLY FOR A PERMIT FOR MY EVENT?

The application, documents and fee (non-refundable application fee made payable to City Treasurer) must be submitted at least **30 days prior** to your event. If there will be alcohol sold at your event applications must be submitted at least **60 days** prior to the event and you must also apply for a separate Beer/Wine Sales Permit through the Clerk's Office.

If special event resolutions are requested for your event, then submission a minimum 60 days before the event date is required. Resolutions are needed for:

- Suspension - In order to sell merchandise within your event area
- Invalidation - To invalidate City Vendors' Licenses within your event area

Both Suspension and Invalidation are known as "Exclusive Use"

Also, consider the following:

- If your event requires a Certificate of Insurance this document must be received by the City of Madison Risk Management Office 30 days prior to the event.
- Review the [fee schedule\(.pdf\)](#) to estimate the costs for your event and any extra permits or equipment rental you may need.
- Check the [Madison Parks Events Calendar](#) to see if your preferred date and location are available

There are many steps to planning a successful event in the city of Madison. It is vital that you read and complete every one of these steps. If you miss one, your permit application may be denied. This website will take you, step by step, through all of the necessary requirements.

STEP 1: Start Planning Your Event

STEP 2: Application Requirements

STEP 3: Complete Event Schedule

STEP 4: Event Site Map

STEP 5: Safety and Security Plans

STEP 6: Trash and Recycling Plan

STEP 7: Notification Requirements

STEP 8: Certificate of Insurance for your event

STEP 9: Event Bicycle Parking

STEP 10: Event Marketing

STEP 11: Additional Permits; Special Event Vending License; Beer/Wine Sales Permit

STEP 12: Event Fees

STEP 13: Permit Application Submission and Follow-up

STEP 2: APPLICATION REQUIREMENTS

Before you submit an application, make sure that you complete the following as they pertain to your event:

- A detailed event schedule (including dates, times, possible rain dates and set-up/take-down)
- An Event Site Map
- Safety and security plans
- Clean-up and recycling plans
- Notification requirements
- Obtain a certificate of Insurance
- Complete Application form

More information on each of these topics can be found on this website. Follow the work-flow for preparing your application by clicking through the “Next” categories at the bottom of each page.

APPLICATION FEES (NON-REFUNDABLE)

All applications submitted must pay a non-refundable application fees, including applications for charitable events and events hosted by a non-profit organization.

Fees are:

- Neighborhood Block Party, \$50 (NT)
- One Time/one day Event, \$100 (NT)
- One Time/two or more day Event, \$200 (NT)
- Series Event, \$300 (NT)
- \$3,000 deposit for events making use of the Capitol Square

Past Deadline Application Fees

- Street Use Event Permit less than 30 days before event, \$250 (NT)
- Street Use Event Permit with Beer / Wine Sales Permit or a Special Event
- Resolution less than 60 days before event, \$250 (NT)

Download the [Street Use Permit Application Checklist](#) (.PDF) and move on to Step 3.

STEP 3: COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up 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 (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application. By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

Download the [Event Schedule form](#) (.PDF), then move on to Step 4.

STEP 4: EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable 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

A detailed route map should also be provided if the street closure is for a run, walk, parade or other “moving activity.” You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/> Download the [Event Site Map form](#) (.PDF), then move on to Step 5.

STEP 5: SAFETY AND SECURITY PLANS

The **Safety Plan** should include:

- First aid and emergency response procedures
- Emergency contact information
- A designated “lost child” area
- A plan for information communication to staff and volunteers during the event

The **Security Plan** should include, but is not limited to:

- The hiring of private security companies and licensed professional emergency medical services
- Plans for crowd control
- Plans for alcohol containment (i.e. beer gardens)
- Plans for securing valuables
- Plans for protecting event participants

Per MGO 10.056(4)(a)11 – “[I]f there will be any extraordinary security measures including searches of persons or vehicles, the applicant shall submit that plan as a separate Attachment to the application.”

City of Madison Police and Fire Department representatives may make additional recommendations after review of the Safety and Security Plans at a Street Use Meeting. Police and Fire Department representatives may also require Special Duty Police Officer or Fire Inspector staffing at your event.

SPECIAL DUTY POLICE

The event organizer must call (608) 266-4022 to request Special Duty Officers for their event. Officers are hired at an hourly rate with a 2 hour minimum.

Download the [Safety and Security Plan form](#) (Word Template), then move on to Step 6.

STEP 6: TRASH 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 clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via [email](#) or at (608) 267-2626.

Download the [Trash and Recycling Plan Form](#) (.PDF)

STEP 7: NOTIFICATION REQUIREMENTS

Some events may require the event organizer to contact residents, alders or businesses to notify them of the event.

Large Public Events (Outside of Mall Concourse District):

These events consist of three or more blocks, have an estimated attendance of 10,000 or more, and/or require bus detours or significant traffic rerouting. The purpose of the notification is to exchange information and receive public comment about the details of the event.

The event organizer must

- Send a copy of the street use permit application to the alderperson(s) of the aldermanic district(s) where the street closure is requested and to the area neighborhood association within five (5) days of submitting the application. The notification shall include contact information for the Event Organizer.
- Provide written notice of the event to each occupant on the street(s) to be closed, prior to the event.
- Keep a record of all public comments and provide them at the Street Use Staff Commission meeting when the application is reviewed
- Notify any merchants or building occupants identified by the Street Use Staff Commission. The Event Organizer shall provide the Staff Commission a copy of the written notice(s).

[Find an Alder](#)

[Find a Neighborhood Association](#)

State Street Mall, 700-800 State Street Information:

Podium/State St. Mall will be under construction and not available for reservation May 19 – October 31, 2014

STEP 8: INSURANCE FOR YOUR EVENT

The City's Risk Manager will make a determination regarding the requirement of insurance for an event or activity when the Street Use Permit Application is reviewed at the Street Use Staff Commission Meeting.

Insurance requirements depend on the risk level of an event which is determined by such things as the size and nature of the event, activities planned for the event, the expected attendance, potential for injury, if there is alcohol, and other considerations.

If a Certificate of Insurance is required, the event organizer will submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the City of Madison and its Parks Division as an Additional Insured.

The City of Madison Risk Management Office must receive this certificate 30 days prior to the event date. This official certificate may be submitted electronically, mailed or faxed to:

City Risk Manager
210 MLK JR. Blvd, Rm. 406
Madison, WI 53703
Phone (608) 266-5965
Fax (608) 267-8705
[Risk Manager email](#)

It is recommended that applications are submitted earlier than 30 days prior to the event date if you are unsure if your event is likely to require a Certificate of Insurance.

INDEMNIFICATION CLAUSE FOR PERMITS:

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 issued. The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided, under MGO 10.056(7)(c). Falsification of information on the application will result in forfeiture of up to \$200 per falsified item. Street Use Permits are subject to MGO 10.056 and all other applicable laws.

STEP 9: EVENT BICYCLE PARKING

The City of Madison recommends event organizers reserve space for bike parking for a minimum of 2% of the total expected crowd attendance.

An average length of 6 feet and a width of 1 ¾ feet should be reserved for parking a single bike. An average of 10 bicycles will fit in one car parking spot.

Bicycle parking should be visible from the main entrance to the event. If it is not possible to fit bicycle parking appropriately in your event area, consider using the parking lanes of streets immediately adjacent to the event area. In order to use the street area adjacent, you will need to include this information and request in your Street Use Application.

For more resources on bicycling in Madison and Wisconsin visit:

- [Bike Madison](#)
- The Bicycle Federation of Wisconsin www.bfw.org

STEP 10: EVENT MARKETING

Conditional approval of an event by the Street Use Staff Commission is required before any promotion, marketing or advertising can be done for the event.

Be aware that the information from your permit application is considered public and is used in developing event calendars by the City of Madison Parks Department.

MARKETING THROUGH THE MADISON PARKS CALENDAR OF EVENTS

Consider completing the optional Event Marketing section of the Street Use Permit Application. Providing information on how your event will be promoted, marketed or advertized will be helpful to the Street Use Permit process. If you wish, you can also provide information which will be added to the [Calendar of Events](#) maintained by Madison Parks. Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

POSTER KIOSKS ON THE CAPITOL SQUARE AND STATE STREET

Madison Parks Staff maintains the enclosed kiosks on the Capitol Square and State Street. The posters are changed approximately every 2-3 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, one month in advance of your event, at the Madison Parks Office, 210 MLK Jr. Blvd, Suite 104.

[Download the **MARKETING INFORMATION form \(.PDF\)**](#)

STEP 11: ADDITIONAL PERMITS: SPECIAL EVENT VENDING LICENSE

If vendors will be selling food, beverages, services and/or merchandise at your event, you must have a Special Event Vending License. This is different than a vending license for a park. On the application you will need to list each of your vendors and their State of WI Tax ID # (a.k.a. State Sellers Permit #). The fee for this license is dependent on the number of vendors at your event:

1-25 vendors \$400

26-100 vendors \$675

101-300 vendors \$975

301 or more vendors ...\$1,700

FOOD VENDORS

If a vendor is selling food the City of Madison also requires a [Temporary Food Establishment Permit](#) which is available from the City Clerk's Office.

The [Madison and Dane County Public Health Department](#) can provide more information on this permit and their requirements for the safe handling of food.

[Download the Street Use Special Event Vending License Application \(.PDF\)](#)

STEP 12: ADDITIONAL PERMITS: BEER/WINE SALES AT A COMMUNITY EVENT

Please note submission deadlines and fee for applications.

The Event Organizer complete the following:

1. **60 Days PRIOR to your event** - you must complete the [Temporary Class "B" Retailers License Application](#) or a.k.a. Temporary/Picnic Beer Licenses through the Office of the City Clerk. **Both parts** of the application must be completed. (\$10 fee for license application)
2. **30 days PRIOR to your event** - you must complete the [Beer / Wine Sales Permit Application](#) with the Street Use Permit Application. (\$700 fee for sales permit application)

The following regulations are outlined in the license and permit application and must be included in your Street Use Site Map and Safety Security Plans:

- One or more security guards shall be on duty at all times during the event to prevent entry of minors or intoxicated people into the area and to prevent alcohol from being carried or passed out of the area. The Madison Police Department is authorized to require additional security or special duty officers based on past experience or special concerns about the event.
- Each organization shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from designated areas.
- Toilet Facilities: At least one portable toilet for men, one for women, and one handicapped-accessible unit shall be provided at each location.
- No glass containers allowed on city streets.
- No person under the age of 21 shall participate in serving or delivering alcohol to patrons.
- At least one licensed bartender shall be present at each outdoor area during all times of operation.

STEP 13: 2013 STREET USE EVENT FEE SCHEDULE

The cost to have a community event on Madison streets varies. All events must pay a non-refundable application fee. Other fees and charges may apply to your event depending on the need for equipment and/or City services. A final event billing will be prepared by City staff. This schedule is subject to change without notice. NT = Non-Taxed Item

NOTE: Equipment rental is only available for Mall/Concourse area.

Required Fees

Street Use Permit Application Fee - non-refundable, **must be submitted with the application.**

- Neighborhood Block Party, \$50 (NT)
- One Time/one day Event, \$100 (NT)
- One Time/two or more day Event, \$200 (NT)
- Series Event, \$300.00 (NT)

Cash/Bond Deposit Capitol Square Events, \$3,000 (NT)

Past Deadline Application fee

- Street Use Event Permit less than 30 days before event, \$250 (NT)
- Street Use Event Permit with Beer / Wine Sales Permit or a Special Event Resolution less than 60 days before event, \$250 (NT)

By Permit Fees

Exclusive Use resolution, per block requested, \$50 (NT)

Commercial shoots; video, still, catalog, film

- \$150/day
- \$100/half day

Street Use Event Vending License

- 1-25 vendors, \$400
- 26-100 vendors, \$675
- 101-300 vendors, \$975
- 301 or more vendors, \$1700

Amplification Permit, \$100 (NT)

Beer / Wine Selling Permit, \$700 (NT)

Bus Route Disruption per route, \$75 (NT)

Equipment Rental Fees

Barrels - trash or recycle: minimum 8 @ \$12.50 each = \$100

Delivery Charges for Equipment: One-hour minimum at hourly rate (Overtime rates apply for evening and weekends)

Dumpsters per tip, \$284.36

Street Closing Supplies from City Traffic Engineering, (608) 266-4761

Traffic Barricades,* (608) 266-4767 first 8 no charge; each additional, \$5.00

Traffic Cones, (608) 266-4767 each \$1.00

Traffic Signs (e.g. Road Closed) first 4 no charge; each additional \$5.00

Staff Fees

Special Duty Police Officers (608) 266-4022 2 Hour minimum at hourly rate

Electrician, (608) 266-4767 at hourly rate (Overtime rates apply for evening and weekends)

Parking Meter Bags, call 2 days in advance, (608) 267-8756

For meters on streets closed with permit \$1.50/bag

For meters on streets that are NOT closed \$1.50/bag + daily revenue fee

Cardboard No Parking Signs Call (608) 267-8756 \$0.50/each

Equipment rental (Only available for Mall/Concourse area)

Chairs \$2.00 each, \$100 per rack of 50 (maximum of 100 available)

Electrical Adapter, \$94.50

Clean-up charges:

Groups who leave the street(s) in a condition that requires clean up by City staff will be charged full cost of clean-up.

*The contact person is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Contact Traffic Engineering Field Operations, 1120 Sayle Street, phone (608) 266-4767, Monday-Friday, 8:30 a.m.-3:00 p.m. to make arrangements. For weekend events, equipment pick will be on Fridays between 8:30 a.m.-3:00 p.m. and returned during the same hours the following Monday. You will need a vehicle that can accommodate 12' long barricades.

FINAL STEP: STREET USE PERMIT APPLICATION SUBMISSION AND FOLLOW UP

Congratulations - you have made it to the final step. By reaching this page, you have read through all of the necessary steps to plan, organize, and host an event on a city of Madison street. You have read through all of the supporting documents and supplementary applications. There are only a few more steps left!

1. COMPLETE the [Street Use Permit Application](#) . Review to ensure that you have all of the appropriate documents completed and included.

Waiver Explanation:

If an application is received more than 60 days before the event, the Street Use Staff Commission may wait to review the application so that all the information and details of the event are current and complete. In these cases, we request that event organizers waive the 21-day requirement for a decision on the application. If you agree to this waiver please check and initial the statement as indicated on the application.

2. SUBMIT application and the application fee to:

Madison Parks Division, PO Box 2987, Madison, WI 53701

Email: madisonevents@cityofmadison.com

Fax: 608-267-1162

The application, documents and fee (non-refundable application fee made payable to City Treasurer) must be submitted at least 30 days prior to your event.

- Neighborhood Block Party, \$50 (NT)
- One Time/one day Event, \$100 (NT)
- One Time/two or more day Event, \$200 (NT)
- Series Event, \$300.00 (NT)

Cash/Bond Deposit Capitol Square Events, \$3,000 (NT)

Past Deadline Application fee

- Street Use Event Permit less than 30 days before event, \$250 (NT)
- Street Use Event Permit with Beer / Wine Sales Permit or a Special Event
- Resolution less than 60 days before event, \$250 (NT)

3. REVIEW by Street Use Staff Commission

The meetings are every other week on Wednesdays at 10:00 a.m. in the Parks Office Conference Room.

210 Martin Luther King, Jr. Blvd., Rm. 108.

Community Event Staff will contact you if your attendance is required. If you are required to attend the Street Use meeting, you will be asked detailed information regarding your proposed event. You should be prepared to discuss and finalize the application documents at the Street Use Staff Commission Meeting.

4. APPROVAL and Permit Issuance

Approval of the application is based on the "Standards for Issuance" detailed in Madison General Ordinance Sec. 10.056(6).

IF/WHEN the application is approved a Street Use Permit will be issued to the contact person on the application. The Street Use Permit will list the date, time and location of the event, as well as any conditions for the event.

STREET USE PERMIT APPLICATION CHECKLIST

STREET USE PERMIT APPLICATION CHECKLIST

Please check below to indicate that you have attached the following, as applicable, to the completed application:

- Complete Event Schedule
- Event Site Map
- Route Map
- Safety and Security Plan
- Notification Schedule

Indicate here the date(s) the alder, businesses and residents will be notified of the event.

- Yes, I have attached a copy of the notification flyer, letter or poster.
- Certificate of Insurance (if required by City Risk Manager)
- Recycling Plan
- Application fee of \$50 for Neighborhood Block Party; \$100 for one-time/one-day events, \$200 for one-time/two plus day events; and \$300 for series events - made payable to 'City Treasurer.'

STREET USE EVENT PERMITS

Applications included in this packet and at www.cityofmadison.com/parks

- Amplification Permit
- Beer/Alcohol Selling Permit
- Street Use Event Vending License

ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for Community events. You must include all pertinent information before this application will be reviewed by staff. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at <http://www.publichealthmdc.com/environmental/food/documents/TempRestApp.pdf> or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted _____
- Parade Permit** - may be required of a run, walk or bike ride event. From Traffic Engineering & the Police Department, <https://www.cityofmadison.com/transportation/forms/paradePermit.cfm>
Date Parade Permit Application Submitted _____
- Temporary Class "B" Retailers License** - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, www.cityofmadison.com/clerk.
Date Class "B" Permit Application Submitted _____

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event _____

Event Organizer/Sponsor _____

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address _____

City/State/Zip _____

Primary Contact _____ FAX _____

Work Phone _____ Phone During Event _____

E-mail _____

Website _____

Secondary Contact _____

Work Phone _____ Phone During Event _____

E-mail _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance _____ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ Yes No

EVENT CATEGORY

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

Other _____

LOCATION REQUESTED

Capitol Square (note specific blocks below) Podium/700-800 State Street

30 on the Square (a.k.a. top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: _____

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____ Rain Date(s) _____

Event Start Date(s)/Time(s) _____ Set-Up Date(s)/Time for Event _____

Event End Date(s)/Time(s) _____ Take-Down Time _____

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____ I/We waive the 21-day decision requirement. _____ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature _____ Date _____

STREET USE FEE SCHEDULE

The cost to have a community event on Madison streets varies. All events must pay a non-refundable application fee. Other fees and charges may apply to your event depending on the need for equipment and/or City services. A final event billing will be prepared by City staff. This schedule is subject to change without notice. NT = Non-Taxed Item

NOTE: Equipment rental is only available for Mall/Concourse area.

Required Fees

Street Use Permit Application Fee - non-refundable, must be submitted with the application.

- Neighborhood Block Party, \$50 (NT)
- One Time/one day Event, \$100 (NT)
- One Time/two or more day Event, \$200 (NT)
- Series Event, \$300.00 (NT)

Cash/Bond Deposit Capitol Square Events, \$3,000 (NT)

Past Deadline Application fee

- Street Use Event Permit less than 30 days before event, \$250 (NT)
- Street Use Event Permit with Beer / Wine Sales Permit or a Special Event
- Resolution less than 60 days before event, \$250 (NT)

By Permit Fees

Exclusive Use resolution, per block requested, \$50 (NT)

Commercial shoots; video, still, catalog, film

- \$150/day
- \$100/half day

Street Use Event Vending License

- 1-25 vendors, \$400
- 26-100 vendors, \$675
- 101-300 vendors, \$975
- 301 or more vendors, \$1700

Amplification Permit, \$100 (NT)

Beer / Wine Selling Permit, \$700 (NT)

Bus Route Disruption per route, \$75 (NT)

Equipment Rental Fees

Barrels - trash or recycle: minimum 8 @ \$12.50 each = \$100

Delivery Charges for Equipment: One-hour minimum at hourly rate (Overtime rates apply for evening and weekends)

Dumpsters per tip, \$284.36

Street Closing Supplies from City Traffic Engineering, (608) 266-4761

Traffic Barricades,* (608) 266-4767 first 8 no charge; each additional, \$5.00

Traffic Cones, (608) 266-4767 each \$1.00

Traffic Signs (e.g. Road Closed) first 4 no charge; each additional \$5.00

Staff Fees

Special Duty Police Officers (608) 266-4022 2 Hour minimum at hourly rate

Electrician, (608) 266-4767 at hourly rate (Overtime rates apply for evening and weekends)

Parking Meter Bags, call 2 days in advance, (608) 267-8756

For meters on streets closed with permit \$1.50/bag

For meters on streets that are NOT closed \$1.50/bag + daily revenue fee

Cardboard No Parking Signs Call (608) 267-8756 \$0.50/each

Equipment rental (Only available for Mall/Concourse area)

Chairs \$2.00 each, \$100 per rack of 50 (maximum of 100 available)

Electrical Adapter, \$94.50

Clean-up charges:

Groups who leave the street(s) in a condition that requires clean up by City staff will be charged full cost of clean-up.

*The contact person is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Contact Traffic Engineering Field Operations, 1120 Sayle Street, phone (608) 266-4767, Monday-Friday, 8:30 a.m.-3:00 p.m. to make arrangements. For weekend events, equipment pick will be on Fridays between 8:30 a.m.-3:00 p.m. and returned during the same hours the following Monday. You will need a vehicle that can accommodate 12' long barricades.

STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up 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 (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

PROVIDE DETAILED EVENT SCHEDULE:

STREET USE PERMIT APPLICATION – EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable 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

A detailed route map should also be provided if the street closure is for a run, walk, parade or other “moving activity.” You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

PROVIDE EVENT SITE MAP:

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The “**EVENT NAME**” will be held **MONTH DAY, YEAR** at **GENERAL LOCATION/ADDRESS/FACILITY TITLE**.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “**EVENT NAME**” (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: FIRST/LAST NAME**.

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 HERE)

3. We will/will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 (FIRST/LAST NAME) 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 (FIRST/LAST NAME) 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 NAME
6. Parking for vendor and staff vehicles will be LOCATION(S)
7. Parking for attendee vehicles will be LOCATION(S)

V. Contact Information

Primary Contact	FIRST/LAST NAME	CELL PHONE
Secondary Contact	FIRST/LAST NAME	CELL PHONE
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector	Jerry McMullen	(608) 266-4420
Division Chief	Ron Schwenn	(608) 266-4420

Madison Police Department

Non-Emergency

Field Lieutenant	David McCaw	(608) 261-9694
Executive Captain	Carl Gloede	(608) 261-9694

VI. Event Area Map (attached next page)

STREET USE PERMIT APPLICATION – TRASH 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 clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via [email](#) or at (608) 267-2626.

DETAIL TRASH AND RECYCLING PLAN:

STREET USE MARKETING INFORMATION

MARKETING OF EVENT

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

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

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

PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event _____

Location _____

Public Contact Phone _____

Admission Cost _____

Date(s) of Event _____

Beginning/End Time of Event _____

Website _____

Two sentence description of event (for Internet calendar)

POSTERS FOR CAPITOL SQUARE/STATE STREET KIOSKS

Madison Parks Mall Staff maintains the various enclosed kiosks on the Capitol Square and State St. **Please be aware that this is NOT a high priority for staff.** The posters are changed approximately every 2-3 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, one month in advance of your event, at the Madison Parks Office, 210 MLK Jr. Blvd, Suite 104.

STREET USE VENDING LICENSE APPLICATION

1-25 vendors..... \$400
 26-100 vendors..... \$675
 101-300 vendors..... \$975
 301 or more vendors \$1,700

EVENT INFORMATION

Name of Event _____

Event Organizer/Sponsor _____

Address _____

City/State/Zip _____

Date(s) of Event _____ Rain Date(s) _____

Location/Street(s) _____

Primary Contact _____

E-mail _____

Work Phone _____ Phone During Event _____

Vendor Name	WI State Sellers Permit #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	