

## PARK EVENT SCHEDULE

- The schedule begins when event set-up starts and ends when clean-up of the event area is complete, all equipment is removed and the park is available for regular use.
- The schedule should encompass all activities planned for the event, such as:
  - » Vending: When will vendors set-up, hours of operation, tear-down, leave park
  - » Music/Performances: Stage set-up, performance schedule, tear-down
  - » Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down, leave park
  - » Run/Walk/Parade, etc.: When does staging start, start time(s), end time(s)

### ***Provide Detailed Event Schedule:***

#### **Event Set-Up**

- The facility will be open to both the vendor and Fighting Bob Festival at 12:00PM on Friday, September 18<sup>th</sup>.
- Staging will be set-up and provided by the Fighting Bob Festival.
- All food and beverage locations will be provided by the Madison Mallards.
- Two tents, provided by the Mallards, will be located on the East end of the soccer fields for food and beverage service.

#### **Event Tear-Down**

- Tear-down will take place immediately following the event.

#### **Event Time:**

9:00AM - 6:00PM: Food and beverage service, live music, speakers, breakout sessions throughout.

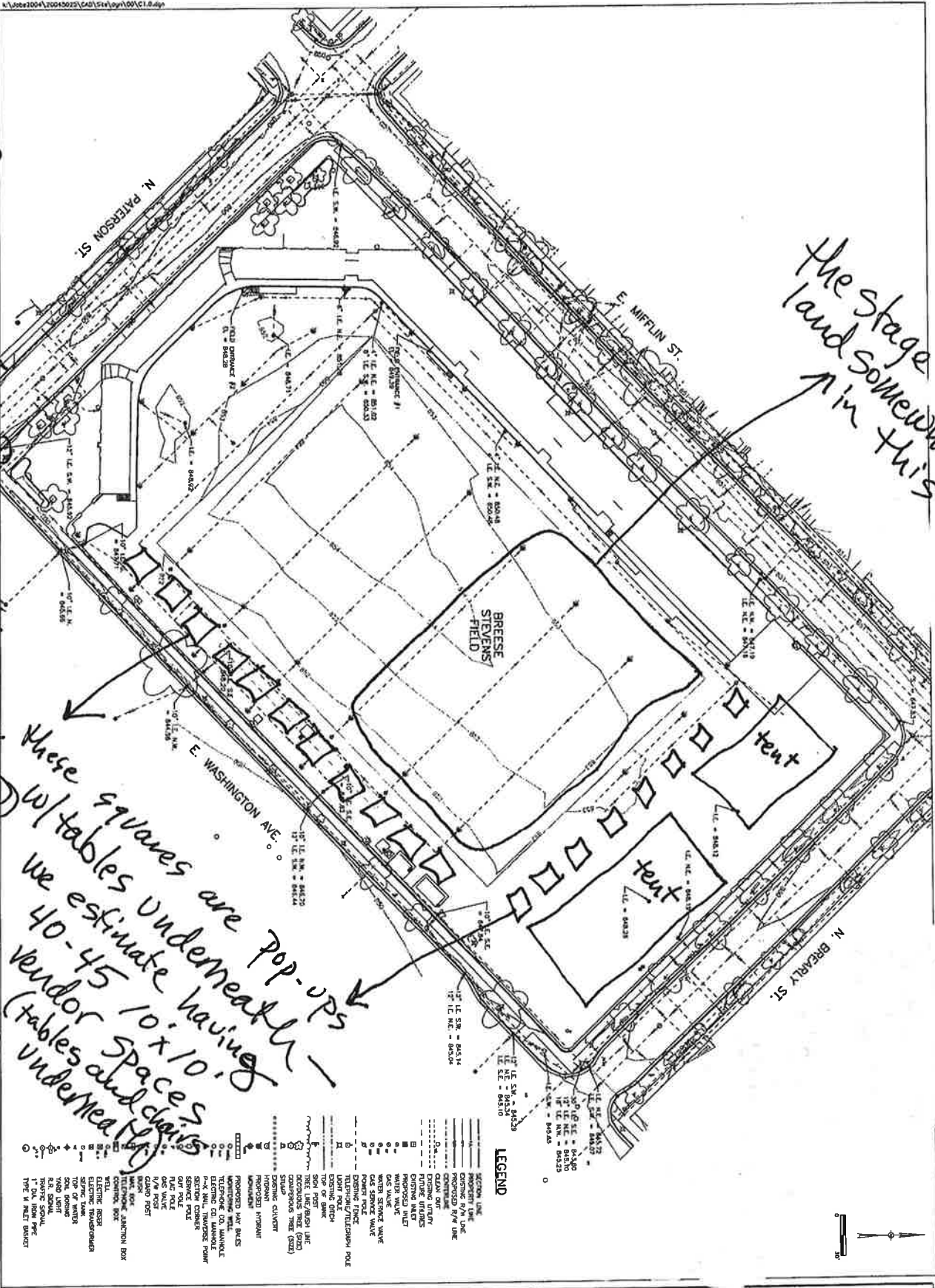
## PARK EVENT SITE MAP

To ensure proper review of the event please attach a Park Event Site Map and a route plan (if applicable). To assist with site plans, park maps are available on the [Parks Division website](#).

- Site plans should include, but are not limited to, the following: location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.
- The site plan should also include areas within the requested park that will be used for the event including parking lots, shelters, ball diamonds, soccer fields, ped/bike paths, tennis courts, volleyball courts and any other specific park features that are included in the plans for the event.
- A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity. A helpful online resource for route mapping is [Map My Run](#).
- If the event includes a run/walk component, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a [Parade Permit](#).

### ***Provide Detailed Event Site Map:***

Final stage location will be determined in conjunction with parks staff.



The stage will  
 land somewhere  
 in this area

These squares are pop-ups  
 w/ tables underneath -  
 we estimate having  
 40-45 10' x 10'  
 vendor spaces  
 (tables and chairs  
 underneath)

Erika Baer - The Progressive  
 Progressive Office  
 608-257-1426  
 608-287-4062 - cell

**LEGEND**

SECTION LINE	PROPOSED PAV. W/ LINE
EXISTING PAV. W/ LINE	PROPOSED PAV. W/ LINE
EXISTING UTILITY	PROPOSED UTILITY
EXISTING INLET	PROPOSED INLET
EXISTING MANHOLE	PROPOSED MANHOLE
EXISTING VALVE	PROPOSED VALVE
EXISTING FIRE	PROPOSED FIRE
EXISTING OTHER	PROPOSED OTHER
EXISTING TREE	PROPOSED TREE
EXISTING SHRUB	PROPOSED SHRUB
EXISTING FENCE	PROPOSED FENCE
EXISTING SIGN	PROPOSED SIGN
EXISTING LIGHT	PROPOSED LIGHT
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<p><b>C1.0</b></p>	<p>Engineering                  7/26/2007</p>	<p><b>ISTHMUS</b>                  ARCHITECTURE, INC.                  613 Williamson Street                  Suite 209                  Madison, WI 53703                  Phone: 608.294.0206                  Fax: 608.294.0207</p>	<p><b>GRAEF</b>                  ANHALT                  SCHLOEMER                  ARCHITECTS                  2100 West Washington Ave.                  Madison, WI 53704                  Phone: 608.261.1232                  Fax: 608.261.1233                  Web: www.graef.com</p>	<p><b>CONSTRUCTION</b>                  DOCUMENTS</p>	<p><b>BREESSE STEVENS FIELD</b>                  REHABILITATION                  MADISON, WI                  FOR                  CITY OF MADISON PARKS DEPARTMENT</p>
	<p>Sheet No:                  1-38</p>				

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Fighting Bob Festival" will be held September 19<sup>th</sup>, 2015 at Breese Stevens Field: Madison, WI 53703.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Fighting Bob Festival" (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 Vern Stenman (608-575-4267).

### 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 (Brent McHenry, 608-443-6096)
- 3. We  will /  will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

### 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 Vern Stenman 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 Vern Stenman 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: Vern Stenman.
- 6. Parking for vendor and staff vehicles will be: The Mallards identified over 3000 off-street parking spots within walking distance to Breese Stevens Field. No less than 30 days prior the event the Mallards will submit a plan with parking for approximately 1,000 vehicles for all staff and attendees.
- 7. Parking for attendee vehicles will be: See above.

**V. CONTACT INFORMATION**

Primary Contact	Vern Stenman	608-575-4267
Secondary Contact	Erika Baer	608-287-4062
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

## PARK EVENT CLEAN-UP AND RECYCLING PLAN

- Each organization is responsible for clean-up of the event area. In accordance with Park Commission policies, a clean-up deposit of \$3,000 may be required.
- 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.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Any group that leaves an area in a condition that requires special clean-up by City crews will be charged the full cost of clean-up.
- If you need assistance with your clean-up and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

### ***Provide Detailed Trash/Recycling/Clean-Up Plans:***

30 Trash Cans: City Owned/Provided

1 Dumpster: City Owned/Provided

10 Ushers responsible for crowd control, emptying garbage containers, etc.

## PARK 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?

Print, webstie and social media promotion through The Progressive's channels (national reach) and the Fighting Bob website and social media channels.

Local media channels.

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

Local media partners will promote the event.

### 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 30 days in advance 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: Fighting Bob Festival

Park Location: Breese Stevens Field Madison, WI 53703

Public Contact Phone: 608-287-4062

Website: \_\_\_\_\_

Admission Cost: Free Event

Date of Event: September 19<sup>th</sup> 2015.

Beginning/End Time of Event: 9:00AM-6:00PM

Two sentence description of event (for internet calendar):

# AMPLIFICATION PERMIT APPLICATION

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. 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?  
If Yes, please continue. If No, skip this form.

Yes  No

## EVENT INFORMATION

Name of Event: Fighting Bob Festival

Contact Person: Erika Baer

Park: Breese Stevens Field, Madison, WI 53703

Date: September 19<sup>th</sup>, 2015

Type of Amplified Sound:

Band  DJ  Sound System  Speeches/Announcements  Karaoke

Other (please specify): \_\_\_\_\_

Times of Sound: 9:00AM - 6:00PM

To: \_\_\_\_\_

## EXCERPTS FROM APPLICABLE CITY ORDINANCES

### 8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

(1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.

(3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.

(5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.



# PARK EVENT VENDING PERMIT APPLICATION

A Park Event Vending Permit is required for anyone who sells anything in a City park. (MGO 8.17)

Do you have plans to sell anything in a City park?  
If Yes, please continue. If No, skip this form.

Yes  No

## EVENT ORGANIZER INFORMATION

Name of Group: Madison Mallards

Contact Person: Vern Stenman

Address: 2920 N Sherman Ave Madison, WI 53704

Work Phone: 608-246-4277 Phone During Event: 608-575-4267

Today's Date: February 26<sup>th</sup>, 2015

## PRODUCT OR SERVICE SOLD

Please list every item sold or service provided. Attach an additional list, if necessary.

Food Item: Ballpark food

If selling food, please indicate your Temporary Restaurant License #: 60464-71347

Non-Food Item: Soda, water and beer

## DETAIL OF VENDOR SET-UP

Please include what your vending site will contain (tables, tents, electricity, etc.):

Two tents, electricity, tables

## INSURANCE

All vendors must supply a certificate of insurance for product and premises insurance in the amount of \$1,000,000 in the aggregate naming the City of Madison as Additional Insured.

Insurance Company: TRICOR Insurance Insurance Policy No.: \_\_\_\_\_

## SIGNATURES

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

## PERMIT TYPE

- |   |               |
|---|---------------|
| <input type="checkbox"/> Single Vendor                                  | \$275.00 (NT) |
| <input type="checkbox"/> Single Non-Profit Vendor                       | \$75.00 (NT)  |
| <input checked="" type="checkbox"/> Multiple Vendors* (up to 7 vendors) | \$845.00 (NT) |

\* A permit for Multiple Vendors may be purchased by the Event Organizer and will cover up to 7 vendors. The Event Organizer's insurance must cover all vendors.

On the following page, please provide the list of vendors for your event.

## VENDOR LIST

List the vendors for your event:

The Progressive will sell merchandise for the event.

Additional organizations/vendors will be present selling additional items. The vendors listed on the site map may have the opportunity to sell merchandise.

# PARK EVENT TEMPORARY STRUCTURE PERMIT APPLICATION

Permit fee is \$210.00/structure, plus \$35.00/day for each successive day.

Do you plan on using any temporary structures?  
If Yes, please continue. If No, skip this form.

Yes  No

Event Name of Group: Fighting Bob Fest

## ORGANIZER INFORMATION

Contact Person: Madison Mallards

Address: 2920 N Sherman Ave Madison, WI 53704

Work Phone: 608-246-4277

Phone During Event: 608-575-4267

## EVENT INFORMATION

Event Name: Fighting Bob Fest

Park Requested: Breese Stevens Field

Event Date: September 19<sup>th</sup>, 2015

Number of People: 3000-5000

## TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have? How many? Indicate size and/or dimension.

2 Tent: 40 x 80, 30 x 60

Inflatable: \_\_\_\_\_

Dunk Tank: \_\_\_\_\_

Trailer: \_\_\_\_\_

1 Staging: \_\_\_\_\_

Other (specify): \_\_\_\_\_

- Time duration this structure will be in the park: September 18<sup>th</sup>-September 19<sup>th</sup>

- Diggers Hotline Ticket Number: \_\_\_\_\_

(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Parks Division at least 5 days prior to the event. You may call (608) 266-4711 or fax (608) 267-1162 the ticket number to the Parks Division.)

- Location of the structure in the park. You must attach a park map. Park maps can be downloaded from the [Parks Division website](#) or obtained in the Parks Division.

- Is the structure going in a designated area?  Yes  No

- Company installing the structure: A-Z Rental

- Do you or the tent installer have insurance to cover the placement of this structure for your event?  Yes  No

Temporary structures, such as tents, staging, trailers, dunk tanks, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the Parks Division no later than 5 days prior to the event.

# BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

Yes  No

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

## EVENT ORGANIZER INFORMATION

Name of Group: Madison Mallards

Contact Person: Vern Stenman

Address: 2920 N Sherman Ave, Madison, WI 53704

Work Phone: 608-246-4277

Phone During Event: 608-575-4267

Today's Date: February 27, 2015

## BEER SALES PERMIT INFORMATION

Name of the Licensed Bartender: Vern Stenman

Security Company: \_\_\_\_\_

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

Yes  No

Indicate Application Date: April 2015

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

Yes  No

Indicate Application Date: April 2015

## PARK EVENT EQUIPMENT REQUEST

Do you have a need for trash barrels and/or dumpsters?  
If Yes, please continue. If No, skip this form.

Yes    No

Please indicate your trash barrel needs:

8 barrel minimum: \$12.50 per barrel

30

Please indicate your dumpster needs:

per Dumpster, per Tip: \$284.36

1