

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Sarah J Elliott
Dane County Farmers' Market
Po Box 1485
Madison, WI 53701
Email: Info@dcmf.Org
Phone: (608) 455-1999

Contact During Event

Jill Carlson-groendyk
Email Asst@dcmf.Org
Phone: (608) 455-1999

Event Information

Name of Event: Dane County Farmers' Market -
Wednesday Market

Event Type: Recurring One Day

Estimated Attendance: 1200

Is this a new event: No

Event Additional Information

Run/Walk:

Music/Concert:

Festival:

Rally:

Parade:

Posting no parking signs or bagging meters?

Other:

If other, please describe:

Farmers' Market

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

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

I understand I must attach site map and route map with this application, if applicable:

Location Information

Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

Event Dates

| Setup Date | Setup Time | Event Start Date | Event Start Time | Event End Date | Event End Time | Cleanup Completed Date | Cleanup Completed Time | Rain Date |
|------------|------------|------------------|------------------|----------------|----------------|------------------------|------------------------|-----------|
| 04/17/2019 | 08:00am | 04/17/2019 | 08:30am | 04/17/2019 | 01:45pm | 04/17/2019 | 02:00pm | |
| 06/19/2019 | 08:00am | 06/19/2019 | 08:30am | 06/19/2019 | 01:45pm | 06/19/2019 | 02:00pm | |
| 08/28/2019 | 08:00am | 08/28/2019 | 08:30am | 08/28/2019 | 01:45pm | 08/28/2019 | 02:00pm | |
| 11/06/2019 | 08:00am | 11/06/2019 | 08:30am | 11/06/2019 | 01:45pm | 11/06/2019 | 02:00pm | |

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

If the Temporary (Picnic/Beer) License is denied will the event occur?: No

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

| Start Date | Start Time | End Date | End Time | Rain Date |
|------------|------------|----------|----------|-----------|
|------------|------------|----------|----------|-----------|

SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

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

Do you want this included in the Madison Parks calendar of events?:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

Indemnification

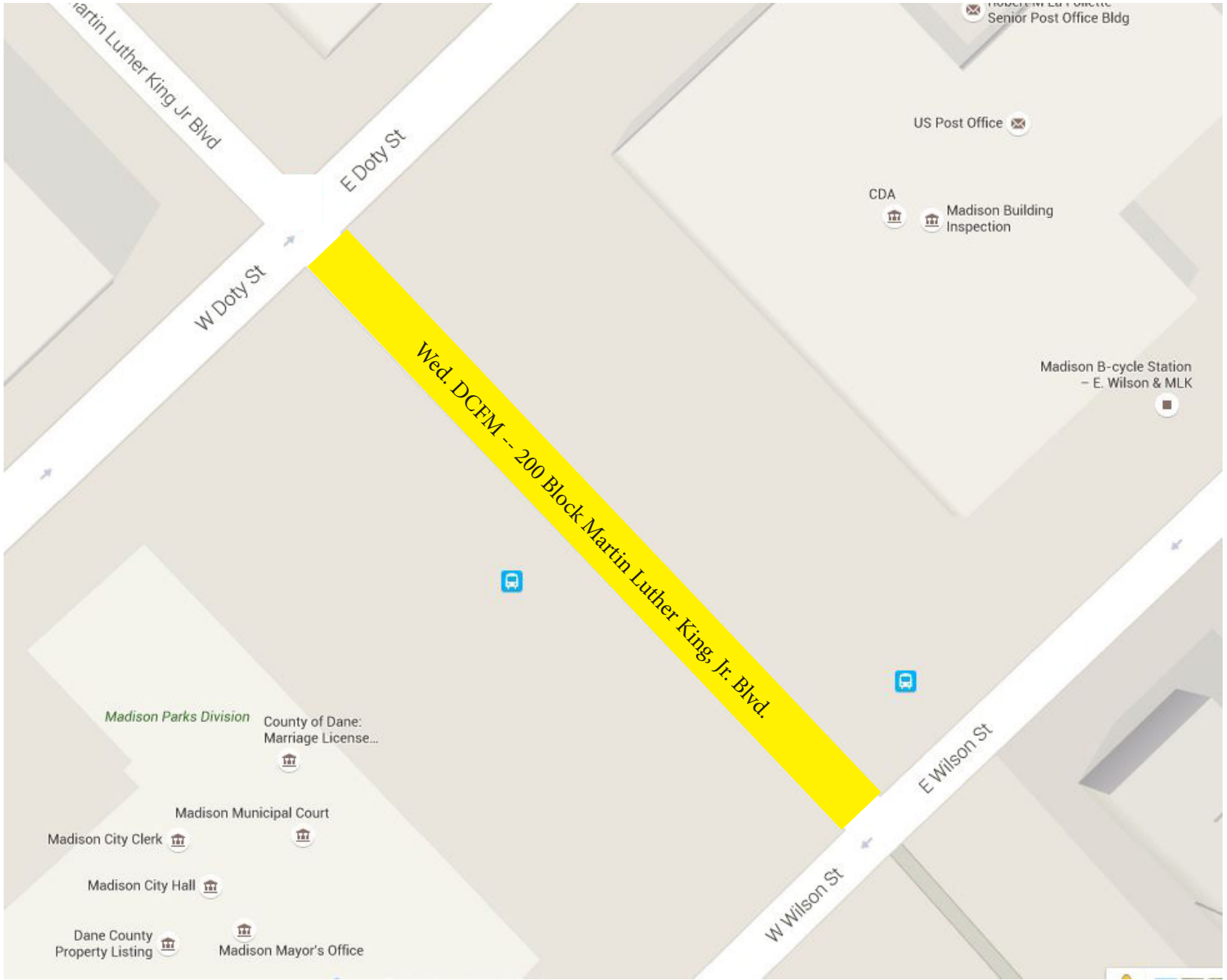
THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement:

Signature

Signature: Sarah J Elliott

Date: 01/23/2019





Date: January 23, 2019

To: Kelli Lamberty, City of Madison
From: Sarah Elliott, Market Manager, Dane County Farmers' Market
Re: Emergency Action Plan
Wednesday Markets – 200 blk of MLK, Jr. Blvd.

Harvesting Wisconsin Goodness

Safety Plan

First Aid and Emergency Response – Call 911

Primary Contact: Sarah Elliott, Manager Office/Cell: 608-455-1999

On-site Contact: Jill Carlson-Groendyk Cell: 608-455-1999

Alternative Contact Tom Murphy Cell: 608-606-0172

“Lost Child” area Murphy Farms tent – base of steps to MMB

Vendors receive written instructions before the events. Key people are also verbally briefed.

Security Plan

Streets will be closed to vehicles. Private security is not necessary.

No alcohol allowed. No cooking allowed.

Vendors will be at or near their vehicles if they need to be moved.

Approved fire lanes will be maintained.