



# STREET USE PERMIT APPLICATION



## CONTACT INFORMATION

Name of Event: Monroe Street Festival  
 Event Organizer / Sponsor: Monroe St. Merchants Association  
 Organization / Sponsor Address: 1360 Regent St. # 231, Madison 53711  
 Organization / Sponsor website: www.monroestreetmadison.com  
 Day-of contact info:  
 Primary Contact: Carol Schroeder Email: monroestreet@mac.com  
 Work Phone: 608-255-8211 Phone During Event: 608-770-1953  
 Secondary Contact: Juanna Berg Email: juanneberg56@gmail.com  
 Work Phone: 608-283-9332 Phone During Event: 608-698-0772

## EVENT INFORMATION

Annual Event?  Yes  No  
 Vending?  Yes  No  
 Will sponsor apply for [temporary class B license](#) to serve or sell beer/wine for this event?  Yes  No  
**If the class B is denied, will the event(s) occur?**  Yes  No  
 Public Amplification?  Yes  No  
 Selling or serving beer/wine?  Yes  No

## OCCURRENCE:

One-Day Event  
 Multi-Day Event (consecutive days)  
 Recurring Event (weekly, monthly)

## TYPE OF EVENT (select all that apply):

Run/Walk  
 Music/Concert  
 Festival  
 Rally  
 Other: \_\_\_\_\_

## EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): <u>9/21/24</u>	Time(s): <u>8:00 am</u>
Street Closure - Date(s): <u>"</u>	Time(s): <u>8:00 am</u>
Event Start - Date(s): <u>"</u>	Time(s): <u>9:30</u>
Event End - Date(s): <u>"</u>	Time(s): <u>5:30</u>
Street Reopen - Date(s): <u>"</u>	Time(s): <u>5:30</u>
Clean Up - Date(s): <u>"</u>	Time(s): <u>6:30</u>

## LOCATION INFORMATION

(Select all that apply)

Requesting sidewalk space  
 Requesting parking stalls (meter or on-street)  
 Requesting closure of a parking lane  
 Requesting closure of a traffic lane  
 Requesting full street closure

## List street name(s), block number(s), and/or meter number(s)

Monroe St: 1700-1900 blocks south side, one meter by 1904 Monroe St.  
Monroe St: 2500 + 2600 blocks, north side  
800 block of Harmon Street

**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: Carol Schroeder Date: 6-8-24  
 By initialing, I/we waive the 21-day decision requirement.

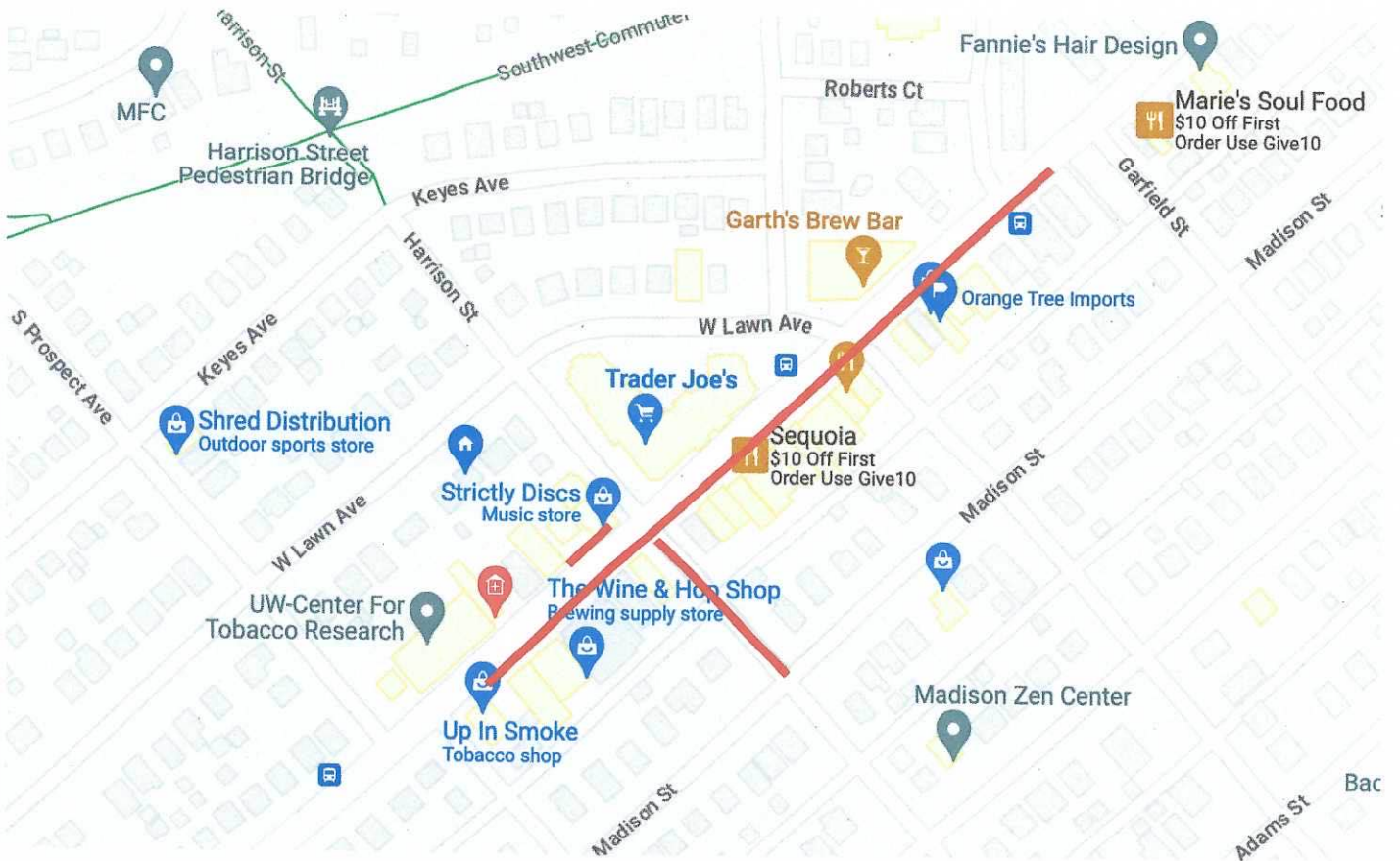
# Monroe Street Festival 2024 Street Use Map

## Parking Lanes:

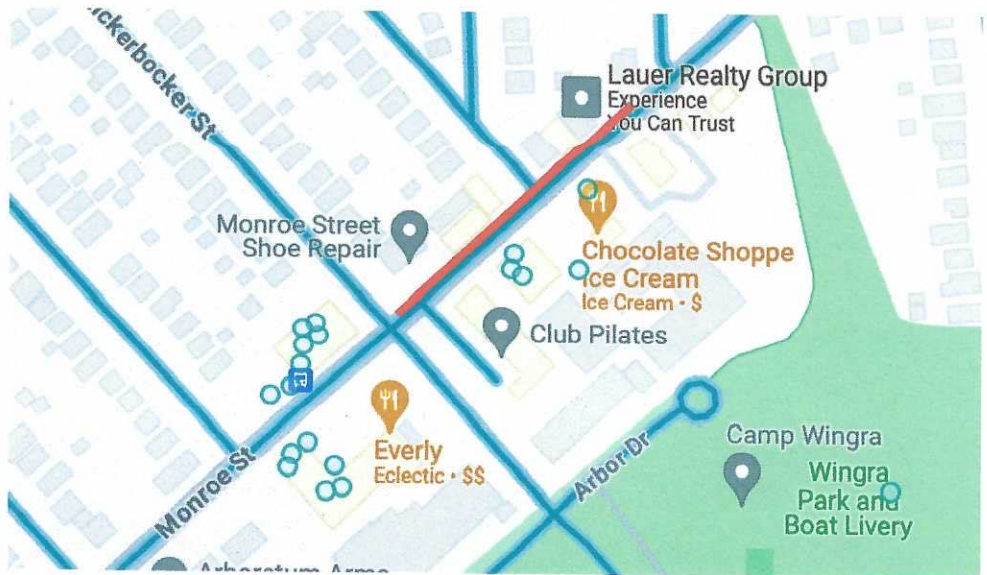
South side of 1700-1900 blocks + one meter on north side of Monroe Street at Harrison (1904 Monroe - Hive). Parking lane closures in 1800 & 1900 block would not extend to bus stops by Pizza Brutta and Good Day Shop. *Note: Pizza Brutta bus stop is temporary and may be moved back to 1700 block by September 21*

North side of 2500 & 2600 block

Street closure: At Monroe Street - the block of Harrison St. south of Monroe - to Madison St.



Kristen for meter signs 267-8756





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## PUBLIC AMPLIFICATION FORM

Will you be using public amplification at your event?

If No, you can skip this form.

If Yes, you must complete this form.

Yes  No

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.

### AMPLIFICATION INFORMATION

Name of Event: Monroe St. Festival

#### Type of Amplified Sound:

- Sound System
- Speeches/Announcements
- Karaoke
- Band(s) (names): \_\_\_\_\_
- DJ (names): \_\_\_\_\_
- Other (please specify): dance groups from other countries

#### Hours of Amplification:

- Amplification is not allowed past 11pm
- You must include any sound checks or equipment testing, in the amplification schedule.

Date: <u>9/21/24</u>	Start Time: <u>10:00</u>	End Time: <u>5:00</u>	Type: <u>variety of</u>
Date: _____	Start Time: _____	End Time: _____	Type: <u>music</u>
Date: _____	Start Time: _____	End Time: _____	Type: <u>dance</u>
Date: _____	Start Time: _____	End Time: _____	Type: <u>groups</u>
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____

## CONFLUENCE AT LIBRARY MALL (800 STATE STREET) AMPLIFICATION ADDITIONAL REQUIREMENTS

The Confluence at Library Mall, 800 block of State Street, has additional requirements if an event in this location is requesting amplification on a weekday between the hours of 8:00 a.m. - 6:00 p.m. Events, requesting sound between these hours, are required to notify the agencies surrounding the area of their activities.

A Confluence at Library Mall contact list can be obtained from the Parks Division. Contact [Madisonevents@cityofmadison.com](mailto:Madisonevents@cityofmadison.com) or (608) 264-9289 for more information.



# Park Event Application EMERGENCY ACTION PLAN



Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

## I. GENERAL

Monroe St. Festival will be held 9/21/2024 at 1700-2600 blocks of Monroe Street  
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

## 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: .

### 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. \_\_\_\_\_  
CONTACT NAME/CELL NUMBER
- 3. We  will/  will not have on-site Police or Security. \_\_\_\_\_  
CONTACT NAME/CELL 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 \_\_\_\_\_ 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.

### Cl. 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 -



# Park Event Application

## EMERGENCY ACTION PLAN



- 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	Carol Schroeder	Cell: 6087701953
Secondary Contact	Joanne Berg	Cell: <sup>608-698-0772</sup> 608-698-0772
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



# STREET USE PERMIT APPLICATION



## STREET USE EVENT MARKETING INFORMATION

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

Do you want your event listed on the City of Madison Online Event Calendar?

Yes  No

If No, skip this form.

If Yes, please continue.

### CITY OF MADISON CALENDAR OF EVENTS

If you want your event to be listed on the City of Madison online event calendar, please complete the Marketing Information form. Your event will only be included on the calendar 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 calendar.

*\*required info*

\*Official Name of Event: Monroe Street Festival

\*Location: 1700-2600 blocks of Monroe Street

Public Contact Phone: 608-255-8211

\*Website: www.monroestreetmadison.com

\*Admission Cost: free

\*Date of Event: Saturday, Sept 21, 2024

\*Beginning Time of Event: 9:30 \*End Time of Event: 5:30

\*Two sentence description of event (short promotional description of the event):

The Monroe Street Festival is a celebration of  
our locally owned businesses, and of our community  
It features food specials, shopping, music, dance,  
art, and wellness. The Festival will also include  
activities a book sale at the Monroe  
Street Library.

### Poster Kiosks on the Capitol Square and State Street

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are placed in the kiosks approximately every 1-2 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, max size 12"x17", up to one month in advance of your event. Drop off at the Parks Division, 330 E Lakeside St, Madison, WI 53715, Monday - Friday, 8:00am - 4:30pm.