

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event ATWOOD FEST

Event Organizer/Sponsor WIL-MAR NEIGHBORHOOD CENTER

Is Organizer/Sponsor a 501(c)3 non-profit agency?

Yes  No

If Yes, provide State of Wisconsin Tax Exempt Number 41148

Address 953 JENIFER ST

City/State/Zip MADISON, WI 53703

Primary Contact GARY KELLY

FAX 608-257-1052

Work Phone 608-257-4576

Phone During Event 608-235-2925

E-mail gkelly@wil-mar.org

Website wil-mar.org

Secondary Contact Steve Sperling

Work Phone 608-241-8864

Phone During Event 608-334-3323

E-mail barrymoretheatre@sbcglobal.net

Annual Event?

Yes  No

Charitable Event?

Yes  No

If Yes, name of charity to receive donations: WIL-MAR CENTER AND TWO NEIGHBORHOOD GROUPS - SASY & SHARE

Estimated Attendance 3000 DAILY

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours

SEE ADDENDUM

Yes  No

## EVENT CATEGORY

Run/Walk

Music/Concert

Festival

Rally

Parking (i.e., bagging meters)

Other

STREET FAIR

## 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: 2000 BLOCK OF ATWOOD AVE

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) SEE ADDENDUM

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, statutes and laws.

Signature Atwood

Date 5-26-15

## **2015 ATWOODFEST—STREET USE PERMIT APPLICATION ADDENDUM:**

### **LOCATION REQUESTED:**

The street location requested is the 2000 block of Atwood Avenue. The hours of the closing would be from Saturday, July 25 beginning at 8 am. The street would reopen to traffic on Sunday evening, July 26 at 10 pm.

Impacted residents have been engaged and informed of these requests and are supportive of these requests.

### **EVENT DATE(S)/SCHEDULE**

| DATE              | ACTIVITY       | HOURS                    | NOTES:   |
|-------------------|----------------|--------------------------|--|
| Saturday, July 25 | Street Closing | Beginning at 8 am        |  |
| Saturday, July 25 | Event          | Noon to 9 pm             | Street Remains closed Overnight<br>Security Present<br>20' Emergency Lane Maintained |
| Sunday, July 26   | Final Day      | Noon to 7 pm<br>10:00 pm | Final Event Day<br>Street Re-Opens   |

### **EMERGENCY ACTION PLAN (EAP) i.e. SAFETY AND SECURITY**

| Primary Contact:              | Secondary Contact:               | EMS (on Site All Times)         |
|-------------------------------|----------------------------------|---------------------------------|
| Gary Kallas<br>(608) 235-2925 | Steve Sperling<br>(608) 334-3323 | Devin Abshere<br>(608) 228-9692 |

#### **Notification:**

We will have an EMS on Site at all times.

We will have uniformed security on site at all times.

#### **Severe Weather or Other EAP announcements:**

This event will follow the 30/30 rule for lightning and will make public announcements as needed.

This event will maintain emergency 20' lanes throughout the event site by closing vendor access to center sections of the street.

Finally, we retain both public (off-duty officers) and private security staff. At all times a minimum combined 4 uniformed security staffs are on-site. In addition, our AtwoodFest committee consists of over 50 community members and most are experienced with previous events. Most security matters are addressed by these community members.

### **CLEAN-UP AND RECYCLING PLAN**

Recycling has been a part of AtwoodFest events since 1995. We maintain clearly labeled waste and recycling containers on the grounds. In addition, for the past two events we've been implementing on a trial basis strategies for a zero-waste event. Our efforts were mostly successful and in 2016 we look to expand the effort to include all days. Typically we bring in dumpsters from Waster Management and/or the City.

**NOTIFICATION SCHEDULE**

The area alder, businesses and the few residents in the immediate site of the event have been informed of the upcoming event. Indeed, we have convened general meetings with area residents, Alderperson Marsha Rummel has convened her own meeting and we have ventured out door-to-door in the area on two separate occasions to gather community input.

**INSURANCE FOR YOUR EVENT**

Required insurance is on file in the City's Risk Management Office.

STREET CLOSES 8 AM ON  
SATURDAY, JULY 25  
REOPENS ON SUNDAY EVENING,  
JULY 26 AT 10:00 PM

