

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 KILPATRICK FAX 608-257-1052

Work Phone 608-257-4576 Phone During Event 608-235-2925

E-mail garyk@wilmar.org

Website wilmar.org

Secondary Contact Steve Sperling

Work Phone 608-241-8864 Phone During Event 608-334-3323

E-mail berrymoretheatre@shoglobal.net

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

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

Estimated Attendance 3000 DAILY (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.): Hours SEE ADDENDUM to 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 [Signature] 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 Security Present 20' Emergency Lane Maintained
Sunday, July 26	Final Day	Noon to 7 pm 10:00 pm	Final Event Day Street Re-Opens

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

Primary Contact:	Secondary Contact:	EMS (on Site All Times)
Gary Kallas (608) 235-2925	Steve Sperling (608) 334-3323	Devin Abshere (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.

