

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Schenck's Corners Black Party

Event Organizer/Sponsor: Schenck's Corners Arts Society Inc.

Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No

MANDATORY: State Sales Tax Exemption Number: \_\_\_\_\_ ES#: Applied for

OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_

Address: PO Box 3163 Madison

City/State/Zip: Madison, WI 53704

Primary Contact: Michael Rondall Work Phone: 262-903-1676

Email: alchemykate@hotmail.com Phone During Event: 262-903-1676

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

Secondary Contact: Ron Plourde Work Phone: \_\_\_\_\_

Email: betabooking@gmail.com Phone During Event: \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: Schenck's Corners Arts Society / Borspach

Estimated Attendance: 300 day (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: 4pm Fri/2pm Sat to 10pm

## EVENT CATEGORY

- Run/Walk     Music/Concert     Festival     Rally     Parking (i.e., bagging meters)  
 Other: \_\_\_\_\_

## LOCATION REQUESTED

- Capitol Square (note specific blocks below)     State St. Mall/800 State Street  
 30 on the Square (aka top of 100 block of State Street)     Other (specific blocks/streets requested below)

Street Names and Block Numbers: 1900 Block Atwood Ave

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: Aug 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>

Rain Date (if any): NA

Event Start and End Times: Friday 4pm-10pm / Sat 2pm-10pm / Sunday 10am-4pm

Set-Up Start Time: 7am setup

Take-Down Start Time and End Times: 10pm Fri/Sat Street Reopen  
TAKE-DOWN TIME: START TO STREETS REOPENED 7pm Sunday

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No  
If class B license is denied, will the event(s) occur?  Yes  No

MR By initialing, I/we waive the 21-day decision requirement.

## 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 [Signature]

Date 6/2/09

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Schenks Corner Block Party" will be held August <sup>16<sup>th</sup>, 17<sup>th</sup></sup> ~~17~~ and 18, 201~~7~~ at 1900 Atwood Ave.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Schenks Corner Block Party" (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 Dan Plourde.

### 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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
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 Dan Plourde/Joe Burbach/Brenda Konkel 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 Dan Plourde/Joe Burbach/Brenda Konkel 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**

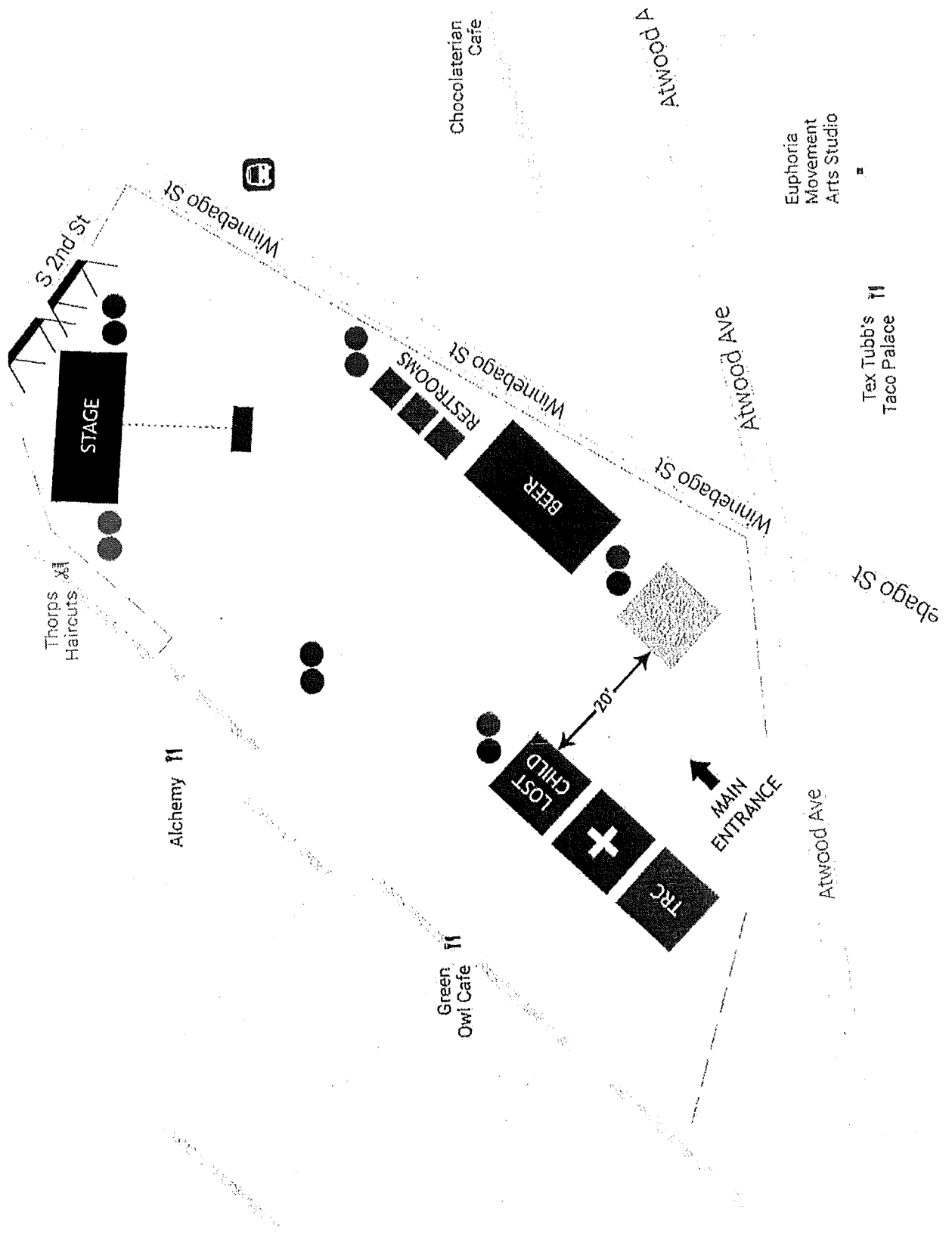
- 1. The need for constant Law Enforcement presence at this event  has /  has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
- 2. Should an incident occur that requires Law Enforcement, to be called to 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: Dan Plourde/Joe Burbach.
- 6. Parking for vendor and staff vehicles will be: Street Parking and parking lot west of 1900 block of Atwood Ave..
- 7. Parking for attendee vehicles will be: Street Parking and parking lot west of 1900 block of Atwood Ave..

**V. CONTACT INFORMATION**

Primary Contact	Dan Plourde	608-213-3973
Secondary Contact	<del>Brenda Conkle</del> Michael Randall 262-903-1676	<del>608-345-8720</del>
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



Chocolaterian Cafe

Euphoria Movement Arts Studio

Tex Tubb's Taco Palace

S 2nd St

Winnebago St

Winnebago St

Atwood Ave

Winnebago St

ebago St

Thorps Haircuts

Alchemy

Green Owl Cafe

LOST CHILD

+

TRC

MAIN ENTRANCE

Atwood Ave

# STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

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.

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: Schenck's Corners Block Party

Contact Person: Michael Randall

Location: 1900 Block Atwood Ave Date: 8/16 - 8/18 2019

Type of Amplified Sound:

Band  DJ  Sound System  Speeches/Announcements  Karaoke

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

Hours of Amplification:

Date: 8/16 4pm-10pm 8/17 2pm-10pm Time: \_\_\_\_\_

# STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

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

Yes  No

## EVENT ORGANIZER INFORMATION

Name of Group: Schenck's Farmers Art Society

Contact Person: Michael Randall

Address: PO Box 3163 Madison, WI 53704

Work Phone: 262-903-1676

Phone During Event: 262-903-1676

Today's Date: 6/12/19

## BEER SALES PERMIT INFORMATION

**Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.**

Name of the Licensed Bartender: Michael Randall

Security Company: Per Max Security / Overnight

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?  Yes  No  
Indicate Application Date: 6/14/2019

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?  Yes  No  
Indicate Application Date: In Process

## STREET EVENT CLEANUP AND RECYCLING PLAN

- 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 cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

### ***Provide Detailed Trash/Recycling/Cleanup Plans:***

We use the recycling and garbage cans from Alchemy and Ideal Bars during the event.

Garbage and recycling bins are located throughout the event area.

Volunteers empty the cans as needed.

Since we don't have vendors and the cups are recyclable, we have very little waste generated from the event but any trash or recycling generated will be emptied into the dumpsters for the Alchemy and Idea Bar. If necessary, we will schedule an additional extra pick-up of the dumpsters.

## STREET 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?

Facebook page and event  
Bands promote appearances  
Tenant Resource Center website  
Local businesses (Alchemy, Ideal, Green Owl, One Barrel)

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

No

### PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. 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 form is not completed, the event will not be included on the calendars.

Official Name of Event: n/a

Location: \_\_\_\_\_

Public Contact Phone: \_\_\_\_\_

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

Admission Cost: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Beginning/End Time of Event: \_\_\_\_\_

Two sentence description of event (for internet calendar):



## STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
  - » Vending: food, beverages and/or merchandise
  - » Music/Performances
  - » Displays, Exhibits, Demonstrations
  - » A moving event such as a rally, parade, etc.

### Provide Detailed Event Schedule:

#### FRIDAY, AUGUST ~~14<sup>th</sup>~~ 16<sup>th</sup>

7am – 4 pm – Set up (stage, beer trailer, fencing, sound equipment, port-o-potties, generator, etc.)

4pm – 10 pm – Music (local bands), Alcohol sales

10pm – midnight – Clean up

#### SATURDAY, AUGUST ~~14<sup>th</sup>~~ 17<sup>th</sup>

Midnight to 7am – Security (Per Mar Security)

7am - 2pm – Set Up

2pm- 10pm – Music (local bands), Alcohol sales

10pm – 1am – Clean up and initial tear down

#### SUNDAY, AUGUST ~~14<sup>th</sup>~~ 18<sup>th</sup>

~~7am - 3pm – final clean up and return street to traffic and parking~~

10am - 4pm Acoustic music, Alcohol sales

4pm - 7pm Clean up

street reopen 7pm