

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event St Patrick's Day Parade

Event Organizer/Sponsor St Patrick's Day Parade Committee, Inc

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

If Yes, provide State of Wisconsin Tax Exempt Number 10687

Address P.O. Box 259277

City/State/Zip Madison WI 53725

Primary Contact Scott H Mueller

FAX _____

Work Phone 608-843-0602

Phone During Event 608-843-0602

E-mail smueller21@msa.com

Website StPatsMadison.org

Secondary Contact Ed Jaeger

Work Phone 608-213-1968

Phone During Event 608-213-1968

E-mail ed@pensionmark.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: UW Carbone Cancer Cntr, Coaches vs Cancer, Gigis Playhouse - Madison

Estimated Attendance 5000 Plus (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 1:00 PM to 3:00 PM Yes No

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)
 Other Parade

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: all 8 blocks of Square, 1st Block E. Was Kingdon Ave

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 3/15/15 Rain Date(s) _____
Event Start Date(s)/Time(s) 11:00 am Set-Up Date(s)/Time for Event 11:00 am
Event End Date(s)/Time(s) 3:00 pm Take-Down Time 3:00 pm
Take-Down Time: start to streets reopened

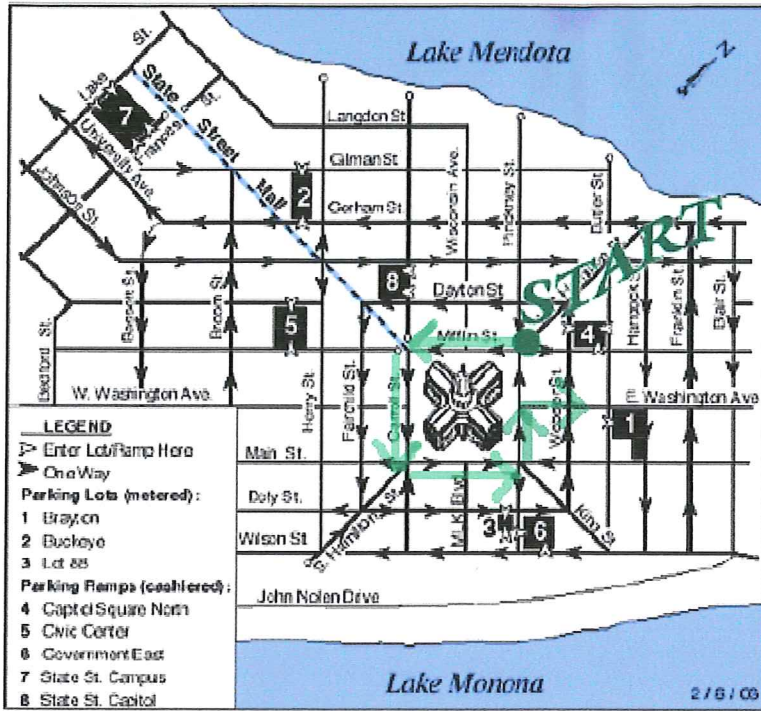
APPLICATION SIGNATURE

I/We waive the 21-day decision requirement. SM (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.

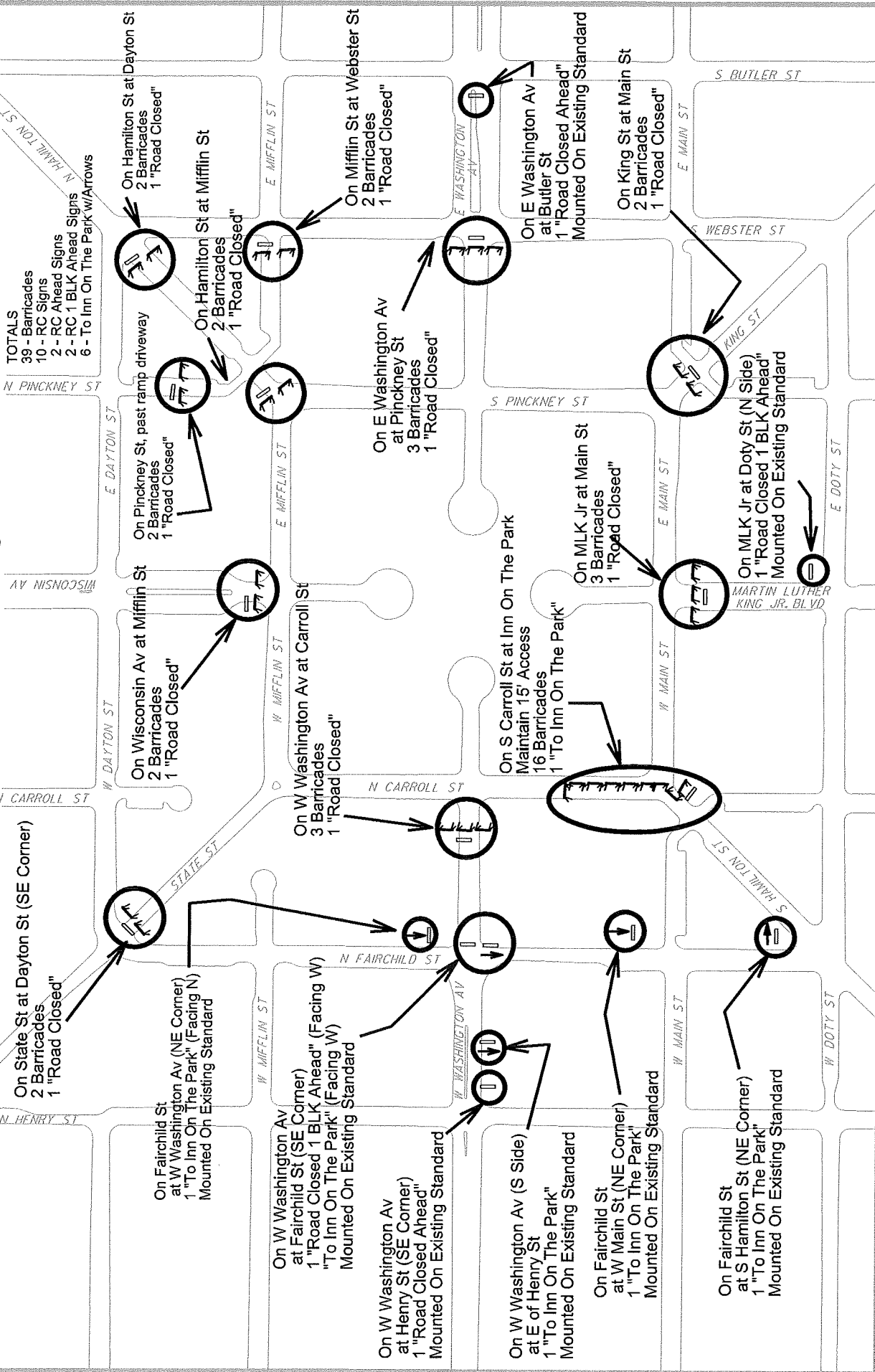
In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

Signature Scott H Mueller Date 4/6/2015



St. Patrick's Day Parade--Sunday, March 17, 2013

TOTALS
 39 - Barricades
 10 - RC Signs
 2 - RC Ahead Signs
 2 - RC 1 BLK Ahead Signs
 6 - To Inn On The Park w/Arrows



Safety and Security

We contracted with the Madison Police Department for two Special Duty Police Officers to be at the parade site. We have the help of one or more Police Explorer Scouts to help man the barricades and with crowd control. We also have multiple other volunteers to help with crowd control. We have applied for a State Facility Use permit application with the Wisconsin Capitol Police.

Notification of Event for Alder, Businesses, and Residents

We will have radio and TV announcements of the event, we post flyers at many public bulletin boards (and hope to have them placed in the city kiosks around the square), We have a permit for a banner over Campus Dr. Most of these items will come into play in the two weeks prior to the event.

I will be contacting the appropriate city alder within the next couple of days, probably by email.

I have attached a copy of last year's poster as this year's is not yet printed, but it will be substantially similar.

Recycling Plan

The parade committee does not sell nor distribute any materials destined for either recycling or landfill.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "St Patrick's Day Parade" will be held Sunday March 15, 2015 at the Capitol Square.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "St Partick's Day Parade" (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 Scott Mueller 608-843-0602.

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 (Madison Fire Dept is a parade participant)
3. We will / will not have on-site Police or Security (Two Madison Special Duty Police Officers)

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 Ed Jaeger 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 Ed Jaeger 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: Ed Jaeger.
- 6. Parking for vendor and staff vehicles will be: 100 Block of E Mifflin.
- 7. Parking for attendee vehicles will be: Various downtown city ramps.

V. CONTACT INFORMATION

Primary Contact	Scott Mueller	608-843-0602
Secondary Contact	Ed Jaeger	608-213-1968
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694