

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Special Olympics Wisconsin USA Games Parade of Athletes

Event Organizer/Sponsor: Special Olympics Wisconsin

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

Yes  No

**MANDATORY: State Sales Tax Exemption Number:**

ES#: 012517

**OPTIONAL: Federal Tax Exempt Number:**

Address: 2310 Crossroads Drive, Suite 1000

City/State/Zip: Madison, WI 53718

Primary Contact: Jennifer Wagner

Work Phone: (608) 442-5669

Email: jwagner@specialolympicswisconsin.org

Phone During Event: (608) 469-5242

Website: SpecialOlympicsWisconsin.org

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

Secondary Contact: Tommy Jaime

Work Phone: (608) 442-5675

Email: tjaime@specialolympicswisconsin.org

Phone During Event: (619) 895-5819

Annual Event?

Yes  No

Charitable Event?

If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 200-300

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

Yes  No

Hours: 6pm to 6:30pm

## EVENT CATEGORY

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

## 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: 100 block of W. Mifflin to N. Fairchild St to 100 block of State Street

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: June 29, 2018

Event Start and End Times: 6pm-6:30pm

Rain Date (if any): no rain date

Set-Up Start Time: 6pm

Take-Down Start Time and End Times: 6:30pm

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  
**If class B license is denied, will the event(s) occur?**

Yes  No  
 Yes  No

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: \_\_\_\_\_



Date: \_\_\_\_\_

*5.4.18*

## 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.

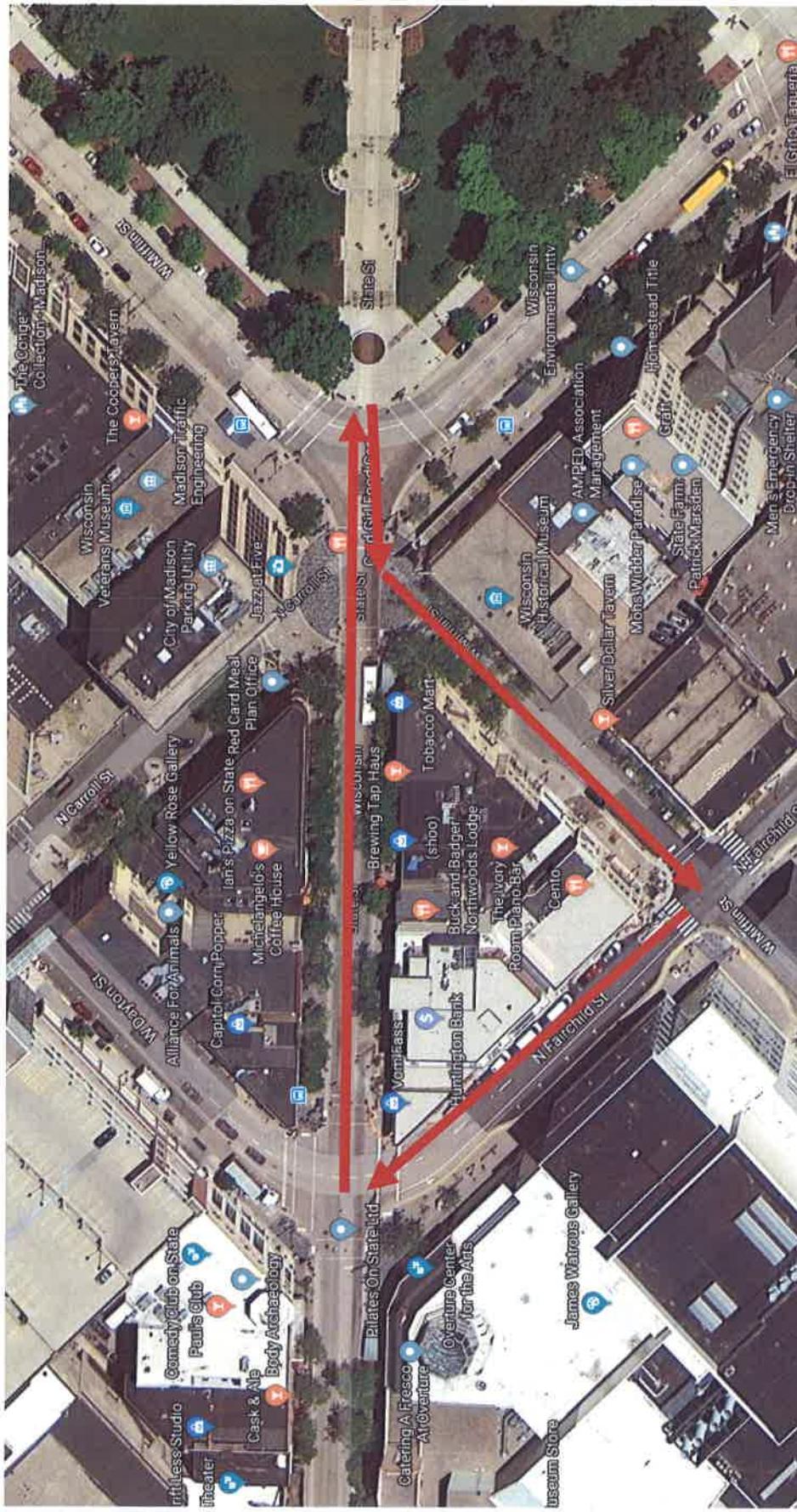
### ***Provide Detailed Event Schedule:***

At 6pm on June 29, 2018, and immediately following the Special Olympics USA Games Send-Off Celebration at the Capitol, the delegation (athletes and coaches) of Team Wisconsin will march in the Parade of Athletes. The parade will be led by the UW Marching Band and Bucky Badger. The parade route is as follows: leave Capitol and walk down the 100 block of W. Mifflin, turn right on to N. Fairchild St, turn right on to the 100 block of State Street, end at the Capitol.

## Street Event Site Map

## Special Olympics Wisconsin USA Games Parade of Athletes

June 29, 2018



## 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: Special Olympics Wisconsin USA Games Parade of Athletes

Contact Person: Jennifer Wagner

Location: Mifflin to Fairchild to State

Date: June 29, 2018

Type of Amplified Sound:

Band  DJ  Sound System  Speeches/Announcements  Karaoke

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

Hours of Amplification:

Date: June 29, 2018

Time: 6pm - 6:30pm

## 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:***

Given the short duration of the Parade and lack of flyers/candy/etc., we do not anticipate any trash. However, should spectators need to discard trash/recycle, City containers will be utilized.

## STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

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

Yes  No

How will this event be marketed, promoted, or advertised?

The Parade of Athletes will be promoted in conjunction with the USA Games Send-Off Celebration via earned, owned and paid communication channels (e.g. email, social media, press releases, etc.)

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

Media will be invited to attend. Live coverage is unlikely.

### 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: Special Olympics USA Games Send-Off & Celebration

Location: Capitol and top of State Street

Public Contact Phone: (608) 222-1324

Website: SpecialOlympicsWisconsin.org

Admission Cost: FREE

Date of Event: June 29, 2018

Beginning/End Time of Event: 5pm -7pm

Two sentence description of event (for internet calendar):

Cheer on Special Olympics Wisconsin athletes as they ready for the 2018 Special Olympics USA Games in Seattle, July 1-7. Celebration and Parade of Athletes to follow. Don't miss this spectacular showcase! Join the #InclusionRevolution.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Special Olympics Wisconsin USA Games Parade of Athletes" will be held June 29, 2018 at 100 block W Mifflin/N Fairchild/100 block State Street.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Special Olympics Wisconsin USA Games Parade of Athletes" (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 Jennifer Wagner.

### 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 FIRST/LAST NAME 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.

### 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 throughways.
- 5. Crowd control will be managed by: Special Olympics Wisconsin.
- 6. Parking for vendor and staff vehicles will be: Public Parking Ramps.
- 7. Parking for attendee vehicles will be: Public Parking Ramps.

### **V. CONTACT INFORMATION**

Primary Contact	Jennifer Wagner	(608) 469-5242
Secondary Contact	Tommy Jaime	(619) 895-5819
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345