

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Jazz at Five

Event Organizer/Sponsor: Jazz at Five Inc.

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

Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: 050789

OPTIONAL: Federal Tax Exempt Number: _____

Address: 101 Nob Hill Road Suite 100

City/State/Zip: Madison, WI 53713

Primary Contact: Hannah Peschek

Work Phone: 608-609-1517

Email: eventdirector@jazzatfive.org

Phone During Event: 608-609-1517

Website: www.jazzatfive.org

FAX: NONE

Secondary Contact: Charlie Giese

Work Phone: 715-572-8368

Email: producer@jazzatfive.org

Phone During Event: 715-572-8368

Annual Event?

Yes No

Charitable Event?

Yes No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 3,000 per night (5 nights)

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Yes No

Hours: 4pm to 8pm

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: 100th Block of State, corner of Mifflin + corner of Carroll

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 8/10/16, 8/17/16, 8/24/16, 8/31/16, 9/7/16 Event Start and End Times: 4pm-8pm

Rain Date (if any): NONE, event moved in case of rain

Set-Up Start Time: 12pm

Take-Down Start Time and End Times: 8:00-8:45pm

TAKE-DOWN TIME: START TO STREETS REOPENED

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

_____ 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

Hannah Prochuk
Event Director

Date

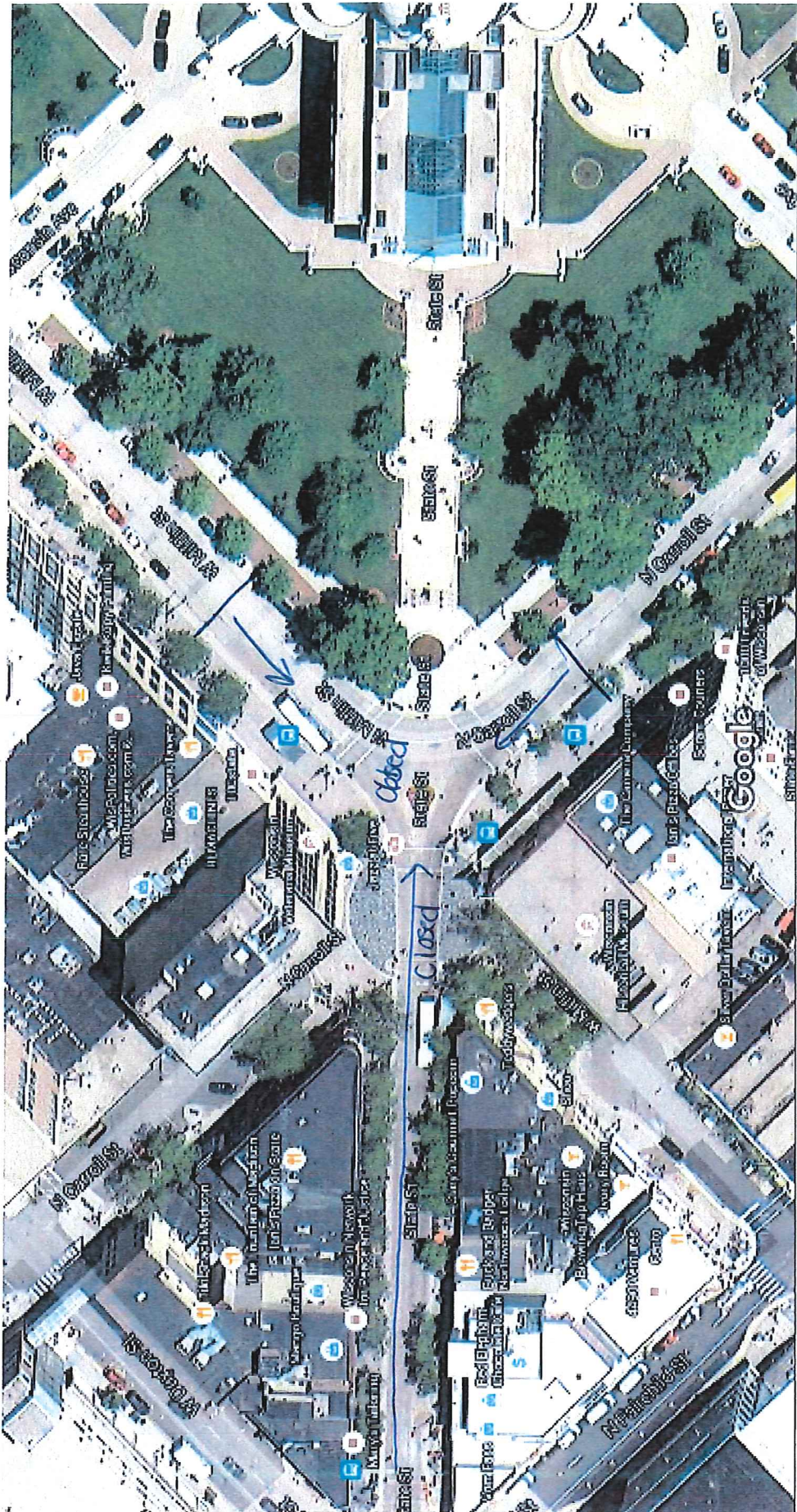
5-24-16

STREET EVENT SCHEDULE

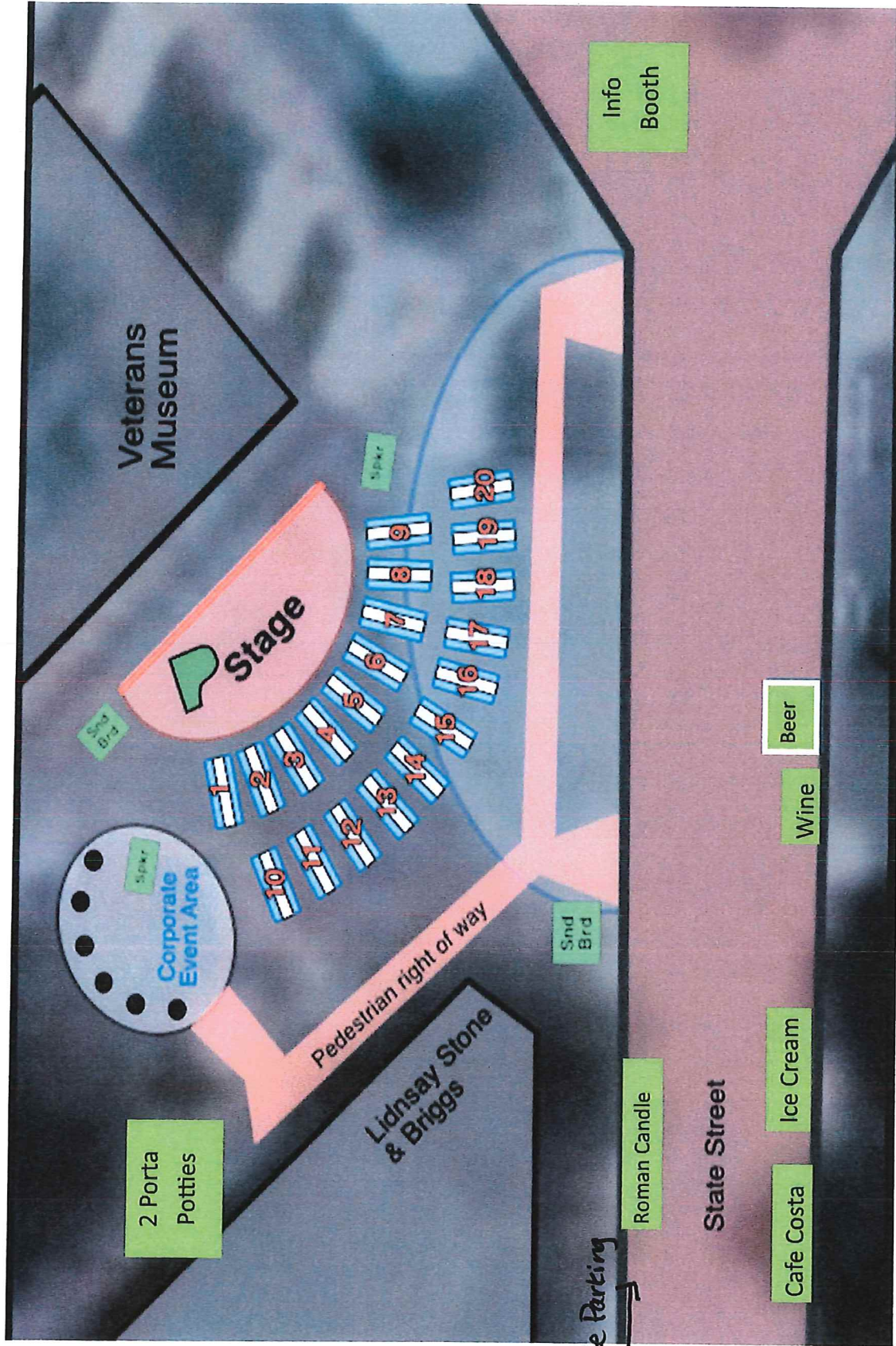
- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances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

Provide Detailed Event Schedule:

- Event set up begins at 12pm
- Event take down is complete by 9pm
- All events are held on Wednesdays
 1. 8/10/16
 2. 8/17/16
 3. 8/24/16
 4. 8/31/16
 5. 9/7/16
- Sound begins at 4pm, sound ends at 8pm
 1. Youth band begins event 4:00pm
 2. Opening performer 5:00pm-6pm
 3. Headliner performer 6:15pm-8:00pm
- All events are outdoor concerts held at the 100th block of State Street, use of the stage for the performers
- Sidewalks will be used for audience seating, large walkway left open for emergency vehicles
- There are 3 confirmed food vendors (Roman Candle, Chocolate Shoppe, Café Costa Rica) all 3 will have food carts on the block
- All events will have:
 1. food vendors present
 2. beer (under tent) sold by Jazz at Five volunteers
 3. Information tent operated by Jazz at Five volunteers
 4. bands will have merchandise for sale at information tent
 5. banner will be displayed over the stage
- New for the 2016 season, Jazz at Five would like to request the closing of the corner of Carroll Street and the corner of Mifflin Street to allow the audience to walk across the street to use the Capitol Lawn for seating. Nothing will be put on the street solely closed for walking.



Imagery ©2016 DigitalGlobe, Map data ©2016 Google 50 ft



Veterans Museum

Stage

2 Porta Potties

Corporate Event Area

Pedestrian right of way

Lindsay Stone & Briggs

Info Booth

Beer

Wine

Ice Cream

Cafe Costa

Roman Candle

State Street

Bike Parking

Snd Brd

Snd Brd

Spkr

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Jazz at Five" will be held Weekly at 100th Block of State Street †

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Jazz at Five Summer Concert Series" (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 PRIMARY CONTACT: Charlie Giese.

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 Charlie Giese 715-572-8368)
3. We will / will not have on-site Police or Security (ENTER CONTACT Charlie Giese 715-572-8368)

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 Charlie Giese 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 Charlie Giese 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: Jazz at Five Volunteers.
- 6. Parking for vendor and staff vehicles will be: End of Carroll Street closest to stage.
- 7. Parking for attendee vehicles will be: None provided, attendees to use parking ramps and street parking around the city.

V. CONTACT INFORMATION

Primary Contact	Charlie Giese	715-572-8368
Secondary Contact	Hannah Peschek	608-609-1517
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345