

STREET USE PERMIT APPLICATION

LAD 22000

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event UW Homecoming Parade

Event Organizer/Sponsor UW Homecoming Committee

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

If Yes, provide State of Wisconsin Tax Exempt Number 237125279

Address 650 N. Lake St.

City/State/Zip Madison, WI 53706

Primary Contact Stacy Day FAX 608-262-3332

Work Phone 608-265-2731 Phone During Event 608-778-7622

E-mail parade@uwalumni.com

Website www.uwalumni.com/homecoming

Secondary Contact Jackie Jordan Phone During Event 301-928-8547

Work Phone 608-265-2731 E-mail homecoming@uwalumni.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance _____ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ 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: Landon St (Park - Wisconsin) -> Wisconsin Ave -> W. Gilman -> State St. -> Lake St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/14/11 Rain Date(s) N/A

Event Start Date(s)/Time(s) 6:00 pm Set-Up Date(s)/Time for Event 12:00 pm - 3:00 pm

Event End Date(s)/Time(s) 8:00 pm Take-Down Time 8:00 - 10:00 pm

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, statues and laws.

Signature Stacy J. Day Date _____

Safety and Security Plan for the UW Homecoming Parade

First Aid and Emergency Response Procedures

Approximately 50 UW-Homecoming Committee members will be located at street closure areas and along the parade route to help with crowd control before and during the event. These members will also monitor cars entering and leaving the closed streets. If an emergency occurs, members are to call Stacy Day on her cell phone. Her number will be provided to all members before the event. Stacy will then contact the appropriate parties. If the emergency is life threatening, Homecoming Committee members will be instructed to first call 911 and then contact Stacy. A first aid kit will be located in the Wisconsin Alumni Association, 650 N. Lake Street. If needed, a Homecoming Committee member located in the building will drive the kit in a vehicle to the appropriate member.

Designated "Lost Child" Area

If a child is lost, a Homecoming Committee member is to stay with the lost child and call Stacy. Stacy will then have a vehicle pick up the child and bring him or her to the Wisconsin Alumni Association, 650 N. Lake Street.

Plan to Communicate Information to Staff and Volunteers

Safety and security plans for the parade will be communicated during a mandatory UW-Homecoming Committee meeting. Members will receive a packet of information at this meeting with the parade route and street closures. On the day of the parade, Homecoming Committee members will check-in at the Wisconsin Alumni Association and receive any additional information they may need including contact information for Stacy and the other Parade Committee members.

Plans for Crowd Control

People barricades manned by Homecoming Committee members will be used in the major sections of State Street to keep people on the sidewalks and out of the streets. Traffic barricades will be set-up at intersections to block traffic beginning at 3:00PM for staging. These barricades will remain in effect until the end of the parade. This ensures the safety of the crowd and the parade participants.

Alcohol Containment

UW-Police Officers will be available during the parade for any alcohol related incidences. Any UW Student Organization or parade participant found using alcohol before or during the parade will be disqualified from judging and removed from the parade.

Clean-up and Recycling Plan

Participants are responsible for disposing of their floats properly and must have their floats dismantled by 9:30pm. Trash containers will be located on the corner of Langdon Street and Lake Street for participant use.

Homecoming Committee members will clean up any signs placed for parade use (including meter bags and staging numbers).