

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event NPHC - Bake sale

Event Organizer/Sponsor National Pan Hellenic Council

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

If Yes, provide State of Wisconsin Tax Exempt Number 9007-99158

Address 333 E. Campus Mall

City/State/Zip Madison, WI 53703

Primary Contact Daniel Dallas FAX \_\_\_\_\_

Work Phone 608-333-8617 Phone During Event 608 333 8617

E-mail dallas@u.wisc.edu

Website \_\_\_\_\_

Secondary Contact \_\_\_\_\_

Work Phone \_\_\_\_\_ Phone During Event \_\_\_\_\_

E-mail \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: National Pan Hellenic Council

Estimated Attendance 100 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 5 to 10  Yes  No

## EVENT CATEGORY

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

Other Bake Sale

## 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: Between Potbelly's + The Towers

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 9/13/13 Rain Date(s) \_\_\_\_\_

Event Start Date(s)/Time(s) 3:00 pm (4 PM) Set-Up Date(s)/Time for Event 3 PM

Event End Date(s)/Time(s) 10:00 pm (9 PM) Take-Down Time 10 PM

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

DD I/We waive the 21-day decision requirement.

DD (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 Dann Dallas

Date 8/9/2013

## **STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE**

The schedule begins when event set-up starts, including set-up 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 (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

### **EVENTS WITH AMPLIFICATION**

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

### **PROVIDE DETAILED EVENT SCHEDULE:**

Food is donated by other NPHC Organizations.

There will be time slots for each of the nine organizations to ~~donate~~ <sup>volunteer</sup> their time

There will be no sound amplification

## STREET USE PERMIT APPLICATION – EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas
- Remember to include:
- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

### EVENTS INCLUDING A RUN, WALK OR PARADE

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

NOTE: The approval/issuance of a Street Use Permit for an event does NOT approve the proposed route for an event.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

### PROVIDE EVENT SITE MAP:

~~Princes and Lake Street~~  
State Street between the  
Towers and Potbellys



## **STREET USE PERMIT APPLICATION – SAFETY AND SECURITY PLANS**

The **Safety Plan** should include:

- First aid and emergency response procedures
- Emergency contact information
- A designated "lost child" area
- A plan for information communication to staff and volunteers during the event

The **Security Plan** should include, but is not limited to:

- The hiring of private security companies and licensed professional emergency medical services
- Plans for crowd control
- Plans for alcohol containment (i.e. beer gardens)
- Plans for securing valuables
- Plans for protecting event participants

Per MGO 10.056(4)(a)11 – "[I]f there will be any extraordinary security measures including searches of persons or vehicles, the applicant shall submit that plan as a separate Attachment to the application."

City of Madison Police and Fire Department representatives may make additional recommendations after review of the Safety and Security Plans at a Street Use Meeting. Police and Fire Department representatives may also require Special Duty Police Officer or Fire Inspector staffing at your event.

### **SPECIAL DUTY POLICE**

The event organizer must call (608) 266-4022 to request Special Duty Officers for their event. Officers are hired at an hourly rate with a 2 hour minimum.

### **DETAIL SAFETY AND SECURITY PLANS:**

#### Safety Plan

- First Aid will be available on site
- Several members are CPR trained
- Walter Williams (773) 939-2727
- a contact from each organization will be collected

#### Security Plan

- There will be no alcohol
- Volunteers will secure their own belongings

## STREET USE PERMIT APPLICATION – TRASH 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 clean up.

City containers are available for use:  
Trash or recycling barrels, minimum of 8 @ \$10.00 each

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

**Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.**

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

### DETAIL TRASH AND RECYCLING PLAN:

- 2-4 volunteers will be working on trash
- Garbage bags will be available on site
- disposal will occur after the event