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STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Annual Regent Street Neighborhood Association 4th of July Parade & Festival

Event Organizer/Sponsor Regent Neighborhood Association

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address ^{REVA} 25 N. Franklin Ave

City/State/Zip Madison WI 53705

Primary Contact Robin Worth

FAX 608.263-9390

Work Phone 608.219.7634

Phone During Event 608.219.7634

E-mail rworth13@charter.net

Website regentneighborhood.org

Secondary Contact Jon Miskowski

Work Phone 608.263-0299

Phone During Event _____

E-mail jonmiskowski@gmail.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 200-250 (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 _____

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: 10 block Grand, 2600 Park Place, 10 Block Farley, 2600 Block Mason for parade, West High Playing field for festival.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/4/13 Rain Date(s) _____

Event Start Date(s)/Time(s) Noon - 2:30 Set-Up Date(s)/Time for Event 7/4/13, 8am

Event End Date(s)/Time(s) 7/4/13 - 2:30 pm Take-Down Time 2:30 pm / 12:15 pm

APPLICATION SIGNATURE

Streets only closed for about 15 minutes.

Take-Down Time: start to streets reopened

I/We waive the 21-day decision requirement.

RW (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 *Robin Worth*

Date June 4, 2013

**RNA 4th of July Festival — Working together makes it happen!
Contact one of our organizers and see how you can help!**

Set Up: Robin Worth, 219-7634 or rworth13@charter.net. Set up from 7-11 am.

Rag Tag Band*: Marli Johnson, MStarCatch@aol.com or 271-1219.

Brat Stand: Tom Hirsch, 233-7797 or tehirsch@gmail.com. Brat grillers and sellers.

Beverage Stand: LD Oakley, 263-5866 or ldoakley@wisc.edu

Ticket Sales: JoAnne Kloppenburg, 231-3058 or jfkloppenburg@gmail.com

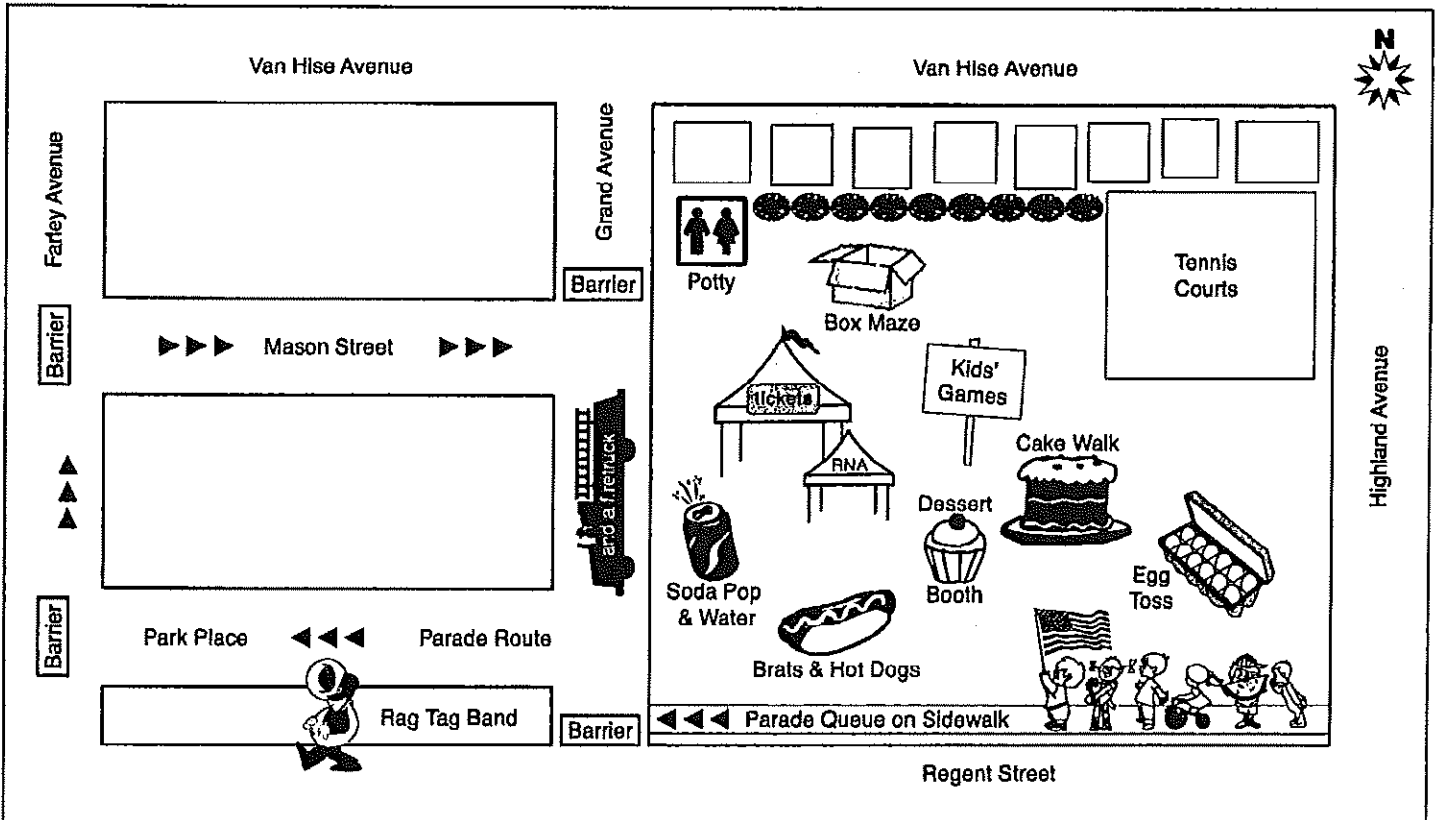
Games: Mary Sarnowski, 238-1224 or sarnowski@mac.com. Create & run a game, split the profits with the RNA. Prizes provided, if needed.

Cake Walk: Susan Robinson, 215-0956. Bring baked goods to the field on Wednesday.

Clean Up: Robin Worth, 219-7634 or rworth13@charter.net.

With your help, it won't take long!

RNA Festival Map at West High Field



Please note: Regent Neighborhood Association will not purchase liability insurance for the picnic. Please supervise children and let's celebrate safely.

*** Band Members WELCOME to join our Rag Tag Band this July 4th**

Haven't played for a while? Not much experience? A real hot shot? All are welcome! On July 4th, the Regent Neighborhood Rag Tag Band proudly marches around the block then plays a fun concert on the West High athletic field. We begin with easy tunes for less experienced performers then graduate to intermediate pieces and a few show-off numbers. **Rehearsals at 7pm: Thursday, June 21 and 28, St Andrews Church.** Respond right away so that we can reserve your spot! Music available ahead of time. Questions? Email Marli Johnson, MStarCatch@aol.com or call (608) 271-1219 ☐

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:

July 4, 2013

- 8:00 am Set-up begins on West High Playing field – food sales, cake walk and ticket sales tent. Box maze built.
- Noon - Parade assembles on sidewalk, parade marshal leads parade around 1 block, returning to West High playing field.
- 12:10 - 2:30 - Event begins – food sales, games, cake walk, and box maze. Culminates with egg toss at 2pm.
- 2:30 - 4 pm - Clean up committee breaks down tables, tents. Collects all garbage and recycling. Box maze broken down.
- No rain date,

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: see attached flyer

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:

- Parents supervise their children.
- there is a first-aid kit at the ticket sales tent which also serves as a lost-child area
- Organizer, Robin Worth, and committee chairs have cell phones to communicate with one another and to call emergency response if needed
- Emergency contact info: Robin Worth, (608) 219-7634.

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:

Neighbors who live on adjacent streets bring their trash & recycling bins to collect trash & recycling. (3-4 of each). Cardboard boxes from maze are flattened and left on curb - recycling coordinator is contacted in advance to pick them up the following business day. Clean-up crew insures that all trash & recycling is collected, and disposed of appropriately.