

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Opera in the Park

Event Organizer/Sponsor Madison Opera

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

If Yes, provide State of Wisconsin Tax Exempt Number 038987

Address 335 W. Mifflin St

City/State/Zip Madison, WI 53703

Primary Contact Jill Krynicki FAX _____

Work Phone 608-238-8085 Phone During Event 414-628-6154

E-mail jkrynicki@mac.com

Website www.madisonopera.org

Secondary Contact Billy Larimore

Work Phone 608-238-8085 Phone During Event _____

E-mail _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 11,000-13,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8pm to 11pm 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: 200 & 300 blocks of Rosa Rd, 5700 block of S Hill Dr & Driftwood Ave, and S Hill Dr from S Rosa Rd to Carillion Dr.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____ Rain Date(s) 7/26/2015

Event Start Date(s)/Time(s) 7/25/2015 at 8pm Set-Up Date(s)/Time for Event 7/23/2015 afternoon

Event End Date(s)/Time(s) 7/25/2015 at 11pm Take-Down Time immediately following event

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

JK I/We waive the 21-day decision requirement. JK (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  Date 2/23/2015

PRELIMINARY Opera in the Park Schedule - 2015

Monday, July 20					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
AM		2 Banners put up			
Wednesday, July 22					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
AM		"No Parking" Signs put up			
Thursday, July 23					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
8:00 AM	TD picks up Ryder Truck				
9:00 AM	TD Picks up items at Overture Center				
1:00 PM	Fabco arrives				
2:00 PM	Intellisound arrives at the park				
3:00 PM	IA Crew Call: Place the stage, run cable, set side stage scaffolding & FOH		Culligan Arrives w/H2O		
4:00 PM	(Capital City tents arrives)		Capital City Tents Arrive		
7:00 PM	End Crew Call, Security arrives		MPI Security Arrives		
Friday, July 24					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
5:00 AM	Begin crew call				
9:00 AM		Vendors arrive: Bucky's, Golf Carts	Vendors arrive: Bucky's, Golf Carts		
9:30 AM		Huber Arrive: set VIP tent	Send someone to pick up coffee		(Josh) pick up generator??
10:00 AM	Coffee Break	Coffee Break	Coffee Break		
10:30 AM		Huber arrive: set VIP chairs, set wash & recycling cans	Place program tables & make sure there is a 6' table behind the chorus tent for Survey people.	VIP Tent & VIP Chairs	Oakwood arrive w/ chairs
12:30 PM		Start fencing & backstage set up	Send someone to pick up lunch	Fencing	
12:30 PM	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
1:00 PM	MSO Arrives, set orchestra	Finish fencing & backstage (Oakwood arriving to set up their chairs)	PVC by prog tables Pepsi will be arriving some time this afternoon		Oakwood arriving around 1pm
2:00 PM	Start Light Focus, run intercom, Jill & RV arriving	FOH fencing up	RV Arrives (Get Lrg tshirt for Bob)	Fencing	Tshirts will arrive this afternoon
4:00 PM			Send someone for dinner		
5:00 PM	Sound touch ups, patch lighting	Banners Up	Banners up		
5:30 PM	Set dressing	Barricades up (start w/Garner Parking lot)	Remember to rope off section for videographer near FOH	Barricades & fencing	
6:00 PM	Dinner for show crew & Sound check for Kathryn	Dinner Break	Dinner Break	End of day	Chorus Arrives
6:30 PM			T-shirt to Rosemary		Artists Arrive
7:00 PM	Rehearsal	Rehearsal	Rehearsal		
10:00 PM	Night Focus				
11:00 PM	MPI Security arrives		MPI Security arrives		
Saturday, July 25					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
8:30 AM		Huber arrive: finish setting barricades & if necessary	Get ready for 1st Garner parking volunteer		Alaska ice will be out today.
9:00 AM			Get signs ready for sign volunteers	Garner Parking lot	
11:00 AM			Begin to get tub stuff ready for volunteers	Garner Parking lot, sign volunteers arrive	
12:00 PM				Signs, set up	
1:00 PM		Chocolate Shoppes	Chocolate Shoppe	Garner Parking lot	
3:00 PM	Light & Sound check			Garner Parking lot	
4:30 PM		Et Jane Stoklassa will arrive			
5:00 PM			Have a cart & driver at drop off for dinner guests	Garner Parking lot & Check in	
5:30 PM			Send someone to pick up Jimmy John's	Ushers, Table hosts, golf carts	
6:00 PM	Dinner Break, Prelude dinner begins in VIP tent	Dinner Break, Prelude dinner begins in VIP tent	Dinner Break, Prelude dinner begins in VIP tent	Parking volunteers	
6:30 PM		Light sticks put up in porta potties			Busses pick up Chorus & Symphony
7:00 PM	Show Call, Chorus warm up				Chorus Warm Up
8:00 PM	Show Start (see cue sheet)	Show start	Show start	Show start	
Intermission		Move tables & chairs from VIP tent to where Billy says they can go.	Begin packing up whatever you can.	Ushers, Table hosts	
10:30 PM	Load out crew arrives				Post Show reception

Opera in the Park

Emergency Evacuation Plan

In the event that a situation should arise that requires the evacuation of Garner Park, the following plan will be implemented for the purpose of providing a safe and expeditious clearing of spectators and opera participants.

Ultimately, specific situational considerations related to an evacuation may dictate adjustments. Therefore, it is recognized that this plan cannot necessarily apply to every possible situation, but does provide an appropriate emergency evacuation foundation.

Lost Persons

Announcements are made from the stage before, during intermission and after the performance informing lost persons to meet their party at the Garner Park Shelter at the top of the hill.

Communication in the Park

Announcements are made from the stage before, during intermission and after the performance informing patrons of the location of the first aid station. Patrons needing assistance should send one member of their party to the first aid station for help. The first aid station and the emergency medical team will communicate via radio (provided by the event coordinator). Any other emergency that arises will be communicated via the radios.

Emergency Evacuation Requiring Shelter

CUNA has authorized the use of their parking facility in the event a situation should arise requiring immediate evacuation and shelter. CUNA security staff will be available to provide access to this area upon our request. A public address message will be announced directing all persons to move in an orderly fashion to the CUNA complex parking facility located at ground level, immediately west of Rosa Rd and south of Driftwood Ave (Attachment A). All available public safety personnel will be directed to respond and assist with the evacuation.

Just prior to the public address announcement, Opera volunteer staff and Madison Police Officers will be informed to report to the basketball court located on the west side of the park. These personnel will then form a line that will begin on the east side of the basketball court and continue in a westerly direction to the east parking facility overhead door; this line will provide an identifiable path for evacuees to follow to safety. Volunteer staff and police officers should be the last individuals to enter the shelter area. The parking facility will be utilized until an "all clear" notification is received (Attachment B).

Emergency Evacuation Only

In the event that a situation should arise that requires the immediate evacuation of the park, Opera volunteer staff and Madison Police Officers will be directed to their post-event assignments. All available public safety personnel will be directed to respond to assist with the evacuation.

A public address message will be announced directing all persons to immediately evacuate the park, return to the vehicles and leave the area (Attachment C). A traffic evacuation plan will be implemented to facilitate the expeditious departure of vehicular traffic (Attachment D). Dependent on the cause of the evacuation, Opera participants and volunteer staff may be asked to leave the area or to stand by and be available at a nearby location. In the event that they are asked to stand by, Opera participants and volunteer staff should move to the most westerly parking lot of the CUNA complex and remain there until directed. In the event that weather or other factors require shelter for these personnel, CUNA staff will be contacted for assistance (Attachment E).

Opera in the Park
Emergency Evacuation Plan

Volunteer, Staff and Police Information Sheet

In the event that a situation should arise that requires the evacuation of Garner Park during the event, you will be needed to assist in the process of clearing the area and/or moving spectators and Opera participants to a safe location.

It is important to provide a calm and confident demeanor while the evacuation is underway. Please walk calmly to your assignment. Please maintain a calm demeanor throughout the evacuation process as it will significantly reduce the anxiety of others.

Emergency Evacuation Requiring Shelter

In the event a situation should arise that requires the immediate evacuation of the park and moving people to shelter, volunteer staff and police will be directed to report to the basketball court located on the west side of the park.

Volunteer staff and police will then be used to form a line that will run from the basketball court to the CUNA complex east parking facility overhead door.

A public address announcement will notify spectators and opera participants to walk west towards Rosa Rd and the basketball court where opera staff and volunteers will direct them to the CUNA parking facility. Volunteer golf cart drivers should be in their carts and prepared to assist those who may need extra assistance exiting the park.

Personnel should point in the direction of the shelter location while maintaining a calm demeanor. During the time of the evacuation any inquiries by the crowd should be answered with comments encouraging them to continue moving towards shelter.

Volunteers, staff and police officers should be the last individuals to enter the shelter area. The parking facility will be utilized until an "all clear" notification is received.

Emergency Evacuation Only

In the event that a situation should arise that requires the immediate evacuation of the park, Opera volunteers, staff and Madison Police Officers will be directed to their post-event assignments. All available public safety personnel will be directed to respond to assist with the evacuation.

A public address message will be announced directing all persons to immediately evacuate the park, return to their vehicles and leave the area. Volunteer staff and police should maintain a calm demeanor and encourage the crowd to continue walking to their vehicles to leave the area.

A traffic evacuation plan will be implemented to facilitate the expeditious departure of vehicular traffic.

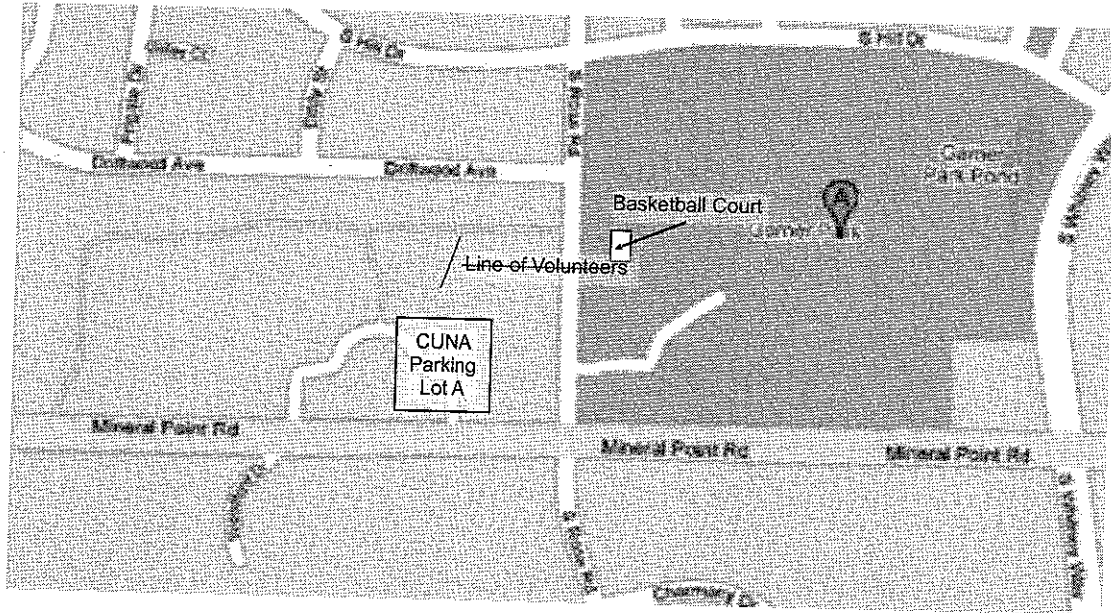
Dependent on the cause of the evacuation, Opera participants and volunteer staff may be asked to leave the area or to stand by and be available at a nearby location. In the event that you are asked to stand by, Opera participants and volunteer staff should move to the most westerly parking lot of the CUNA complex and remain there until directed. In the event that weather or other factors require shelter for these personnel, CUNA staff will be contacted for assistance.

Public Address Announcements – Opera in the Park

Attachment A – Emergency Evacuation Requiring Shelter

“A tornado warning/severe thunderstorm warning is in effect. Shelter is available in the CUNA complex. Please walk in an orderly fashion towards Rosa Rd and the basketball court where Opera staff will direct you to the CUNA parking facility. Please remain there until notified that the warning has been lifted.”

Attachment B – Evacuation Requiring Shelter Diagram



Attachment C – Emergency Evacuation Only

“Due to circumstances beyond our control we regret to inform you that this event must be cancelled. You must leave the park immediately. Please return to your vehicles in an orderly fashion and leave the area.”