

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event YWCA Madison Annual Block Party

Event Organizer/Sponsor YWCA Madison

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

If Yes, provide State of Wisconsin Tax Exempt Number 002472

Address 101 E. Mifflin St.

City/State/Zip Madison, WI 53703

Primary Contact Danielle A. Dieringer

FAX 608.257.1439

Work Phone 608.257.1436 opt 2

Phone During Event 608.257.1436 opt 2

E-mail ddieringer@ywcamadison.org

Website www.ywcamadison.org

Secondary Contact Chris Cognibene

Phone During Event 608.422.0288

Work Phone 608.257.1436 opt 2

E-mail Cognibene@ywcamadison.org

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: YWCA Madison

Estimated Attendance 150-175 people - staff, board, building groups

Public Amplification (not allowed after 11 p.m.) Hours 5pm to 7pm neighbors Yes No

EVENT CATEGORY

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

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: 100 Block of E. Mifflin St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8.15.19 Rain Date(s) 8.22.19

Event Start Date(s)/Time(s) 3pm set up Set-Up Date(s)/Time for Event 3pm set up

Event End Date(s)/Time(s) 8pm cleanup complete Take-Down Time 8pm cleanup complete

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

[Signature] (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 [Signature] Date 6.18.19

STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?
If Yes, please continue. If No, skip this form.

Yes No

EVENT INFORMATION

Name of Event: YWCA Annual Block Party

Contact Person: Danielle A Dieringer

Location: 101 E. Mifflin St., Madison, WI 53703

Date: August 15, 2019 (Rain date August 22, 2019)

Type of Amplified Sound:

Band DJ Sound System Speeches/Announcements Karaoke

Other (please specify): _____

Hours of Amplification:

Date: August 15, 2019

Time: 5:00 p.m. - 7:00 p.m.

STREET USE PERMIT APPLICATION CHECKLIST

STREET USE PERMIT APPLICATION CHECKLIST

Please check below to indicate that you have attached the following, as applicable, to the completed application:

- Complete Event Schedule
- Event Site Map
- Route Map *N/A*
- Safety and Security Plan - *EAP*
- Notification Schedule

Indicate here the date(s) the alder, businesses and residents will be notified of the event.

July 1st or 15th date following approval of the street use permit

- Yes, I have attached a copy of the notification flyer, letter or poster.
- Certificate of Insurance (if required by City Risk Manager) *30 days prior*
- Recycling Plan
- Application fee of \$50 for Neighborhood Block Party; \$100 for one-time/one-day events, \$200 for one-time/two plus day events; and \$300 for series events - made payable to 'City Treasurer.' + *\$100 Amplification permit*

STREET USE EVENT PERMITS

Applications included in this packet and at www.cityofmadison.com/parks

- Amplification Permit
- Beer/Alcohol Selling Permit
- Street Use Event Vending License

ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for Community events. You must include all pertinent information before this application will be reviewed by staff. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at <http://www.publichealthmdc.com/environmental/food/documents/TempRestApp.pdf> or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted mailed 6.18.19
- Parade Permit** - may be required of a run, walk or bike ride event. From Traffic Engineering & the Police Department, <https://www.cityofmadison.com/transportation/forms/paradePermit.cfm>
Date Parade Permit Application Submitted _____
- Temporary Class "B" Retailers License** - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, www.cityofmadison.com/clerk.
Date Class "B" Permit Application Submitted _____

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:

YWCA staff will begin set up for the YWCA Annual Cookout at 3:30 PM on Thursday, August 9, 2018. This will include the following:

- 3:30-4:00 PM set up barricades to block the 100 block of Mifflin Street, set up grill, tables, and games
- 4:00 PM start grilling food
- 5:00 PM event begins – food will begin being served, games and music will be played
- 7:00 PM event ends, begin clean up
- 8:00 PM clean up is complete

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application 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.

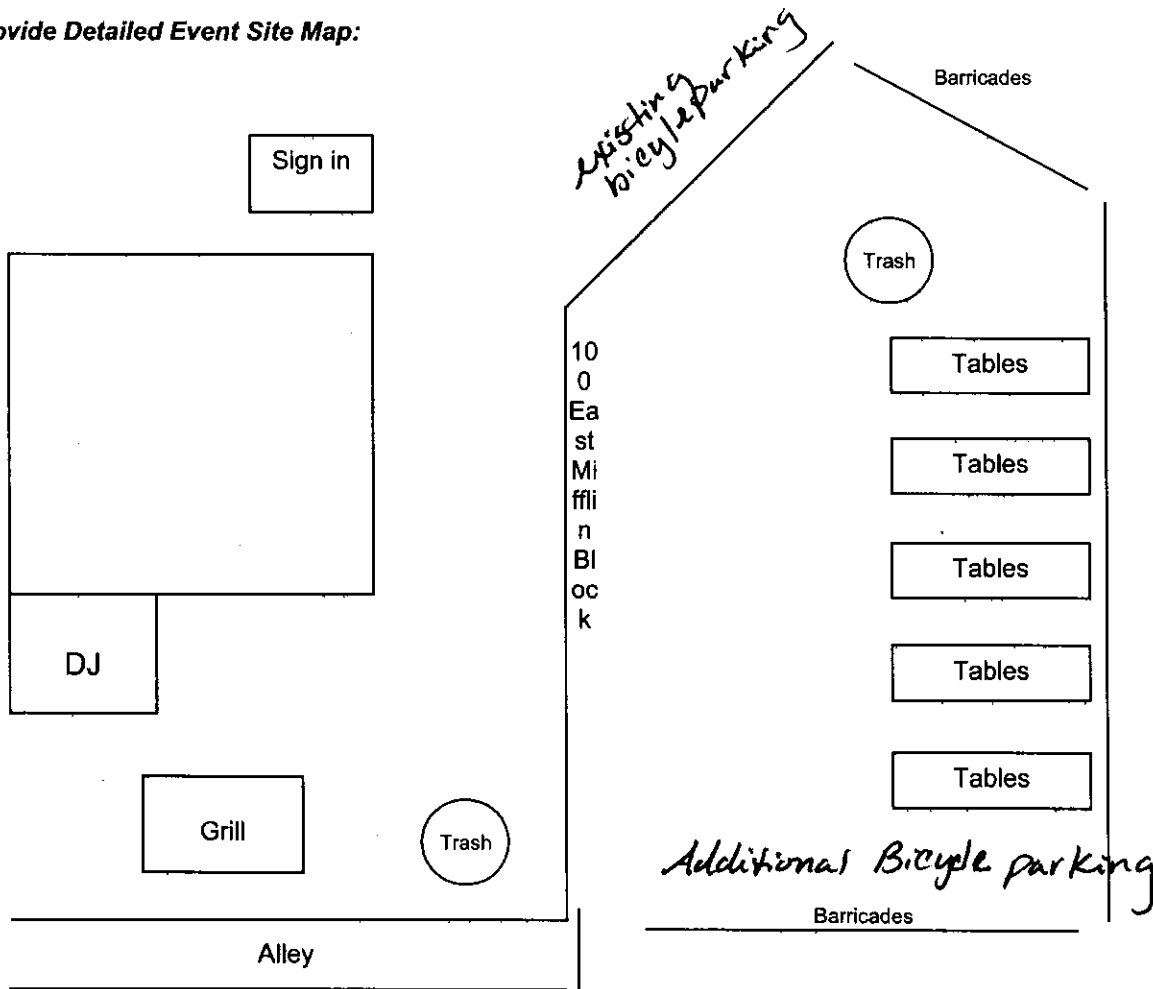
EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

Provide Detailed Event Site Map:



EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "YWCA Annual Cookout" will be held August 15, 2019, at YWCA Madison (100 block of Mifflin St).

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "YWCA Annual Cookout" (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 Jael Currie.

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 ()
- 3. We will / will not have on-site Police or Security ()

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 Jael Currie 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 Jael Currie 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: Jael Currie.
- 6. Parking for vendor and staff vehicles will be: Capitol Square North Ramp.
- 7. Parking for attendee vehicles will be: Capitol Square North Ramp.

V. CONTACT INFORMATION

Primary Contact	Jael Currie	608-217-1408
Secondary Contact	Rachel Hernandez	773-220-6752
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

YWCA IS ON A MISSION

July 1, 2019

Dear Neighbor,

The YWCA will be hosting our Annual Summer Cookout on Thursday, August 15, 2019, from 5:00 pm until 7:00 pm. It will take place in the street outside of our building (101 E. Mifflin Street). The cookout is sponsored by the YWCA Board of Directors and staff. It will be for YWCA residents, staff, board members, and volunteers, as well as our neighbors. We would like to invite you to attend. There will be information about our programs and services, as well as food and games.

We also want to let you know that the metered parking spaces on the 100 block of East Mifflin will not be available on Thursday, August 15th from 3:00 pm until 8:00 pm. Cars parked in the metered stalls will be towed at 3:00 pm. Also, the 100 block of East Mifflin will be closed to traffic on from 4:00 pm until 8:00 pm. The parking entrance on E. Mifflin St. for the Capitol Point Condominiums will still be accessible from N. Webster St. We hope this does not cause too much of an inconvenience. We have tried to minimize the time needed for set up and clean up to cause as little disruption as possible.

Past cookouts have been very fun and a great way to get to know our neighbors. We hope that you can attend. If you have questions or suggestions for accommodations for your business, please contact Danielle Dieringer at 395-2163. You may also RSVP to Danielle if you would like to attend. Please RSVP by Wednesday, July 31, 2019. We hope you can join us in our celebration of summer and for a great opportunity to spend time with your neighbors!

Sincerely,



Vanessa McDowell
Chief Executive Officer

eliminating racism
empowering women
ywca

Race &
Gender Equity

Job Training &
Transportation

Housing &
Shelter

YWCA Madison

101 E. Mifflin Street, Suite 100 | Madison | WI 53703

P 608.257.1436 F 608.257.1439 ywcamadison.org

STREET EVENT CLEANUP 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 cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

Provide Detailed Trash/Recycling/Cleanup Plans:

Waste Management recycling bins and trash containers will be on the street and clearly labeled. Waste Management will pick up and process trash and recycling per their regular schedule. YWCA staff and volunteers will assure that the street and sidewalks are clear of event trash during the clean-up process.