

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:

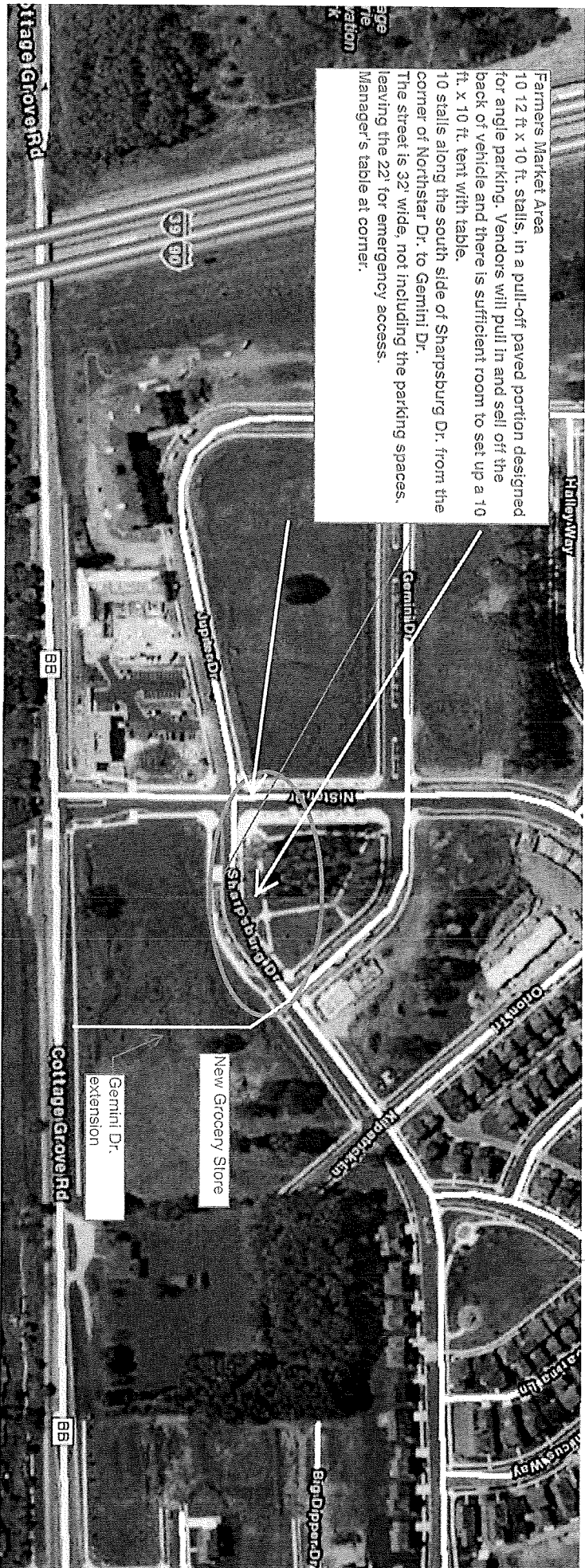
Capitol View Farmers Market will be held on Wednesdays, from 2 – 7:30 pm, starting Wednesday, June 1 until the last day, Wednesday, October 12.

From 3 to 7 pm, 15 to 20 fresh food vendors and licensed food carts will sell their wares. Each of them is licensed for his/her product.

Periodically, acoustic musicians play.

Capital View Farmers Market Event Site Plan

Farmers Market Area
10 12 ft x 10 ft stalls, in a pull-off paved portion designed for angle parking. Vendors will pull in and sell off the back of vehicle and there is sufficient room to set up a 10 ft. x 10 ft. tent with table.
10 stalls along the south side of Sharsburg Dr. from the corner of Northstar Dr. to Gemini Dr.
The street is 32' wide, not including the parking spaces, leaving the 22' for emergency access.
Manager's table at corner.



EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Capitol View Farmers Market" will be held Wednesdays, June 1, 2016 through Wednesday, October 12, 2016, from 3 to 6 pm at on Sharpsburg Dr. from the corner of Northstar to Gemini.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Capitol View Farmers Market" (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 Krista Massian, Market Manager.

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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
3. We will / will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

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 Krista Massian 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 Krista Massian 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: 218Krista Massian.
6. Parking for vendor and staff vehicles will be: at their assigned stalls on Sharpsburg.
7. Parking for attendee vehicles will be: on available and marked street parking areas outside of the market.

V. CONTACT INFORMATION

Primary Contact	Krista Massian	608-218-4732
Secondary Contact	Lauren Cnare	608-235-9179
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

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:

Trash cans are provided at each vendor's parking space.

We bring large black plastic trash bags for people to deposit trash and we gather paper and large debris.

From: Lauren Cnare <speckson@charter.net>
Subject: **It's back! Capitol View Farmers Market**
Date: April 19, 2016 9:43:34 PM CDT
To: District 3 Alder <district3@cityofmadison.com>, MPNA <board@mymrna.org>
Cc: Info Capitol View Farmers Market <info@capitolviewfarmersmarket.com>

April 19, 2016

Hi, Alder Hall and McClellan Park Neighborhood Association Board:

The board of the Capitol View Farmers Market has submitted its streets use permit application for the 2016 market. The market will begin Wed., June 1 and run through Wed., Oct. 12 from 3 to 7 pm. We will be in the same location this year.

We expect the regular 15 to 20 vendors, including food carts and family-kid activities in the private park.

Please let us know if you have any concerns or suggestions to improve the market - email or call me to discuss. We appreciate your support and look forward to a warm summer with lots of good food and company.

We do hope to see you there for dinner!
LC

Lauren Cnare
In Other Words
608/235-9179 (cell)
speckson@charter.net (e-mail)