

# PARK EVENT PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event YumYum

Event Organizer/Sponsor Locavore ROAR for Madison Area Chef Network

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

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address P.O. Box 6183

City/State/Zip Monona WI 53716

Primary Contact Tiffany Kenney FAX \_\_\_\_\_

Work Phone 6086169823 Phone During Event 6088437079

E-mail tiffany@locavore-roar.com

Website www.locavore-roar.com yum2fest.com

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: Madison Parks Foundation

Estimated Attendance 1,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification: Hours 3pm to 9pm  Yes  No

Park Requested Central Park

Shelter Reserved by Event Organizer  Yes  No

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 9/7/14 - 9/8/14 Rain Date(s) NONE

Event Start Date(s)/Time(s) 9/7/14 3pm Set-Up Date(s)/Time for Event 9/7/14 6am

Event End Date(s)/Time(s) 9/7/14 9pm Take-Down Time 9/7/14 8-10pm and 9/8/14 8am - Noon

Does this require time in the park the day before your event?  Yes  No

## APPLICATION SIGNATURE

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Madison, in addition to all rules and regulations governing the City's Parks Division. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant has read the Park Events Application packet. The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARK EVENT ADDITIONAL PARK PERMITS CHECKLIST

### ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits required for an event in the City of Madison. You must include all pertinent information for those permits with this application. Please indicate the permits that apply to your event. Submit the required Park permit applications with this Parks Event application packet. Check and date additional permits that are required for your event. Parks staff will review your application and advise if additional permits are required for the event.

#### Notification Requirements

Have you done the appropriate notifications?  N/A    Yes

Alderson Name/Date:      Notified Marsha Rummel / 5/2/43

NA Name/Date:              Notified Ledell Zellers / \_\_\_\_\_

Traffic Engineering Name/Date: Notified \_\_\_\_\_ / \_\_\_\_\_

#### Park Permits

Applications included in this packet and at [www.cityofmadison.com/parks](http://www.cityofmadison.com/parks).

- Vending Permit** - All vendors must return their permit application at least 30 days prior to the event.
- P.A. Permit**
- Beer/Alcohol Selling Permit**
- Temporary Structure Permit** - for tents, inflatables, stages, dunk tanks, trailers, etc.

#### Street Use Permit

Included in this packet, but must be submitted separate from the Parks Event application

- Street Use Permit** - necessary to close a city street, sidewalk and/or request special street parking considerations. Call 266-6033 with questions. Please indicate date you submitted Street Use Permit application PENDING.

#### Other City 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 [www.publichealthmdc.com](http://www.publichealthmdc.com) 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 PENDING
- Parade Permit** - may be required of a run, walk or bike ride event. From the Police Department, [www.cityofmadison.com/police/parade.htm](http://www.cityofmadison.com/police/parade.htm).  
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](http://www.cityofmadison.com/clerk).  
Date Class "B" Permit Application Submitted PENDING
- Fireworks Permit** - From the Fire Department, (608) 266-4457, [www.cityofmadison.com/fire](http://www.cityofmadison.com/fire).  
Date Fireworks Permit Submitted \_\_\_\_\_
- Burn Permit** - For bonfires. From the Fire Department, 266-4457 or online at [www.cityofmadison.com/fire](http://www.cityofmadison.com/fire).  
Date Burn Permit Submitted \_\_\_\_\_

#### County/State Requirements

Not all of these will be pertinent to your event.

- Diggers Hotline (800-242-8511) must be contacted whenever a tent or temporary structure will be erected and the ground will be penetrated by stakes, tools, or equipment.
- For utility hookups, signage, zoning, etc and to assure that all City regulations are satisfied, please contact the Building Inspection Unit at (608) 266-4551. Be prepared to specifically explain your Community Event in detail.
- The Dane County Sheriff's Department ((608) 266-4970) should be contacted whenever any Community lakes patrol is required.
- DNR Water Regulations and Zoning should be contacted ((608) 275-3266) regarding any water resource implication, such as the use of fireworks, water ski ramps, etc. There may be instances when your event plans may require a Community permit from the DNR.
- The Pedestrian/Bike Commission within the City Department of Transportation must be contacted ((608) 266-4761), if an event will affect the Pedestrian/Bike trails.

## PARK EVENT MARKETING INFORMATION

Conditional approval of the event is required **before** promoting, marketing or advertising the event.

How will this event be marketed, promoted, or advertised? Print promotion in Edible Madison, in the Isthmus, through social media, in the 26 restaurants and through outreach.

Will there be live media coverage during the event and where will the media vehicles be parked? We hope so! The media vehicles will park in designated parking areas.

### PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event YumYum Fest

Park Location Central Park

Public Contact Phone (608) 616-9823

Website yum2fest.com

Admission Cost \$10 - \$25 + food and drink

Date of Event September 7, 2014

Beginning/End Time of Event 3pm

Two sentence description of event (for internet calendar)

Join more than 30 great local chefs and 4 regional bands for the ultimate end of summer party at Madison's new Central Park. Enjoy

### EQUIPMENT RENTAL

To assist with your Community event, the Madison Parks Division rents some equipment for use by the Event Organization. The Event Organizer must have the ability to pick up and return all equipment from Park Maintenance Facilities.

#### ***Rented from Parks Division, but picked up by Event Organizer***

- Trash Barrels # \_\_\_\_\_ barrels
- Key to Shelter and Gates - Refundable deposit required

#### ***Rented from Parks Division, dropped off and picked up by Parks Division***

- Dumpsters # \_\_\_\_\_

#### ***Rented from Private Vendors***

- Portable toilets

Vendor Name \_\_\_\_\_

How Many? \_\_\_\_\_

Date or Drop Off \_\_\_\_\_

Date of Removal \_\_\_\_\_

(Dates must be pre-approved by Parks Maintenance Supervisor.)

# PARK EVENT VENDING PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_ Vending Permit Type: \_\_\_\_\_ Site: \_\_\_\_\_

## EVENT ORGANIZER INFORMATION

Name of Group Locavore ROAR

Contact Person Tiffany Kenney

Address PO Box 6183 Monona, WI 53716

Work Phone 6086169823 Home Phone Cell - 6088437079

Today's Date 5/7/14

A Parks Vending Permit is required for anyone who sells anything in a City Park. (MGO 8.17)

## PRODUCT OR SERVICE SOLD

Please list every item sold or service provided. Attach an additional list, if necessary.

Food Item Variety of specialty food items prepared by 26 local restaurants  
If selling food, please indicate your Temporary Restaurant License # PENDING

Non-Food Item T-shirts, Posters

Services NA

Lessons NA

## DETAIL OF VENDOR SET-UP

Please include what your vending site will contain (tables, tents, electricity, etc.)

Please see event map - Tickets will be collected at the gate, food tickets will be sold from two central tents, tickets redeemed at one of 26 stations for food.

## INSURANCE

All vendors must supply a certificate of insurance for product and premises insurance in the amount of \$1,000,000 in the aggregate naming the City of Madison as 'additional insured.'

Insurance Company Hausmann Johnson Insurance Policy No. Number will be provided before 8/1

## SIGNATURES

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

Park Division Authorization \_\_\_\_\_ Date \_\_\_\_\_

## PARKS VENDING PERMIT TYPE

- |   |               |
|---|---------------|
| <input checked="" type="checkbox"/> Daily                               | \$275.00 (NT) |
| <input type="checkbox"/> Annual   | \$900.00 (NT) |
| <input type="checkbox"/> Special Event Vending Permit (up to 7 vendors) | \$840.00 (NT) |

\*An Umbrella Permit for a community event may be purchased by the Event Organizer and will cover up to 7 (seven) vendors. The Event Organizer must all cover these 7 vendors under the Event Organization's/Sponsor's insurance.

Date of Event 9/7/14

Park Central Park

## PARK EVENT AMPLIFICATION PERMIT APPLICATION

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of park neighbors and other park users. 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.

### EVENT INFORMATION

Name of Event YumYum

Contact Person Tiffany Kenney

Phone # During Event 6088437079

Park Central

Date 9/7/14

### TYPE OF AMPLIFIED SOUND

Band       DJ       Sound System       Speeches/Announcements       Karaoke  
 Other (please specify) \_\_\_\_\_

Times of Sound 3pm to 9pm (4-hour maximum)

### EXCERPTS FROM APPLICABLE CITY ORDINANCES

#### 8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

(1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.

(3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.

(5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

#### 24.08 NOISE REGULATION

(2) In the following zoning districts established under Chapter 28 of the Madison General Ordinances, the noise emitted from any source and measured at any point within any distance beyond fifty (50) feet of the property or public right-of-way where the noise is produced or beyond fifty (50) feet from the noise source when such exists on public property shall not exceed the amounts indicated in the following table:

##### SOUND PRESSURE LEVEL

R1, R2, R3, R4, R4A, R4L, Agriculture

Conservancy, Office Residence

7:00 p.m. to 7:00 a.m.—70 dBA

7:00 a.m. to 7:00 p.m.—75 dBA

R5, R6

All times—75 dBA

# PARK EVENT TEMPORARY STRUCTURE PERMIT APPLICATION

## EVENT ORGANIZER INFORMATION

Name of Group Locavore ROAR

Contact Person Tiffany Kenney

Address PO Box 6183 Monona, WI 53716

Work Phone 6086169823

Home Phone NA

## EVENT INFORMATION

Event Name YumYum

Park Requested Central

Event Date 9/7/14

Number of People 1,000

## TEMPORARY STRUCTURE INFORMATION

➤ What type of temporary structure do you plan to have? How many?

10 Tent                      \_\_\_\_\_ Dunk Tank                      1 Staging  
\_\_\_\_\_ Inflatable                      \_\_\_\_\_ Trailer                      \_\_\_\_\_ Other (please specify) \_\_\_\_\_

➤ Size and/or Dimension Stage = 24w x 20d x 23h, Tents = 4 - 20 x 50, 2 - 20 x 20, 2 - 20 x 40, 2 - 10 x 10

➤ Time duration this structure will be in the park 24 - 36 hours

➤ Diggers Hotline Ticket Number TBD - Will be provided 5-10 days prior to event

(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Park Office at least 5 days prior to the event. You may call (608) 266-4711 or fax (608) 267-1162 the ticket number to the Parks Office.)

➤ Location of the structure in the park. You must attach a park map. Park maps can be downloaded from Parks website [www.cityofmadison.com/parks](http://www.cityofmadison.com/parks) or obtained in the Parks Office.

➤ Company installing the structure Event Essentials for tents, Frank Productions/Intellasound for staging

➤ Do you or the tent installer have insurance to cover the placement of this structure for your event?     Yes     No

Temporary structures, such as tents, staging, trailers, dunk tanks, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the Park Office no later than 5 days prior to the event.

Today's Date 6/2/14

# YumYum Fest 2014 Application & Attachments

Madison Area Chef Network + Locavore Roar

Updated 6/2/14

## Items included with this application:

- Park Event Permit Application
- Park Event Additional Parks Permits Checklist
- Park Event Vending Permit Application
- Park Event Temporary Structure Permit Application
- Park Event Amplification Permit Application
- Beer / Alcohol Sales Permit Application
- Park Event Marketing Information
- Emergency Action Plan
- Event Map
- List of Participants

## A. Schedule of Events

9/7	6am - Noon	Set up
	12pm	Chef move in and set up
	3pm	VIP access and photography, music
	4pm	Gates open and live music
	7:30pm	Gates close
	8 - 10pm	Clean up
	9pm	End
9/8	7 - Noon	Tents removed

## B. Site Map

See Attached "YumYum Map"

## C. Safety & Security Plan

See Attached EAP Plan

## D. Clean-Up and Recycling Plan

The event has partnered with Clean Wisconsin and 105.5 Triple M's Green Team to oversee and manage the cleanup and recycling program. We will secure waste barrels and dumpsters through the city program and will have these requests filed before 8/1/14.

## E. Notification Requirements

We have verbally notified and discussed this program with Alders Marsha Rummel and Ledell Zellers.

## F. Certificate of Insurance

Locavore ROAR will carry this insurance naming the City of Madison and its Park Division as additional insured. Insurance will be filed before 8/1/14.

**G. Accessibility**

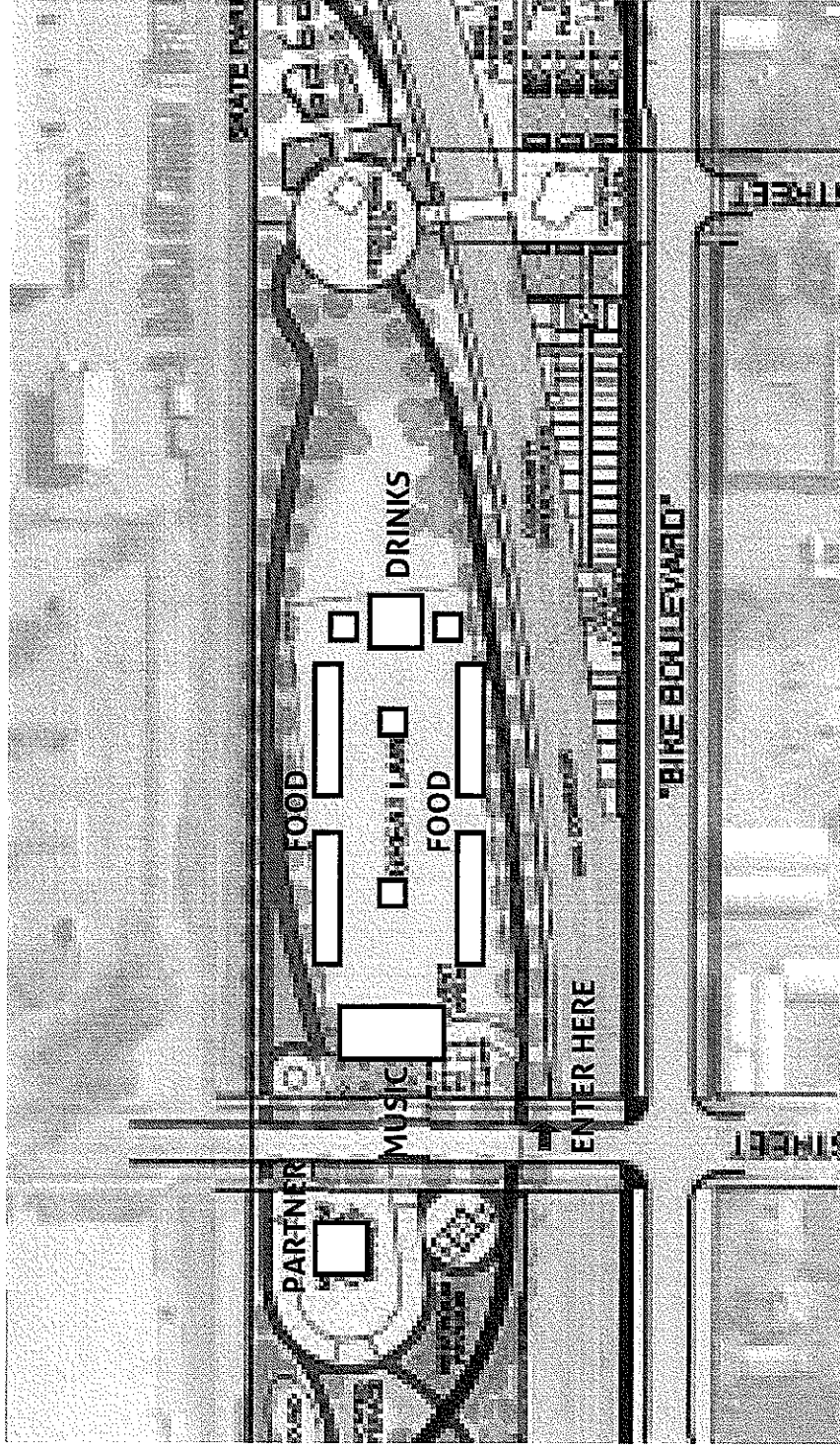
All structures, fencing or activities will be accessible. The event will create no barriers to entry. 3 of our 10 rental toilets will be handicap accessible.

**H. Parking Plan**

There is no designated parking for this event. The event will encourage neighborhood attendance, ridesharing and biking. The Central Park location provides many access points. General parking will be parking along the streets in designated areas. Vendor parking will be in a private lot located nearby.



# YumYum Fest 2014



**YumYum Fest***Chefs in Central Park*

September 7, 2014

<b>Chef Name</b>	<b>Chef Restaurant Name</b>
Nick Johnson	1847 at the Stamm House
Daniel Bonanno	A Pig in a Fur Coat
Dan Schmitz	Banzo
Matt Pace	Bassett St. Brunch Club
Rob Grisham	Brasserie V
Teresa Pullara	Bunky's Cafe
Micheal Pruett	Cento
Luke Zahm	Driftless Cafe
John Jerabek	Fresco
Joseph Gaglio	Gotham Bagels
Gilbert Altschul	Grampa's Pizzeria
Daniel Fox	Heritage Tavern
Tory Miller/ Melinda Dorn	L'Etoile / Graze / Sujeo
David Heide	Liliana's
Anna Dickson	Merchant
Elizabeth Dahl	Nostrano
Francesco Mangano	Osteria Papavero
Jack Yip	RED
Brett Olstadt	Restaurant Muramoto
Patrick DePula	Salvatore's Tomato Pies
Phillip Hurley	Sardine
Tim Larsen	The Coopers Tavern
Matthew L. Moyer	The Great Dane
Joey Dunscombe	The Weary Traveler
Jonny Hunter	Underground Food Collective/ Butcher/ Forequarter

Updated 6/2/14

## **YumYum Fest 2014**

### **EMERGENCY ACTION PLAN (EAP)**

Madison Area Chef Network + Locavore Roar

*Updated 6/2/14*

#### **I. GENERAL**

YumYum Fest will be held on the great lawn in Central Park on September 7, 2014 from 3pm - 9pm.

#### **II. PURPOSE**

- A.** This emergency action plan predetermines actions to take before and during the "YumYum" (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 **Tiffany Kenney**.
  
- 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 not have on-site EMS
  - 3. We will have on-site security - off-duty Dane County Sheriffs Deputies. These contacts will be updated 8/1/14.

### C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 **Vincent Kenney** 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 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. We will ask Fire Inspectors to do an inspection of the event.
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 should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

**F. Law Enforcement**

1. The need for constant Law Enforcement presence at this event 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 should have the following information available to the 911 operator: nature of emergency, location, and 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 throughways.
5. Crowd control will be managed by volunteers and paid security.
6. Parking for vendor and staff vehicles will be in designated marked street parking.
7. Parking for attendee vehicles will be in designated marked street parking.

**V. Contact Information**

Primary Contact	Tiffany Kenney	(608) 843-7079
Secondary Contact	Pamela St. Amant	(608) 438-3882
Emergency	Dane County 911 Center	911

**Madison Fire Department**

Non-Emergency

Fire Inspector Jerry McMullen (608) 266-4420  
Division Chief Ron Schwenn(608) 266-4420

**Madison Police Department**

Non-Emergency

Central District Community Policing Team  
Sergeant Scott Kleinfeldt  
(608) 266-4248

**VI. Event Area Map (See YumYum Map Attachment)**