



# STREET USE PERMIT APPLICATION



## CONTACT INFORMATION

Name of Event: Orton Park Festival  
 Event Organizer / Sponsor: Marquette Neighborhood Association ES# 20-1926852  
 Organization / Sponsor Address: PO Box 8474, Madison, WI 53708  
 Organization / Sponsor website: marquette-neighborhood.org  
Day-of contact info: Katherine Davey  
 Primary Contact: Email: kdavey608@gmail.com  
 Work Phone: 608-770-9066 Phone During Event: 608-770-9066  
 Secondary Contact: Email: deven.mcglenn@gmail.com  
 Work Phone: 608-577-4411 Phone During Event: 608-577-4411

## EVENT INFORMATION

Annual Event? **Yes** Public Amplification? **Yes** Vending? **Yes** Selling or serving beer/wine? **Yes** Will sponsor apply for [temporary class B license](#) to serve or sell beer/wine for this event? **Yes** If the class B is denied, will the event(s) occur? **No**  
OCCURRENCE: TYPE OF EVENT (select all that apply):

Multi-Day Event (consecutive days) Music/Concert Festival

## EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): Time(s): Aug. 23 9 am  
 Street Closure - Date(s): Time(s): Aug. 23 9 am  
 Event Start - Date(s): Time(s): Aug. 23 5 pm  
 Event End - Date(s): Time(s): Aug. 25 8 pm  
 Street Reopen - Date(s): Time(s): Aug. 25 8 pm  
 Clean Up - Date(s): Time(s): Aug. 26 9am-5 pm

## LOCATION INFORMATION

(Select all that apply) List street name(s), block number(s), and/or meter number(s) Requesting sidewalk space

Requesting closure of a parking lane:

1100 Spaight St. (odd/park side - whole block) 9 am Aug 23 through 8 pm Aug 25

600 S Few St. (both sides - whole block) 9am Aug 23 through 8 pm Aug 25

1100 Rutledge St. (even/park side - whole block) 9 am Aug 23 through 8 pm Aug 25

1133-1151 Rutledge (odd/houses side - half the block) 12 pm Aug 23 through 8 pm Aug 25

Across from 620 Rutledge (park side, 40ft or 1/3rd of the block) **7:30 am - 8 pm Aug 23, and 12 pm - 8 pm Aug 25**


**Please note this one has been requested by Cycropia Aerial Dance, so that they can load in and out near their rig.**

**APPLICATION SIGNATURE:** BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature: Date: *Katherine Davey* 7/9/24

By initialing, I/we waive the 21-day decision requirement.



-  BINGO / JAZZ BRUNCH TENT
-  BAR
-  ADA PARKING
-  RESTROOMS
-  BICYCLE RACKS
-  ATM
-  MNA TENT  
FIRST AID, LOST & FOUND, FESTIVAL SHIRTS  
MEMBERSHIPS, VOLUNTEER CHECK-IN

# ORTON PARK FESTIVAL

## Emergency Action Plan Template

This Emergency Action Plan (EAP) template is designed and intended to assist event organizers in planning and operating a safe community event. This plan template, or custom plan, must be used for events with an estimated attendance of 1,000 people or more. Events with an estimated attendance exceeding 10,000 people may not use this template and must develop a custom Emergency Action Plan.

Every event is different, and an event specific EAP is required.

In accordance with the Street Use Permit process and Madison General Ordinances, an EAP is required.

**Name of Event:** Orton Park Festival

### Type of Event (check all that apply)

Run/Walk  Festival  Concert  March/Rally  Event in a Madison Park

Event on a Madison Street, Sidewalk, and/or Parking Lane  Other

If other, please describe: Orton Park

### Event Features (check all that apply)

Alcohol Sales  Live Music  Temporary Structures  Food/Vendors

Fencing/Enclosures  Heating/LP Use

### Emergency Contact Information

Provide the name and phone number for at least one person that will be the emergency contact for first responders before and throughout the duration of the event:

Name: Katherine Davey Phone Number: 608-770-9066

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Event Safety

Name(s) of individual(s) responsible for event safety to include planning, event operations and event clean up: Katherine Davey

Phone Number: 608-770-9066 Email: kdavey608@gmail.com

**Event Capacity**

State the estimated number of attendees over the duration of the event: 7,000

State the estimated maximum number of attendees at any one time during the event: 2,000

Specify the date, time, and describe the reason for the estimated maximum number of attendees at that time:

The headlining acts will draw the biggest crowds: 7-9 on the 23rd (1,000), 6:30-10 on the 24th (2,000) and 6:30-8 on the 25th (2,000).

Specify the date and time of scheduled performances or programs that may cause attendees to gather in one area:

(See last.)

All stage performances require a capacity approved by the Madison Fire Department.

Not applicable X Will be submitted  Does this include outdoor events?

All events where people are confined by fences, barriers, or restricted from unrestricted and open ingress/egress require a capacity approved by the Madison Fire Department.

Not applicable X Will be submitted

**Crowd Managers**

Trained (certified) crowd managers are required for a gathering of more than 1000 people. No fewer than one trained crowd manager for each 250 people (if over 1000 people) in attendance at the event shall be on-site at all times.

*Note: Some security services have trained crowd managers*

Number of trained crowd managers on-site at all times: 8-10

**Event Pause, Postponement and Cancellation**

Specify the name and phone number for the individual that will determine when the event may be paused, postponed, or canceled.

*Note: This is not the Madison Police Department or the Madison Fire Department.*

Name: Katherine Davey Phone Number: 608-770-9066

**Event Evacuation and Emergency Shelter**

Emergency shelter location(s): None

List emergencies that will cause evacuation or emergency sheltering:

Lightening or other dangerous weather event like a tornado \_\_\_\_\_

Active shooter or other policy warning \_\_\_\_\_

This section should be coordinated and reference the hazards and emergency action section of the EAP.

**Emergency Announcements and Notifications**

Emergency announcements and notifications must be scripted before the event to ensure uniform and prompt delivery of safety and protective actions. Script Prepared: Yes x

Emergency announcements will state:

Attention please. We have an emergency weather condition \_\_\_\_\_. Please leave the park immediately. There is no emergency shelter at the park. Again, please leave the park. There is an emergency weather condition.  
Attention please. Please leave the park immediately. Police have advised that we have a \_\_\_\_\_ situation.

Describe the methods and means to notify all event attendees, vendors, and staff:

Announcements made from the stage.  
Volunteers wearing staff event shirts will circulate briefly and ask people to leave the park before they exit.  
Vendor coordinators will communicate with vendors.  
Bar leads (licensed bartenders at each bar) will shut down bars.

Specify the means of communication between event organizers, staff, volunteers, and personnel responsible for initiating and/or communicating emergency notification and warnings:

Texting volunteers and handing script to event emcees. Scripts for each scenario will be in a binder at the stage.

**Weather Monitoring**

All events must have someone tasked with monitoring the weather before and during the event. All threatening and active severe weather requires actions to protect all attendees, staff, volunteers, and vendors.

Name of individual assigned to monitor the weather: Ralph Kuehn

Name of the contracted weather monitoring service (as applicable): National Weather Service app

The scope of services include: \_\_\_\_\_

Event will utilize the Large Event Weather Support program offered by the National Weather Service.

Yes  No

- Events must have an anticipated attendance (at one time) over 1000 people.
- The required NWS form is available at <http://www.weather.gov/mkx/eventsupport> and must be submitted by a representative of Madison Emergency Management.
- Madison Emergency Management Coordinator for the City of Madison can be contacted at [CityEOCManager@CityofMadison.com](mailto:CityEOCManager@CityofMadison.com)

### Event Security

Contracted private security (not Madison Police) will be provided: Yes  No

If security will be contracted, how many personnel will be on-site? 2

Provide the name of the security service: WilMar staff

Provide a description of the scope of services to be provided by the security service.

Overnight security is provided to monitor the stage, infrastructure, and vendor tents.

Provide the means of communications between the security service and event management.

Texting, phone.

Event will include a defined perimeter with fencing or other barrier. Yes  No

### Coordination with the Madison Police Department

Will the event contract for services with the MPD? Yes  No

Describe scope of services requested: Two off-duty officers will be present throughout the weekend.

Name and phone number of the individual to meet MPD in the event of an incident/emergency:

Name: Katherine Davey Phone Number: 608-770-9066

### Emergency Medical Services

What methods of emergency service(s) will be provided? First aid kits are available in two locations.

Anyone needing medical attention should call 911.

Limited to dialing 911 for medical emergencies: X

First-aid station staffed by:

Volunteers: Yes  No  Contracted medical professionals: Yes  No

Name of contracted service: \_\_\_\_\_

Number of personnel on-site at all times: \_\_\_\_\_

**Coordination with Madison Fire Department**

Will the event contract for emergency medical services with the MFD? Yes  No

If yes, please complete a Special Event EMS Request Form and submit to Division Chief David Crossen.

Email: [DCrossen@CityofMadison.com](mailto:DCrossen@CityofMadison.com)

Phone Number: 608-266-4256 or 608-266-4420 and ask for Division Chief of Special Events.

Contact Assistant Chief Jeff Larson to discuss coordination for an emergency response and if there will be any requirements for on-site MFD personnel, excluding EMS which is covered by the Special Event EMS Request Form mentioned above.

Email: [JtLarson@CityofMadison.com](mailto:JtLarson@CityofMadison.com)

Phone Number: 608-266-5946 or 608-266-4420 and ask for Assistant Chief of Fire Operations.

Will the event be holding a meeting with organizers, staff, volunteers, or vendors prior to the event?

Yes  No

If so, will there be a request or opportunity for the Madison Fire Department to attend and present fire safety information as it pertains to the event (cooking, LP gas and canopy safety)?

Yes  No

To schedule a representative of the Madison Fire Department, please contact Scott Strassburg.

Email: [SStrassburg@CityofMadison.com](mailto:SStrassburg@CityofMadison.com)

Phone: 608-261-9843 or 608-266-4420 and ask for Scott Strassburg.

Name and phone number of individual assigned to meet the Madison Fire Department in the event of an emergency:

Name: Katherine Davey Phone Number: 608-770-9066

**Stages, Raised Platforms, Temporary Structures, and Tents**

Contract(s) require vendors to provide a flame-spread certificate for all fabric materials.

Yes  No  N/A (no fabric on the stage; no contracts with food and non-food vendors.)

Contract(s) require vendors to provide an event specific post set-up certificate of structural stability.

Yes  No

Contract(s) require vendors to provide a high wind safety plan to outline actions prior to and during high winds. (Ex: retract wing walls, secure hanging lights and sound equipment, lower video screens, evacuate area around stage/structure).

Yes  No



### Canopies (10 x 10 pop-up style)

Vendor and exhibitor agreements state that all canopies must comply with the Madison Fire Department canopy safety guidelines.

All canopies shall be weighed to withstand 35 MPH winds.

All canopies shall be taken down or the fabric removed when winds exceed 35 MPH, or the NWS issues a high wind advisory or severe thunderstorm warning.

Is there cooking at the event? Yes  No

If there is cooking at the event, vendor and exhibitor have an agreement that cooking is not allowed under a canopy. Yes  No  This is communicated as a requirement to the vendors.

### Site Map Requirements

The site map submitted with the application includes the following, as required by the fire code:

- Fire lanes and emergency access into, through and out of the event area. N/A - all roads are open
- Egress and escape routes for attendees, vendors, staff and volunteers. N/A - park is not fenced
- Location of emergency medical services. N/A - although first aid kit locations are included
- X Vendor and concession locations
- X Location of fire extinguishers.
- Perimeter fencing and access control. N/A - no fencing
- Vehicle barriers. N/A

### Event Safety Inspections

Within 30-minutes of the start of the event and every \_\_\_\_\_ minutes throughout the event, \_\_\_\_\_ (name of individual or operation position) will conduct a safety inspection of the event. The event safety inspection must be specific to the event. The Event Safety Inspection Checklist addendum to this EAP may be used.

### EAP Distribution and Training

The EAP must be distributed to all staff, vendors, contractors, participating agencies, and volunteers.

Event Staff  Vendors  Crowd Managers  Security  Performers  Promoters  Volunteers   
Contractors  EMS  Others \_\_\_\_\_

Event specific training in the use and responsibilities associated with this EAP shall be provided to event personnel. At a minimum, the following personnel will receive training:

Event Staff  Crowd Managers  Security

## **Hazard, Prevention Methods, Protective and Emergency Actions**

Community events face natural, and human caused hazards. Event planners and operators must be prepared to deal with hazards and safeguard attendees from such hazards. Prevention and protective actions must be event specific.

- Prevention actions are things that you do before the hazard to prepare for an imminent threat or emergency.
- Protective actions are positive steps to protect people and minimize the adverse impact of an emergency or imminent threat.

The individual or operational position responsible for each action must be stated.

Examples:

### **Hazard – Fire**

1. Prevention Actions:
  - a. Invite MFD to vendor training.
  - b. Provide all vendors with fire safety information.
  - c. Pre-event fire safety inspection by: (Name of staff person responsible for safety).
2. Protective and Emergency Actions:
  - a. Call 911
  - b. Evacuate area.
  - c. Deploy fire extinguisher.

### **Hazard – High winds or severe thunderstorm**

1. Prevention Actions
  - a. Continuous weather monitoring.
  - b. Alert all staff and vendors of any weather threats.
2. Protective and Emergency Actions
  - a. Notify ALL staff, volunteers, vendors, and attendees.
  - b. Take down canopies.
  - c. Cancel and evacuate event.
  - d. Direct attendees to shelter locations: (List of locations).

## Worksheet for Hazards

### High Winds

#### Prevention Actions

Continuous weather monitoring. Weights on tents when high winds are predicted. Alert all staff and vendors of any weather threats.

#### Protective and Emergency Actions

Notify ALL staff, volunteers, vendors, and attendees. Take down canopies. In event of a tornado, evacuate the park.

### Medical Emergency

#### Prevention Actions

Crowd managers monitor event continuously. First aid kits in two locations. No streets are closed.

#### Protective and Emergency Actions

Call 911. Create space around person having the emergency. Send someone to meet ambulance and direct EMTs.

### Extreme Heat

#### Prevention Actions

Gatorade and waters available in various locations throughout the park. Large tent (and oak tree canopy cover) for shade.

#### Protective and Emergency Actions

Call 911. Create space around person having the emergency. Send someone to meet ambulance and direct EMTs.

### Severe Thunderstorm

#### Prevention Actions

Continuous weather monitoring. Weights on tents when high winds are predicted. Alert all staff and vendors of any weather threats.

#### Protective and Emergency Actions

Stop music, and make announcement. Notify ALL staff, volunteers, vendors, and attendees. In event of a tornado, evacuate the park.

**Tornado**

Prevention Actions

Continuous weather monitoring. Weights on tents when high winds are predicted. Alert all staff and vendors of any weather threats.

Protective and Emergency Actions

Stop the music, make announcements. Connect to vendors and bars to close and send people. Notify ALL staff, volunteers, vendors, and attendees. Take down canopies. Evacuate the park.

**Lost Child**

Prevention Actions

Crowd managers monitor event continuously. Designated lost child location (MNA tent) with tall pole with an orange windsock at the top.

Protective and Emergency Actions

Make announcement from the stage. Alert event staff connected by text.

**Fight/Domestic Disturbance**

Prevention Actions

Crowd managers monitor event continuously. Bartender instructions include not to serve clearly intoxicated people.

Protective and Emergency Actions

Alert off-duty police staffing the event.

**Active Shooter/Active Killer**

Prevention Actions

Crowd managers monitor event continuously. Put up no gun signage. Personally I believe there is no way to prepare for this. We have asked at the City's safety meetings, but received no answer.

Protective and Emergency Actions

Alert off-duty police staffing the event.

**Fire/Explosion**

Prevention Actions

Crowd managers monitor event continuously. Fire extinguisher. Reviewed rules with food vendors.

Protective and Emergency Actions

Call 911.

**Vehicle Through Barricade**

Prevention Actions

Crowd managers monitor event continuously. We have no barricades.

Protective and Emergency Actions

Call 911.

**Peaceful Protest (Your Event or Unrelated Issue)**

Prevention Actions

Crowd managers monitor event continuously. Promote spirit of inclusivity. Discuss plan with event staff: the festivals aren't for political promotion.

Protective and Emergency Actions

Contact police if it becomes disruptive.

**Civil Unrest**

Prevention Actions

Crowd managers monitor event continuously. Promote spirit of inclusivity.

Protective and Emergency Actions

Contact police if it becomes disruptive.



**Power Failure**

Prevention Actions

Battery operated lights and generators power the event.

Protective and Emergency Actions

N/A

**Crowd Crush/Surge**

Prevention Actions

Crowd managers monitor event continuously. Reworked festival setup to provide more space. Not enclosed space - no fencing other than directly in front of the stage. Prepare emcee with announcement from the stage.

Protective and Emergency Actions

Stop music and make announcement from stage. Call 911 in event of injury.

**Bomb, Bomb Threat or Suspicious Package**

Prevention Actions

Crowd managers monitor event continuously.

Protective and Emergency Actions

Contact on-site police.

**Air Quality Alert**

Prevention Actions

Plan to follow public health recommendations.

Protective and Emergency Actions

Plan to follow public health recommendations. Make announcements as appropriate.



| Event Safety Inspection Checklist<br>Addendum   | Enter time when check occurs (see EAP for how often) |              |  |  |  |  |  |  |  |
|---|--|--------------|--|--|--|--|--|--|--|
|   | Before event   | During event |  |  |  |  |  |  |  |
| Traffic management plan deployed  |  |              |  |  |  |  |  |  |  |
| Barricades in-place   |  |              |  |  |  |  |  |  |  |
| Trip hazards removed or covered   |  |              |  |  |  |  |  |  |  |
| Canopies weighed down   |  |              |  |  |  |  |  |  |  |
| Electrical cords grounded   |  |              |  |  |  |  |  |  |  |
| Grills adjacent to and not under canopies   |  |              |  |  |  |  |  |  |  |
| Propane connections and fittings tight and soap tested for tightness  |  |              |  |  |  |  |  |  |  |
| Security personnel in-place   |  |              |  |  |  |  |  |  |  |
| Weather monitoring on-going   |  |              |  |  |  |  |  |  |  |
| Fire lanes clear and unobstructed   |  |              |  |  |  |  |  |  |  |
| Capacity count on-going (only if approved capacity required)  |  |              |  |  |  |  |  |  |  |
| Exits open and unobstructed   |  |              |  |  |  |  |  |  |  |
| Fire extinguishers accessible   |  |              |  |  |  |  |  |  |  |
| Emergency medical personnel on-site (as applicable)   |  |              |  |  |  |  |  |  |  |
| Perimeter secure  |  |              |  |  |  |  |  |  |  |
| No abandoned or suspicious bags or property   |  |              |  |  |  |  |  |  |  |
| Perimeter and access control measures in place  |  |              |  |  |  |  |  |  |  |
| Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event. |  |              |  |  |  |  |  |  |  |

| <b>Event Safety Inspection Checklist<br/>Addendum</b> | <b>Enter time when check occurs (see EAP for how often)</b> |              |  |  |  |  |  |  |  |
|---|---|--------------|--|--|--|--|--|--|--|
|   | Before event  | During event |  |  |  |  |  |  |  |
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|   |   |              |  |  |  |  |  |  |  |

Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event.

**After Street Use Permit Approval Task List  
(submit information within 30 days of event)**

**Capacity Approval**

Submit site plans and capacity calculations to the Madison Fire Department for approval.

Approved Capacity: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Crowd Managers**

Certified crowd managers will be provided through contracted security services.

Date that contracted crowd managers received training in this EAP: \_\_\_\_\_

Event staff will serve as the certified crowd managers.

Date of certification(s): \_\_\_\_\_

Certifications obtained through: \_\_\_\_\_

Date event staff crowd managers received training in this EAP: \_\_\_\_\_

**EAP Distribution and Training**

EAP distributed to all event personnel.

Event Staff  Vendors  Crowd Managers  Security

Performers  Promoters  Volunteers  Contractors  Others

List of others: \_\_\_\_\_














Event specific training in the use and responsibilities associated with this EAP provided to event personnel. The following personnel received training:

Event Staff  Crowd Managers  Security  Others

Date of training: \_\_\_\_\_

Training provided by: \_\_\_\_\_

# Beaufort Scale

| Beaufort number | Wind Speed (mph) | Seaman's term   |   | Effects on Land   |
|-----------------|------------------|-----------------|---|---|
| 0               | Under 1          | Calm            |    | Calm; smoke rises vertically.                                       |
| 1               | 1-3              | Light Air       |    | Smoke drift indicates wind direction; vanes do not move.            |
| 2               | 4-7              | Light Breeze    |    | Wind felt on face; leaves rustle; vanes begin to move.              |
| 3               | 8-12             | Gentle Breeze   |    | Leaves, small twigs in constant motion; light flags extended.       |
| 4               | 13-18            | Moderate Breeze |    | Dust, leaves and loose paper raised up; small branches move.        |
| 5               | 19-24            | Fresh Breeze    |   | Small trees begin to sway.  |
| 6               | 25-31            | Strong Breeze   |  | Large branches of trees in motion; whistling heard in wires.        |
| 7               | 32-38            | Moderate Gale   |  | Whole trees in motion; resistance felt in walking against the wind. |
| 8               | 39-46            | Fresh Gale      |  | Twigs and small branches broken off trees.                          |
| 9               | 47-54            | Strong Gale     |  | Slight structural damage occurs; slate blown from roofs.            |
| 10              | 55-63            | Whole Gale      |  | Seldom experienced on land; trees broken; structural damage occurs. |
| 11              | 64-72            | Storm           |  | Very rarely experienced on land; usually with widespread damage.    |
| 12              | 73 or higher     | Hurricane Force |  | Violence and destruction.   |

## Resource and Reference Addendum

Event Safety Alliance [www.eventsafetyalliance.org](http://www.eventsafetyalliance.org)

International Code Council (Fire Code)

[www.iccsafe.org](http://www.iccsafe.org)

Madison General Ordinances (Chapter 10 for Street Use Permit Requirements and Chapter 34 for Fire Code Requirements) [Code of Ordinances | Madison, WI | Municode Library](#)

National Weather Service Event Support [dssrequest \(weather.gov\)](#)

[National Weather Service Event Ready Guide Event Ready Guide \(weather.gov\)](#)

Crowd Manager Training [National Association of State Fire Marshals - Crowd Manager Training / https://crowdmanagers.com](#)

FEMA Special Events Planning Manual [Microsoft Word - SpecialEventsPlanning-IAManual.doc \(fema.gov\)](#)

Madison Fire Department Event Support Links

[USE AND OPERATIONS OF TENTS AND TEMPORARY MEMBRANE STRUCTURES](#)

(tents over 401 ft<sup>2</sup>)

[FIRE SAFETY FOR CANOPIES & COOKING](#)