

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Summer Palooza

Event Organizer/Sponsor Madison Children's Museum + Madison Rotary

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 22920

Address 100 N Hamilton St.

City/State/Zip Madison WI 53703

Primary Contact Kia Karlen

FAX _____

Work Phone 608-354-0541

Phone During Event 608-652-1109

E-mail KKarlen@

Website www-madisonchildrensmuseum.org

Secondary Contact Sandra Bankici Hoehler

Work Phone 608-354-0547

Phone During Event 608-279-4453

E-mail Shoehler@

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 1000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10 am to 2 pm 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: Rotary Plaza, 100 block N. Hamilton
100 Block (partial) N. Pinckney

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/13/15 Rain Date(s) NA

Event Start Date(s)/Time(s) 6/13 10 am Set-Up Date(s)/Time for Event 8-10 AM

Event End Date(s)/Time(s) 6/13 2 pm Take-Down Time 2-3 pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

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, statutes and laws.

Signature [Signature]

Date 2/3/15

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
- Safety and Security Plan
- Notification Schedule

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

by June 1, 2015

- Yes, I have attached a copy of the notification flyer, letter or poster.
- Certificate of Insurance (if required by City Risk Manager) - *will submit*
- 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.'

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 _____
- 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 _____

**Madison Children's Museum & Madison Rotary
SummerPalooza Street Use Permit Application
Event date: Saturday, June 13, 2015**

- Street use: Rotary Centennial Plaza/100 block N. Hamilton Street/100 block N. Pinckney Street
- Parade permit application will be submitted by 2.6.15 with MPD
- Certificate of Insurance will be filed by 2.28.15
- SummerPalooza will officially collaborate with Madison's Safety Saturday on logistics, activities, and promotion

Event schedule:

Madison Children's Museum, 10 a.m.–2 p.m.

(608) 256-6445, www.madisonchildrensmuseum.org

Free activities outside the museum, weather permitting (rain location: inside museum)

Free museum admission all day (9:30 a.m.–5 p.m.)

Madison Children's Museum and Madison Rotary present the third annual SummerPalooza, a free family festival and parade on Capitol Square.

Complete entertainment schedule and marketing plan will be available in May 2015

Schedule & setup

Rotary Centennial Plaza

- Performance stage (adjoining MCM): performances with amplification:
 - Family-friendly performers TBA, performance times 10-11 am; 11:15-11:45 am; 12:30-2 pm
- Will request alternate location for the food cart stationed at the Rotary Plaza on 6.14.14

MCM upper lot

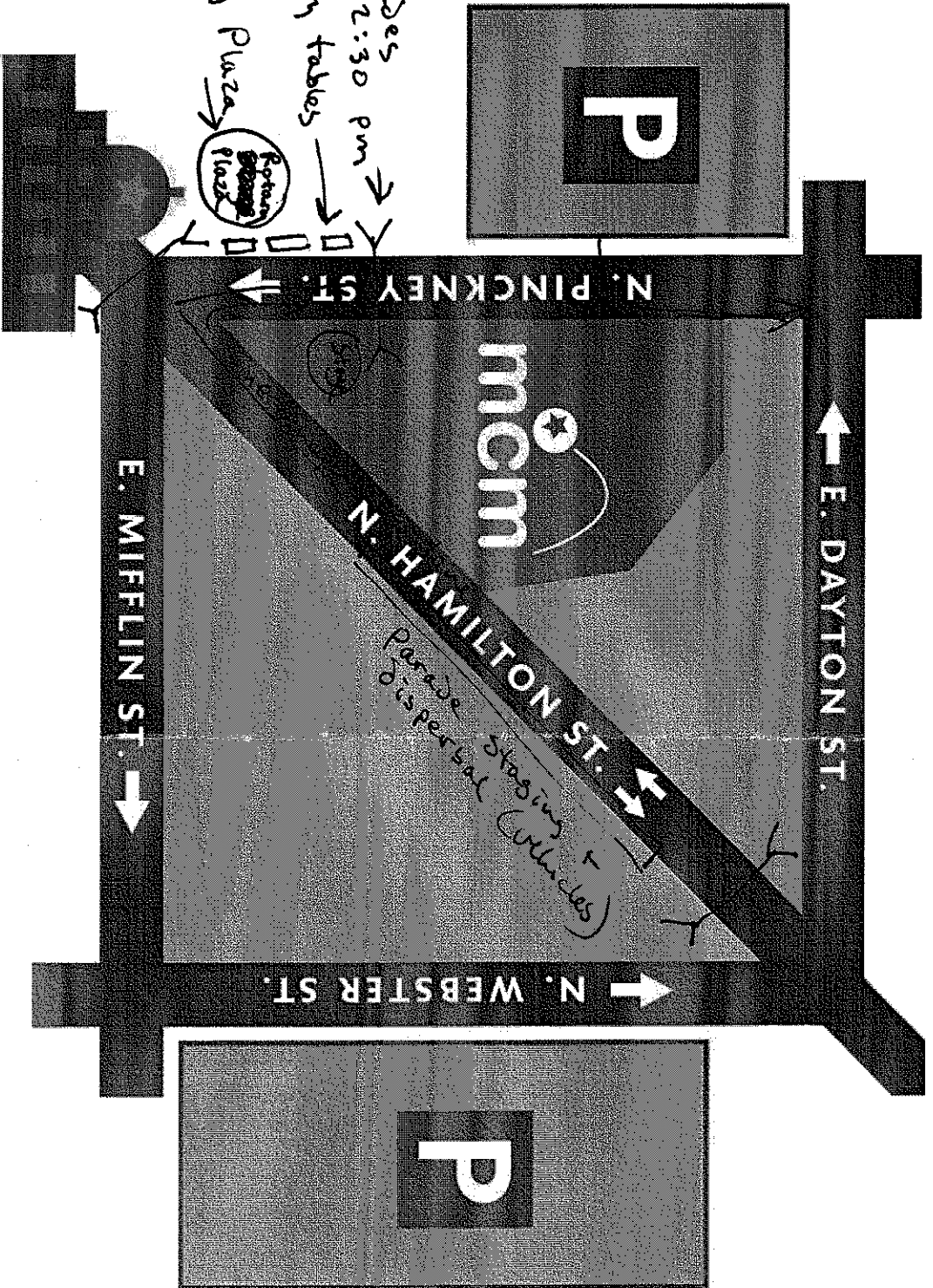
- Bike and float decorating 10–11 a.m.
- Ed-ZOO-Cation (Henry Vilas Zoo animals) 10 am-noon
- Parade assembly (pedestrians), 11 am–noon
- Parade dispersal, 12:30–1:30 p.m.

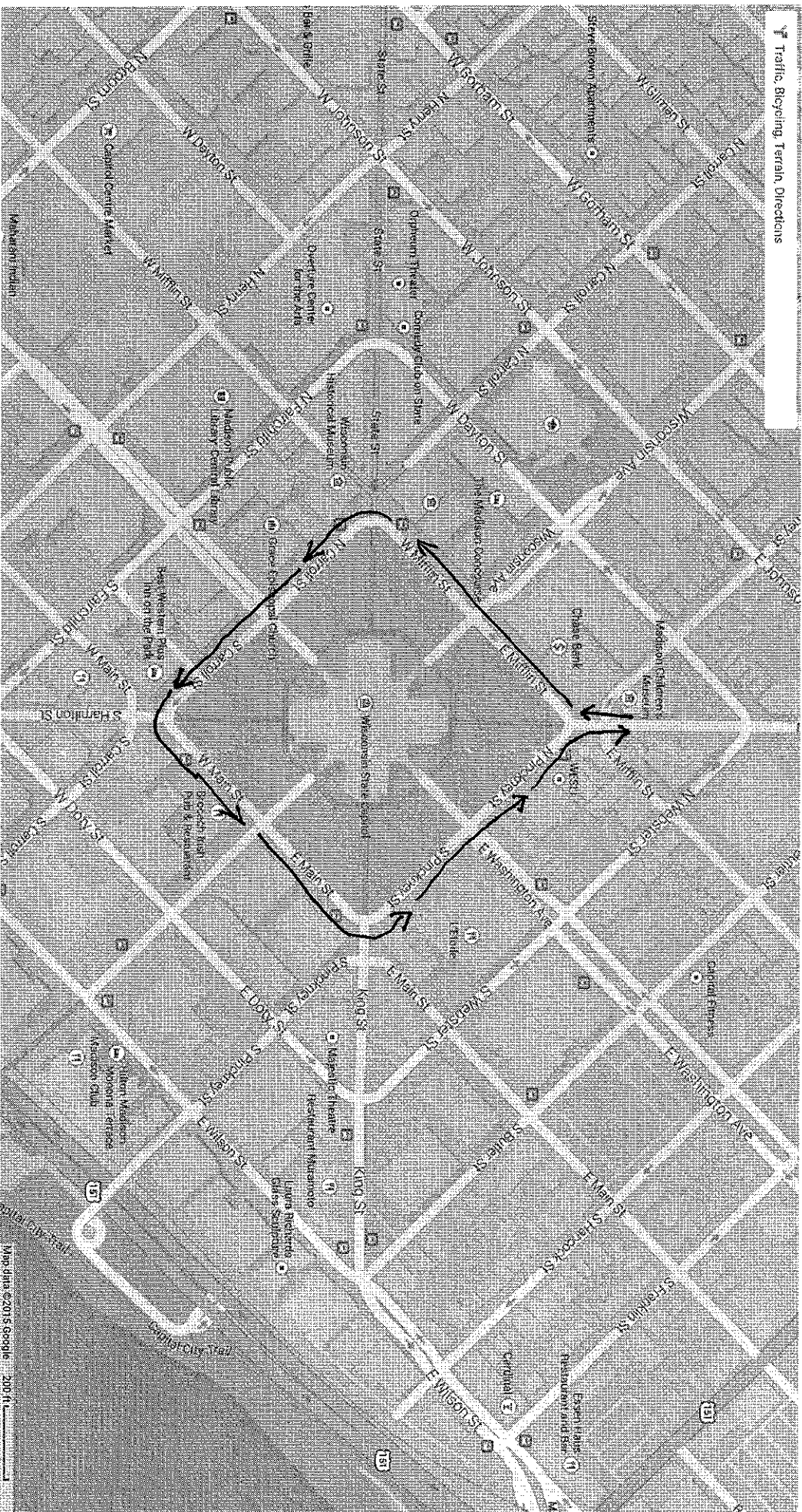
100 block N. Pinckney

- 3 tables for face painting, and arts & crafts activities
- Strolling magician 12:30-2 pm
- Can be opened if needed for fire/emergency access
- Will follow Street Use committee's recommendations for signage and traffic direction for cars exiting the ULI ramp on Pinckney.

100 Block N. Hamilton

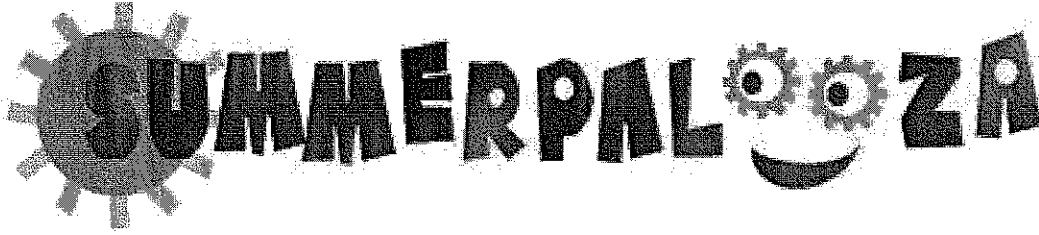
- Parade staging and dispersal (vehicles) 10:30 a.m.–1 pm;





Parade Route

(Capitol Point residents - notification flier 2014)



Saturday June 14, 10 a.m.-3 p.m.

Rotary Club of Madison and Madison Children's Museum present the second annual SummerPalooza, a free family festival celebrating summer in downtown Madison. We invite you to stop by to take in free entertainment and family activities; museum admission will be free all day, so it's a great time to visit!

Street access information for Capitol Point residents:

Madison Children's Museum has secured a Street use Permit from the City of Madison to close the 100 block of N. Hamilton Street on June 14 from 8 a.m.-3 p.m.

Hamilton Street will be barricaded at both the Webster/Dayton intersection and the Pinckney/Mifflin intersection; however, Capitol Point residents and guests will be able to drive past the barricades as needed. We will have volunteers near both intersections; feel free to waive someone over if you need a barricade moved for access to the Capitol Point garage.

Hamilton Street will serve as a staging area for vehicles that will be a part of a community parade at noon. Metered parking stalls will be bagged for the day due to the street closure. An emergency fire lane will be open at all times.

Questions? Contact Kia Karlen, MCM Director of Education, at 608.354.0541.

www.madisonchildrensmuseum.org

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "SummerPalooza" will be held June 13, 2015 at Madison Children's Museum, 100 N. Hamilton Street.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "SummerPalooza" (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 Kia Karlen.

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 (MPD Parade Escort 11:45-12:45 only)

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 Sara Scott 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 Sara Scott 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: Sara Scott.
- 6. Parking for vendor and staff vehicles will be: MCM Loading Zone lot and bagged parking meter spots.
- 7. Parking for attendee vehicles will be: ULI ramp and Madison Webster/Mifflin city ramp.

V. CONTACT INFORMATION

Primary Contact	Kia Karlen	608.658.1109
Secondary Contact	Sandra Bonnici	608.279.4453
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694