

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Wisconsin Chinese Culture Day  
Event Organizer/Sponsor: Madison Area Chinese Community Organization (MACCO)  
Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
**MANDATORY: State Sales Tax Exemption Number:** ES#: 067090  
**OPTIONAL: Federal Tax Exempt Number:** 81-2750896  
Address: 23 Ellis Potter Court  
City/State/Zip: Madison, Wisconsin 53711  
Primary Contact: Jing (Connie) Li Work Phone: 608-347-2558  
Email: cli@transmartinc.com Phone During Event: 608-347-2558  
Website: www.madisonchinese.org FAX: \_\_\_\_\_  
Secondary Contact: Shu-Cai (David) Huang Work Phone: 608-220-4713  
Email: schuang@hotmail.com Phone During Event: 608-220-4713  
Annual Event?  Yes  No  
Charitable Event?  Yes  No  
If Yes, Name of charity to receive donations: \_\_\_\_\_  
Estimated Attendance: 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)  
Public Amplification? (not allowed after 11 p.m.):  Yes  No  
Hours: 10am to 1pm

## EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)  
 Other: \_\_\_\_\_

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  State St. Mall/800 State Street  
 30 on the Square (aka top of 100 block of State Street)  Other (specific blocks/streets requested below)  
Street Names and Block Numbers: Martin Luther King Jr. Blvd from Capitol Square to E Doty Street

## EVENT DATE(S)/SCHEDULE


Date(s) of Event: August 24, 2019 Event Start and End Times: 10am-2pm  
Rain Date (if any): September 21, 2019 Set-Up Start Time: 8:30am  
Take-Down Start Time and End Times: 2pm-3pm  
TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No  
If class B license is denied, will the event(s) occur?  Yes  No

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

## 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 2/11/2019

## 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:***

This event is the fourth Wisconsin Chinese Culture Day on Capitol Square. The event includes performances and booths/exhibitions.

We will start to set up the performance stage and booths/exhibitions at 8:30am.

Barricades (4) will be picked up from City facility at 8:30am and we will set two near the crossing of E Doty St and two near E Main St.

Tents will be set up starting 8:30am

Various Chinese cultural and art performances will start from 10am and end at 2pm.

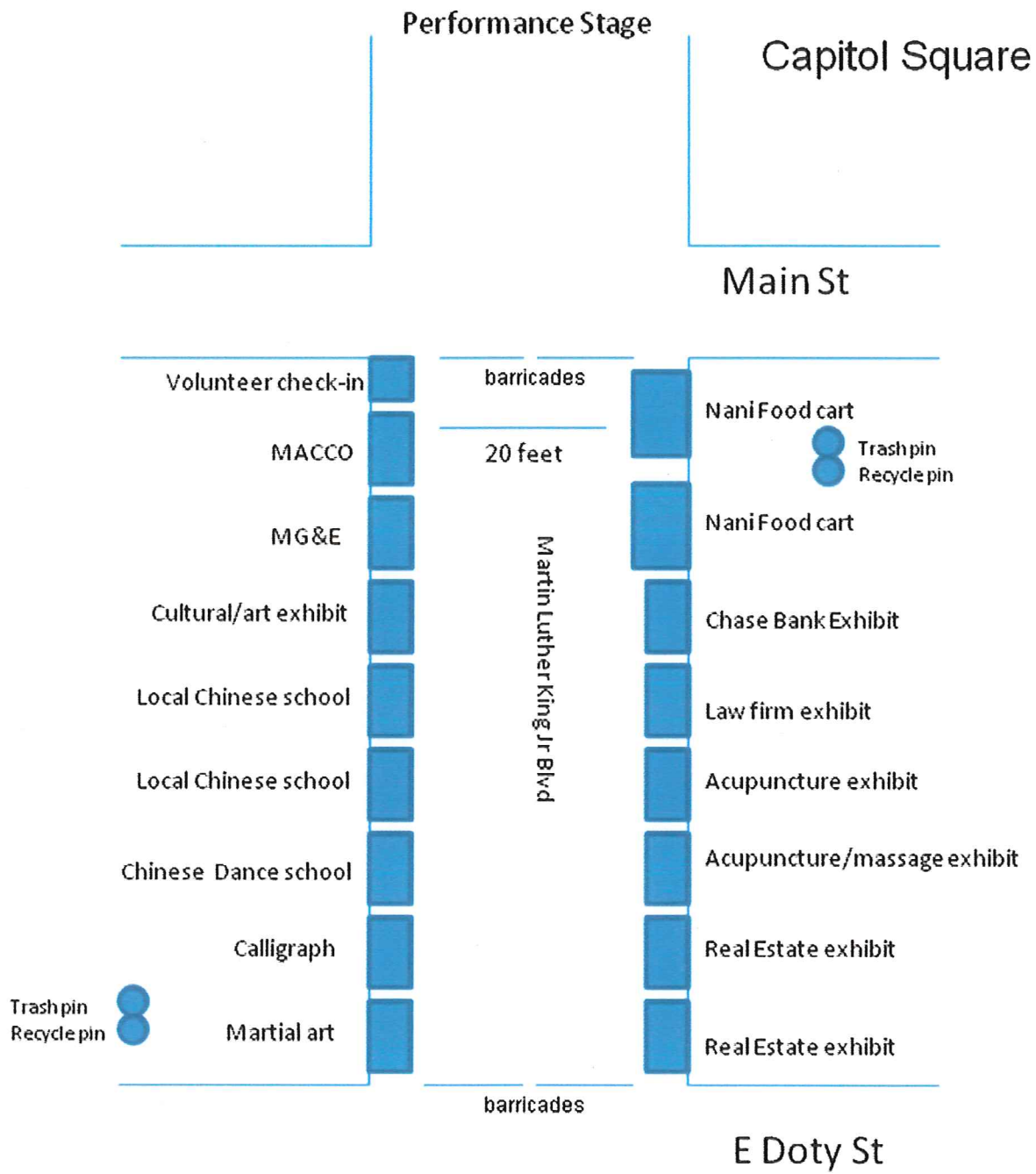
Exhibition booths will be opened from 10am until 2pm.

Food cart will be available from 11am to 2pm.

Clean-up will start at 2pm and end at 3pm.

Barricades will be removed at 2pm and return to City facility.

# STREET EVENT SITE MAP



## 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](mailto: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 4th Wisconsin Chinese Culture Day will be held on August 24, 2019 at Martin Luther King Jr. Blvd from E Doty St to Capitol Square.

### II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the Chinese Culture Day (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 PRIMARY CONTACT: Connie Li.

## **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 (Connie Li, 608-347-2558)
3. We will not have on-site Police or Security (Connie Li, 608-347-2558)

## **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 Connie Li 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 Connie Li 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 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: SHU-CAI (DAVID) HUANG.
- 6. Parking for vendor and staff vehicles will be: Public parking area except food cart on the spot designated
- 7. Parking for attendee vehicles will be: PUBLIC PARKING AREA

**V. CONTACT INFORMATION**

Primary Contact	Jing (Connie) Li	608-347-2558
Secondary Contact	Shu-Cai (David) Huang	608-220-4713
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:**

We will provide two trash bins and two recycling bins, one on each side of Martin Luther King Jr Blvd near the booths and exhibitions from 10am-2pm. The event will be ended at 2pm and we will start to remove barricades, to clean up the street at 2pm. All booths, tents and trash/recycling bins as well as barricades will be removed by 3pm.

## STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

Yes  No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Will there be live media coverage during the event and where will the media vehicles be parked?

## PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: Wisconsin Chinese Culture Day

Location: Capitol Square and Martin Luther King Jr. Blvd

Public Contact Phone: 608-347-2558

Website: www.madisonchinese.org

Admission Cost: 0

Date of Event: August 24, 2019

Beginning/End Time of Event: 10am-2pm

Two sentence description of event (for internet calendar):

This is the fourth Wisconsin Chinese Culture Day festival. The event will showcase various performances of Chinese culture and art and exhibitions of various organizations and businesses from local Chinese community

## STREET EVENT VENDING LICENSE APPLICATION

- 1-25 Vendors..... \$400.00
- 26-100 Vendors..... \$675.00
- 101-300 Vendors..... \$975.00
- 301 or more Vendors ..... \$1,700.00

### EVENT INFORMATION

Name of Event: Wisconsin Chinese Culture Day

Event Organizer/Sponsor: Madison Area Chinese Community Organization (MACCO)

Address: 23 Ellis Potter Court

City/State/Zip: Madison, Wisconsin 53711

Date(s) of Event: August 24, 2019 Rain Date(s): September 21, 2019

Primary Contact: Jing (Connie) Li

E-mail: cli@transmartinc.com

Work Phone: 608-347-2558 Phone During Event: 608-347-2558

Vendor Name	WI State Seller's Permit #
1. Nani Restaurant Food Cart 1	LICSCV-2018-00429
2. Nani Restaurant Food Cart 2	LICMFV-2018-00204
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	





MADICHI-01

JBILLINGS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/17/2019

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> License # 100290819 Hub International Midwest West 251 Progress Way, Suite 300 Waunakee, WI 53597	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (608) 849-6873 <b>FAX (A/C, No):</b> (608) 849-6871 <b>E-MAIL ADDRESS:</b>  <div style="text-align: center;">INSURER(S) AFFORDING COVERAGE      NAIC #</div> <b>INSURER A : NSI- West Bend</b> <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
<b>INSURED</b>  Madison Area Chinese Community Organization, Inc 23 Ellis Potter Court Madison, WI 53711	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A503620 00	09/07/2018	09/07/2019	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>Excluded</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 The state of Wisconsin and the City of Madison are listed as additional insured on the general liability.

**CERTIFICATE HOLDER****CANCELLATION**

City of Madison 210 Martin Luther King Jr. Blvd., Rm 104 Madison, WI 53703	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <i>Jennifer Billings</i>
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