

[Home](#) | **Permitting** | [Licenses/Registrations](#)[Search Permit Applications](#) | [Apply for a Permit](#)

### Street Use (Special Event)

1	2 Application Information	3 Attach Documents	4 Review	5 Pay Fees	6 Application Submittal
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### Step 4 : Review

[Continue Application »](#)[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

Street Use (Special Event)

### Applicant

[Edit](#)

Ann Shea  
Madison Parks  
210 Martin Luther King, Jr. Blvd. Suite 104  
Madison, WI, 53703

Primary Phone: 608-266-5949  
E-mail: ashea@cityofmadison.com

### Contact During Event

[Edit](#)

Ann Shea

Primary Phone: 608-444-4014  
E-mail: ashea@cityofmadison.com

### Additional Applicant

[Edit](#)

### Event Information

EVENT INFORMATION

[Edit](#)

Name of Event: McPike Park Dedication Ceremony  
Estimated Attendance: 200

Event Type: One Day  
Is this a new event?: Yes

### Additional Information

EVENT TYPE

[Edit](#)

Run/Walk:  
Festival:  
Parade:  
Other: Yes

Music/Concert:  
Rally:  
Posting no parking signs or bagging meters.:  
If other, please describe: dedication ceremony

### Site Map

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## SITE MAP

[Edit](#)

I understand I must attach a site map. I understand I must also Yes  
attach a route map, if applicable:

## Location Info

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### LOCATION INFORMATION

[Edit](#)

Capitol Square:

State Street Mall (700/900):

30 On The Square:

Other Location:

Yes

Street Names and Block Numbers:

200 block of South Ingersoll Street

## Event Dates

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### EVENT DATES

[Edit](#)

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
04/04/2018	2:00 pm	04/04/2018	3:00 pm	04/04/2018	4:30 pm	04/04/2018	4:30 pm	

## Temporary (Picnic/Beer) License

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### PERMITS REQUIRED - BEER

[Edit](#)

Will beer/wine be sold?(\$):

No

Will beer/wine be served? (Free of charge):

No

## Steet Use Vending License

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### Street Use Vending License

[Edit](#)

Will food and/or merchandise be sold?(\$):

No

## Public Amplification Permit

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### PERMITS REQUIRED

[Edit](#)

Will there be Public Amplification?(\$):

Yes

## Public Amplification

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### Public Amplification Date/Time

[Edit](#)

No data added for this group.

## Safety and Security

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### SAFETY AND SECURITY

[Edit](#)

I understand that I must submit the Emergency Action Plan: Yes

## Equipment Rental

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### EQUIPMENT RENTAL

[Edit](#)

Will you need equipment rental from the City of Madison?(\$): No

## Marketing

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### EVENT MARKETING

[Edit](#)

Do you want this included in the Madison Parks calendar of events?: Yes

## Acknowledgement

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### ACKNOWLEDGEMENT

[Edit](#)

I have read the acknowledgement: Yes

## Indemnification

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### INDEMNIFICATION

[Edit](#)

I have read the indemnification: Yes

## Signature

---

### SIGNATURE

[Edit](#)

Signature: Ann Shea

Signature Date: 03/14/2018

## Attachment

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[Edit](#)

The maximum file size allowed is 80 MB.

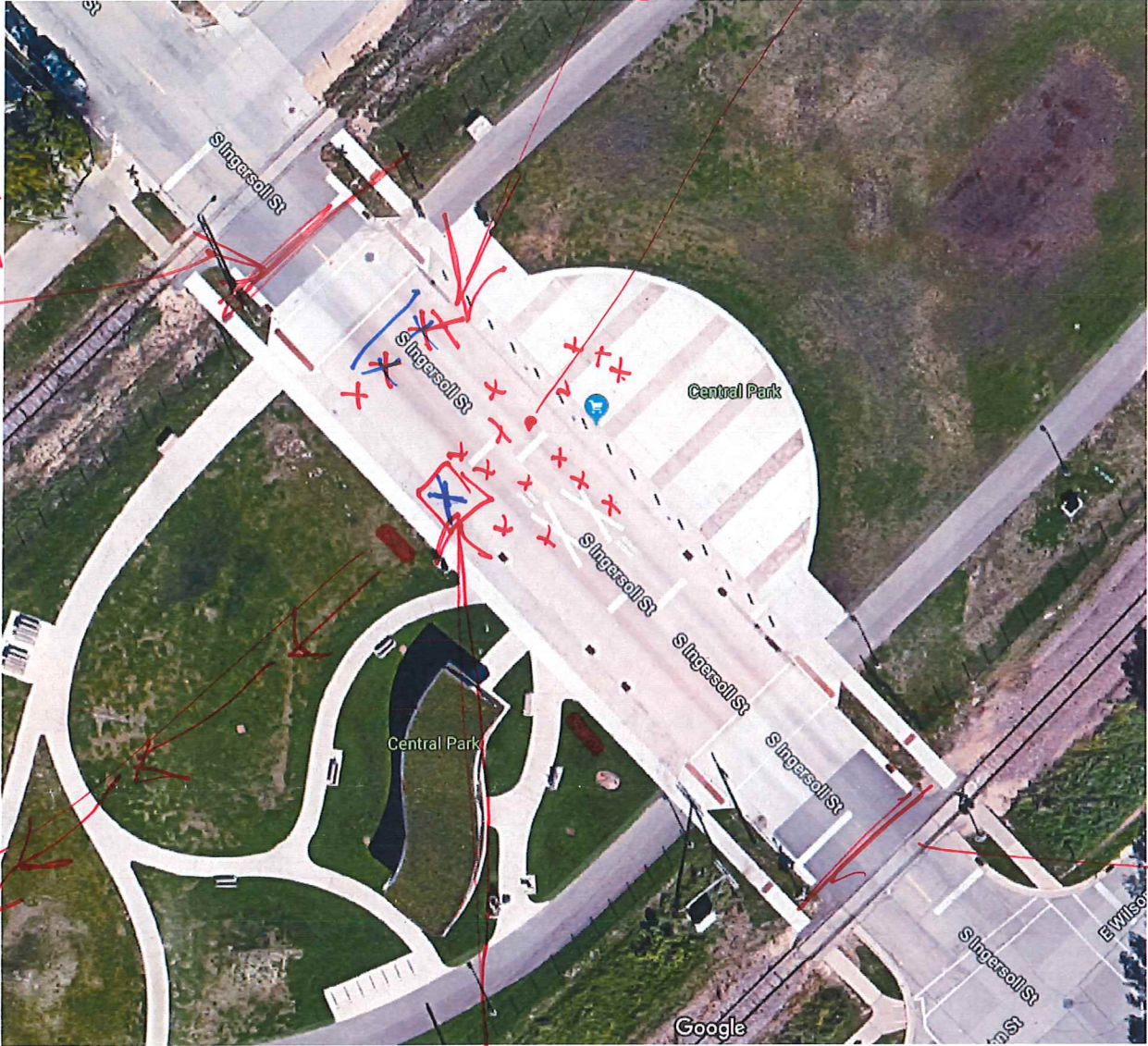
Name	Type	Size	Latest Update	Action
<a href="#">McPikeParkInvite.pdf</a>	Street Event Schedule	1.46 MB	03/14/2018	<a href="#">Actions</a> ▼
<a href="#">200 block of ingersoll street.JPG</a>	Site Map	253.67 KB	03/14/2018	<a href="#">Actions</a> ▼
<a href="#">EmerActionPlan.doc</a>	Emergency Action Plan	44.00 KB	03/14/2018	<a href="#">Actions</a> ▼

[Continue Application »](#)[Save and resume later](#)

# McPike Park

Band (Star Academy) 5:00 PM

Street Closed



10:00 AM  
Coffin

Street closed

Podium, no tent if good weather

Band playing 15-20 minutes before & after ceremony





JOIN US FOR THE OFFICIAL DEDICATION OF

# *McPike Park*

Wednesday, April 4, 2018 • 3:00 pm



**Central Park**  
**202 S. Ingersoll St., Madison, WI**

*The City of Madison, Madison Parks, Madison Parks Foundation and family and friends of Milton McPike invite the community to join us as we honor his legacy in a dedication ceremony officially renaming Central Park to McPike Park.*



Madison Parks   
FOUNDATION

*play*  
**MADISON  
PARKS**

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "McPike Park Dedication" will be held April 4, 2018 at 202 S. Ingersoll Street.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (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 Ann Shea.

### 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 (Park Ranger(s))

### 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 Josh Schmitt 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 Josh Schmitt 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: Josh Schmitt.
- 6. Parking for vendor and staff vehicles will be: streets surrounding.
- 7. Parking for attendee vehicles will be: streets surrounding park.

**V. CONTACT INFORMATION**

Primary Contact	Ann Shea	608-444-4014
Secondary Contact	Josh Schmitt	608-395-8945
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345