

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Georgiana Wilton  
Assumption Greek Orthodox Church  
11 N Seventh Street  
Madison, WI 53704  
Email: Madisongreekfest@gmail.Com  
Phone: (608) 843-4702

### Contact During Event

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### Event Information

Name of Event:

Event Type:

Estimated Attendance:

Is this a new event:

### Event Additional Information

Run/Walk: ☐

Music/Concert: ☐

Festival: ☒

Rally: ☐

Parade: ☐

Posting no parking signs or bagging meters? ☐

Other: ☐

If other, please describe:

### Site Map

Each event application must include a detailed event site map with the following items applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable: ☐

## Location Information

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Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

North Seventh Street--First Block

## Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
07/28/2018	8:00 AM	07/28/2018	12:00 PM	07/28/2018	8:00 PM	07/28/2018	10:00 PM	
07/29/2018	8:00 AM	07/29/2018	11:00 AM	07/29/2018	6:00 PM	07/29/2018	9:00 PM	

## Temporary (Picnic/Beer) Licenses

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Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

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

Yes

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

No

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \*

☒

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

☒

If the Temporary (Picnic/Beer) License is denied will the event occur?:

No

## Street Use Event Vending License

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If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

☒

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

Yes

Estimate number of vendors:

1

## Public Amplification Permit

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If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

☐

Start Date	Start Time	End Date	End Time	Rain Date
07/28/2018	12:00 PM	07/28/2018	8:00 PM	
07/29/2018	11:00 AM	07/29/2018	6:00 PM	

### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

☒

### Equipment Rental - Downtown events only.

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Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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

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

## Acknowledgement

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If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement: ☒

## Signature

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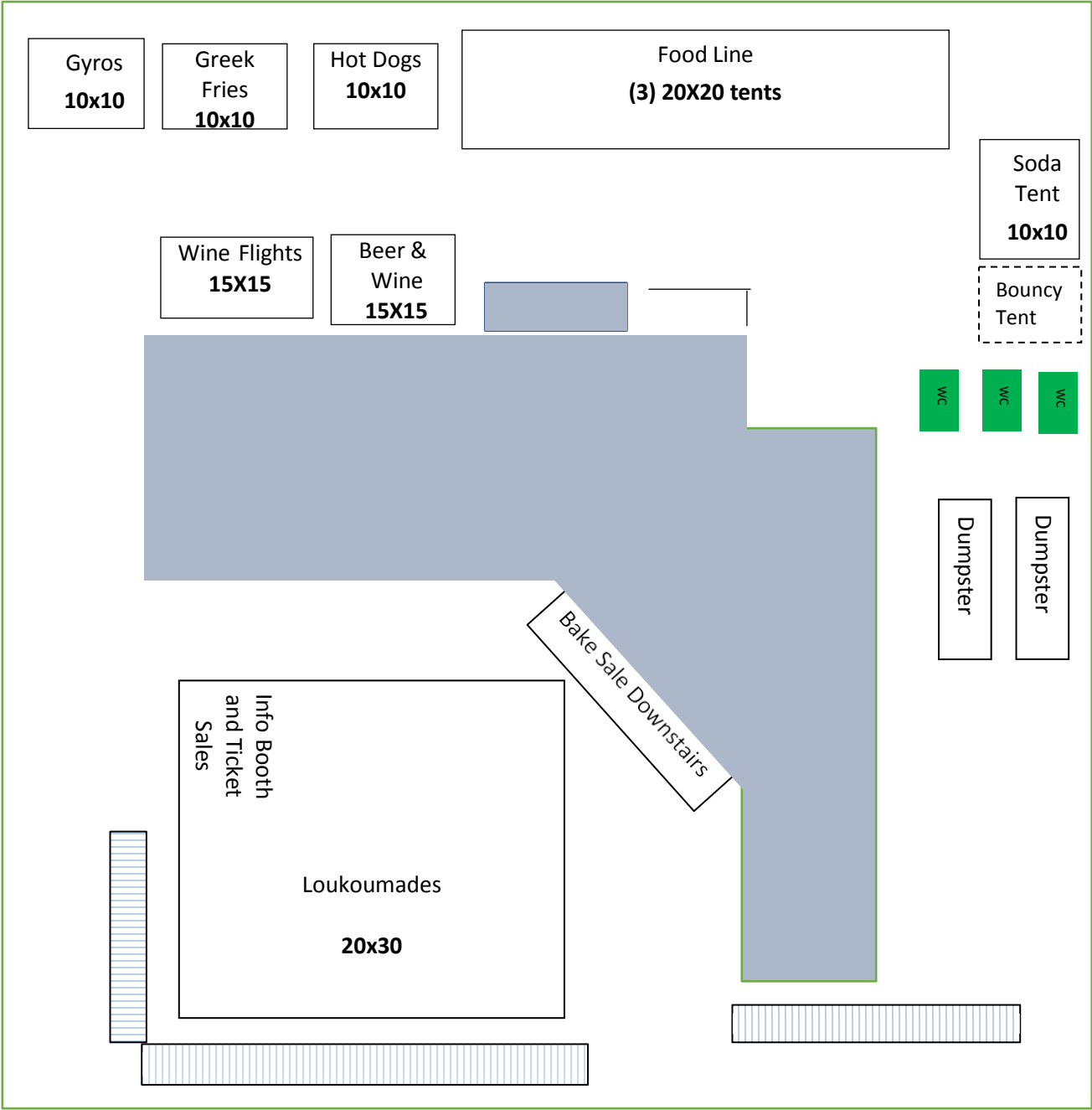
Signature: Georgiana Wilton

Date: 03/20/2018



Band  
10x10 hipster

Seventh Street



East Washington

**OUTDOOR SPECIAL EVENT  
EMERGENCY ACTION PLAN (EAP)  
GREEK FEST <sup>PLUS</sup> 2018  
ASSUMPTION GREEK ORTHODOX CHURCH**

**I. GENERAL**

The "GREEK FEST 2018" will be held July 28-29 at the Assumption Greek Orthodox Church (11 North Seventh Street) and the first block of North Seventh Street, Madison, Wisconsin 53704.

**II. PURPOSE**

- A.** This emergency action plan predetermines actions to take before and during the "GREEK FEST <sup>PLUS</sup> 2018" (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 will 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.
- C.** Special risks have been considered that may affect the required fire/medical resources needed including (but are not limited to):
  - 1. Night vs. Daytime
  - 2. Location/Geography
  - 3. Alcohol availability/use
  - 4. Weather/Time of Year
  - 5. Length of Event
  - 6. Problems encountered w/Event in past
  - 7. Type of Event
  - 8. Audience demographics

**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 as well as the need for shelter for severe weather.

#### IV. BASIC PLAN

##### A. Emergency Action Plan (EAP) Event Representative

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as **Georgiana Wilton**, Chair of the event.

##### B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller will 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.  
We will have on-site security during operating hours and security during the overnight (July 26 pm – July 30 am).

##### C. Severe Weather

1. Weather forecasts and current conditions will 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. 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 will monitor the weather conditions before and during the event.
3. If severe weather occurs during the event, the EAP event representative will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter via the public address system
  - a) An announcement will be made over the public address system should a severe weather WATCH be announced. The announcement will include any suggestions/warning given by the weather service.
  - b) Should a WARNING be issued, an announcement will be made that recommends seeking appropriate shelter immediately.
  - c) In the event that a Tornado WARNING is issued, and patrons are still on-site after WATCH warnings were given, an announcement will be made over the public address system and patrons will be offered shelter in the Church Basement or other appropriate options in

consultation with the Madison Police Department contractor on site.

4. This event will follow the required 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the outside activities associated with the event will be delayed until 30 minutes have passed since thunder was last heard within 30 seconds of a lightning strike.

#### **D. Fire**

1. No specific hazard has been identified as an increased risk of fire at this event outside of normal cooking within a kitchen setting or though warming items using Sterno-style heat sources.
2. Several event staff have been instructed on the safe use of Portable Fire Extinguishers and at least two will be on-site during all operating hours of the event.
3. Cooking is intended, and the fire department has been contacted.
  - a) Valid fire extinguishers, 2A10BC, are located in several areas of the Church, including the kitchen. In addition, a fire blanket is located in the narthex of the Church to minimize the risk of candle fire during Church tours.
  - b) No cooking will take place under a tent. Cooking will be a minimum of 20' away from tents/canopies.
  - c) Cooking must be on a non-combustible surface.
4. The Fire Department has been contacted to determine if an inspection is required.
5. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller will have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
6. The Fire Department has been consulted regarding placement of tables on Seventh Street, and recommendations for access will be followed.

#### **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. No on-site Emergency Medical Services (EMS) personnel are required based on the size of the event.



3. An AED device is stored in an accessible location in the Church Hall. During all hours of the event, at least one volunteer will be on-site who has been trained in its use.
4. 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
5. The Assumption Greek Orthodox Church is not a HIPAA-covered entity and therefore protection is not required. However, event staff will treat each incident confidentially to the extent that it is practical. Any Emergency Medical Services personnel will follow their employer's HIPAA rules and procedures in the transmittal or disclosure of any private health information.

#### **F. Law Enforcement**

1. The need for constant Law Enforcement presence at this event **has** been identified. Event manager has submitted a "Madison Police Department Application for Special Duty." Follow up with City of Madison employee Emily Hardiman will be conducted to determine the status of this application.
2. Should an incident occur that requires additional 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. Fire Lanes will be kept open at the event as required by the Fire Department.
3. No tents or any signs will go over a street or fire lane.
4. No parking is available on-site.
5. One vehicle will be parked perpendicular to Seventh Street on each end (E. Washington Avenue and E. Mifflin Street intersections) to reduce the risk of a motor vehicle inadvertently attempting to drive down the street during the

event.

6. Crowd control will be managed by Fr. Michael Vanderhoef.
7. Parking for attendee vehicles will be neighborhood street parking, and the empty lot across the street on E. Washington Avenue.

#### **H. Lost/Missing Person**

1. In the event that a missing person is reported, the Event Representative will immediately notify the on-site Madison Police Officer and make an announcement over the PA system. The 'Grounds Management' volunteer workers will have a specific search plan that covers the entire grounds and starts with the highest safety risk areas (i.e., dumpster, storage shed, porta-potties, etc.).
2. The main entrance of the Church has been designated as the location preselected a lost/missing person can wait to be reunited with their friends/family.

#### **V. Contact Information**

<b>Primary Contact</b>	<b>GEORGIANA WILTON</b>	<b>608-843-4702</b>
<b>Secondary Contact</b>	<b>MICHAEL SMITH</b>	<b>608-516-9188</b>
<b>Emergency</b>	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

Lieutenant	Carl Strasburg	(608) 261-9686
Lieutenant	David McCaw	(608) 261-9694

#### **VI. Event Area Map (attached)**