

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Greek Fest + 2023

Event Organizer/Sponsor Hellenic Orthodox Community / Assumption Greek Orthodox Church

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

If Yes, provide State of Wisconsin Tax Exempt Number ES4648

Address 11 N. Seventh Street

City/State/Zip Madison, WI 53704

Primary Contact Christy Chappell Belkin
Work Phone 608-658-6276
E-mail christy.chappell@gmail.com
Website agocwi.org

FAX _____
Phone During Event 608-658-6276

Secondary Contact Jim Katsihtis
Work Phone 407-408-3096
E-mail jkatsihtis@gmail.com

Phone During Event 407-408-3096

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: Assumption Greek Orthodox Church

Estimated Attendance 3500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours Noon to 7pm 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: 10 Block N. Seventh Street (1st block)

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 9/9/23-9/10/23

Event Start Date(s)/Time(s) 9/9/23 & 9/10/23 noon

Event End Date(s)/Time(s) 9/9/23 7pm & 9/10/23 6pm

Rain Date(s) _____

Set-Up Date(s)/Time for Event 9/9/23 9/10/23 8am

Take-Down Time 9/9/23 7-9pm & 9/10/23 6-9pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____/I/We waive the 21-day decision requirement.

_____(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.

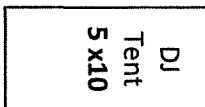
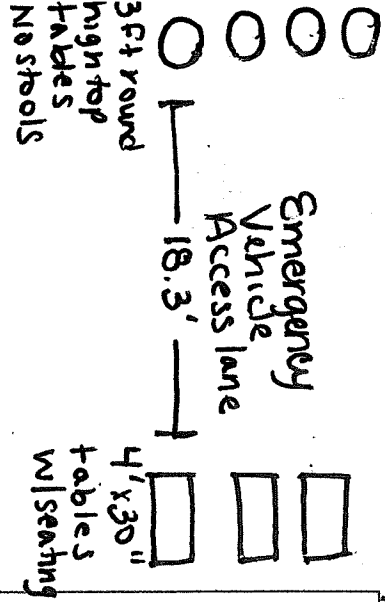
In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature Christy Chappell Belkin

Date 6/19/2023

X Street barricade X

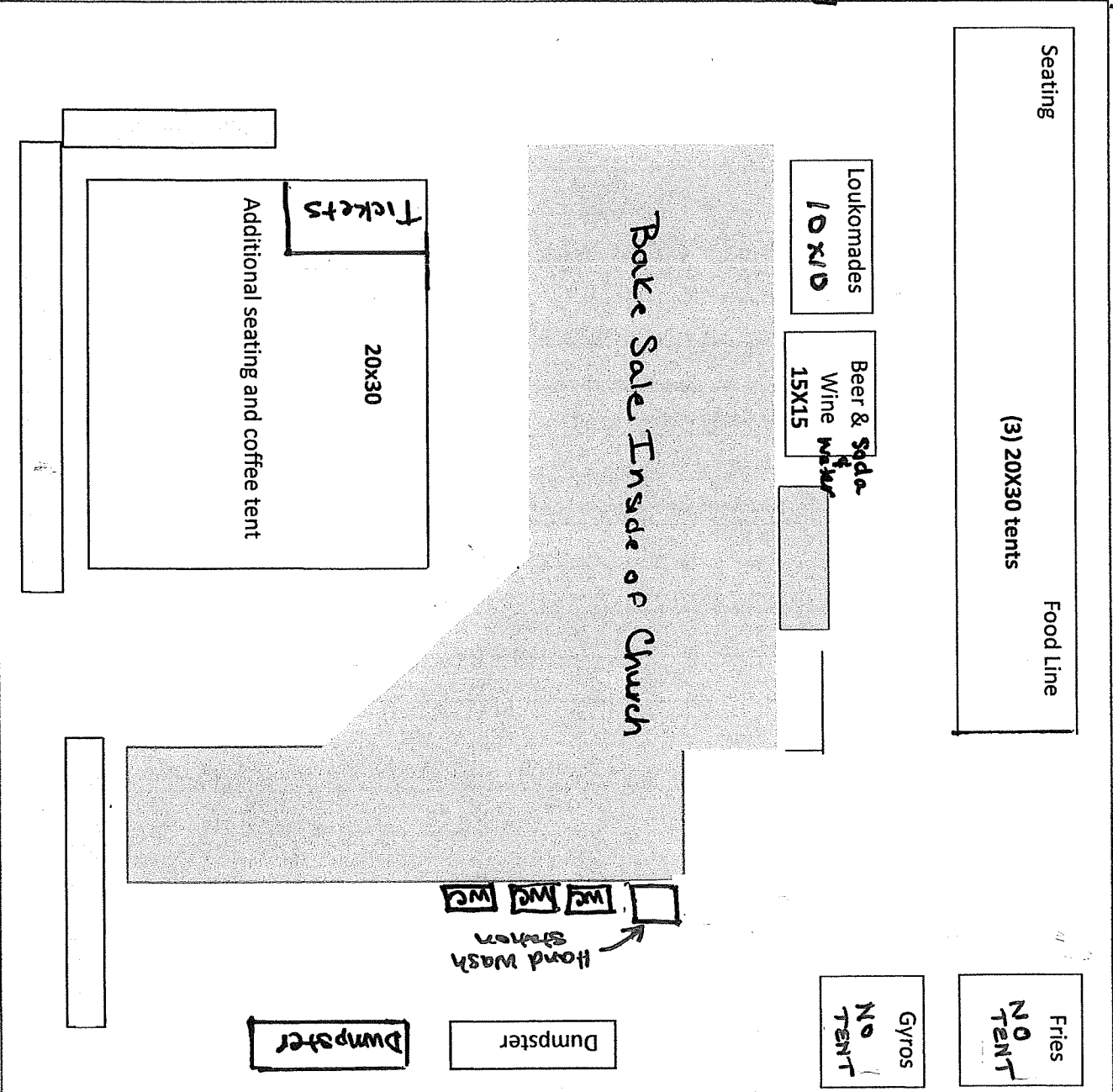
parking lot is ~ 114'



Seventh Street

Street width 25.3'

Street barricade X



East Washington

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:

- 9/8/23 Delivery of equipment to 11 N. 7th Street
All set up & storage contained on
Church property
- 9/9/23 Street closure for 1st block of N. Seventh St
begins @ 8am. Setup of tables &
DJ tent from 8am to noon (on N Seventh St)
- 9/9/23 Festival runs from noon-7pm. Food & beer/wine
sales, church tours offered.
- 9/9/23 Tear down from 7-9pm to clear N. Seventh
St. All equipment stored on Church
property overnight. Street reopens @ 9pm.
- 9/10/23 Street closure for 1st block of N Seventh St
begins @ 8am Set up of tables & DJ tent
from 8am-noon (on N 7th St).
- 9/10/23 Festival runs from noon-6pm. Food &
beer/wine sales, church tours offered.
- 9/10/23 Tear down from 6-9pm to clear N.
Seventh St. All equipment stored on
Church property overnight. Street reopens
@ 9pm.

**OUTDOOR SPECIAL EVENT
EMERGENCY ACTION PLAN (EAP)
GREEK FEST+ 2023
ASSUMPTION GREEK ORTHODOX CHURCH**

I. GENERAL

The "GREEK FEST+ 2023" will be held September 9th & 10th at the Assumption Greek Orthodox Church (11 N. 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+ 2023" (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 Peter Georgalan, Parish Council Member and Greef Fest Chair.

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 (September 8 and 9).

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/>
- 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

6. Parking for attendee vehicles will be neighborhood street parking.

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

Primary Contact	PETER GEORGALAN	312-505-7383
Secondary Contact	MICHAEL SMITH	608-516-9188
Emergency	Dane County 911 Center	911
<i>Non Emergency Fire</i>		<i>608-266-4420</i>
<i>Non Emergency Police</i>		<i>608-235-2345</i>

VI. Event Area Map (attached)

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 through 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.

DL 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 will submit a "Madison Police Department Application for Special Duty."
- 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.

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STREET EVENT CLEAN-UP 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 clean-up.
- 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 clean-up by City crews will be charged the full cost of clean-up.
- If you need assistance with your clean-up and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

Provide Detailed Trash/Recycling/Clean-Up Plans:

- During the event, we will have (6) large trash cans and (3) recycling containers placed throughout the event.
- We will rent (2) dumpsters from the city for trash removal.
- Recycling will be placed in our city issued recycling containers.
- A minimum of (2) volunteer staff will be assigned to trash and recycling collection at all times throughout the event.
- We are exploring the ability to compost materials as well but at the time of application, we do not have the system in place yet.

STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

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

Yes No

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: Greek Fest+

Location: 11 N. Seventh Street

Public Contact Phone: _____

Website: agocwi.org

Admission Cost: Free

Date of Event: Saturday 9/9/2023 & Sunday 9/10/2023

Beginning/End Time of Event: Saturday noon-7pm and Sunday noon-6pm

Two sentence description of event (for internet calendar):

Greek Fest+, Madison's oldest ethnic festival returns this year with delicious Greek food and pastires and traditional music that area residents have enjoyed for over 70 years. Church tours will be offered, Come join and become "Greek for a Day."

STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?
If Yes, please continue. If No, skip this form.

Yes No

EVENT INFORMATION

Name of Event: Greek Fest+ 2023

Contact Person: Christy Chappell Belkin

Location: 11 N. Seventh Street Date: 9/9/2023 & 9/10/2023

Type of Amplified Sound:

Band DJ Sound System Speeches/Announcements Karaoke
 Other (please specify): _____

Hours of Amplification:

Date: 9/9/2023 & 9/10/2023 Time: 9/9/2023 noon-7pm & 9/10/2023 noon-6pm

STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

Yes No

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

EVENT ORGANIZER INFORMATION

Name of Group: Hellenic Orthodox Community / Assumption Greek Orthodox Church

Contact Person: Christy Chappell Belkin

Address: 11 N Seventh Street Madison WI 53704

Work Phone: 608-658-6276

Phone During Event: 608-658-6276

Today's Date: 6/20/23

BEER SALES PERMIT INFORMATION

Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Name of the Licensed Bartender: Scott Storck

Security Company: Endres & Endl

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

Yes No

Indicate Application Date: 6/20/23

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

Yes No

Indicate Application Date: _____

currently obtaining certificate of insurance