

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: India Day 2023

Event Organizer/Sponsor: Association of Indians in America (AIA)

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

MANDATORY: State Sales Tax Exemption Number: ES#: 008-1031143927-02  
OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_

Address: 1209 Velvet Leaf Drive

City/State/Zip: Madison, WI 53719

Primary Contact: Vijay Sharma Work Phone: \_\_\_\_\_

Email: samgulla@gmail.com Phone During Event: 6082393869

Website: \_\_\_\_\_ FAX: \_\_\_\_\_

Secondary Contact: Muktak Sharma Work Phone: \_\_\_\_\_

Email: muktak.sharma@gmail.com Phone During Event: 6082391495

Annual Event?  Yes  No

Charitable Event?  Yes  No  
If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 300 to 600 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No  
Hours: 7 am to 2 pm

## EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)  
 Other: Indian Cultural Program

## 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: 100 Block of Martin Luther King Blvd

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: August 12th, 2023 Event Start and End Times: 10:00 am to 1:00 pm  
Set-Up Start Time: 7:00 am  
Take-Down Start Time and End Times: 2:00 pm  
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 N/A

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

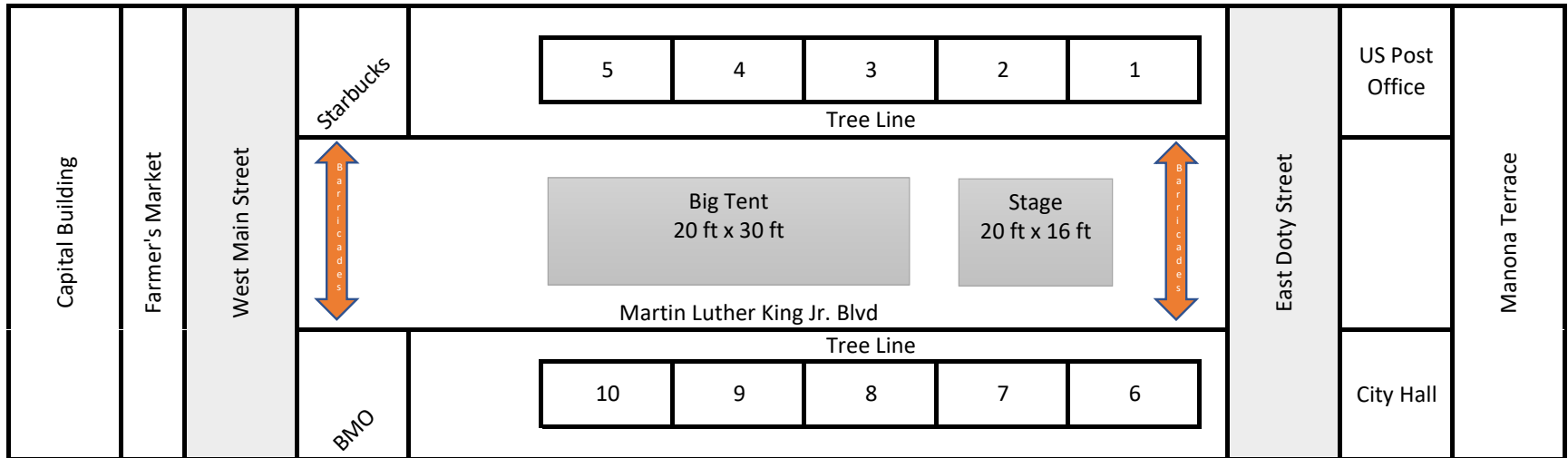
## APPLICATION SIGNATURE

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 Muktak Date 7/3/2023

*Provide Detailed Event Schedule:*

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
7:00 am - 10:00 am	Setup
10:00 am - 1:00 pm	Cultural / Music Program
1:00 pm - 2: pm	Take down and cleanup



Stall Details:	
1 AHA (Non Profit)	6 Swagat Indian Restaurant
2 Henna / Mehendi	7 Water / Beverages Stall
3 Reserved	8 DC5
4 Reserved	9 Arogya Wellness Center
5 Reserved	10

# 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: AIA India Day 2023

Contact Person: Vijay Sharma

Location: 100 block of Martin Luther King Blvd. Madison, WI

Date: 8/12/2023

Type of Amplified Sound:

Band

DJ

Sound System

Speeches/Announcements

Karaoke

Other (please specify): Music and speeches with the cultural program

Hours of Amplification:

Date: 8/12/2023

Time: 10:00 am - 1:00 pm

## 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: AIA India Day 2023

Event Organizer/Sponsor: AIA Madison

Address: 100 Block of Martin Luther King Blvd

City/State/Zip: Madison, WI

Date(s) of Event: 8/12/2023 Rain Date(s): \_\_\_\_\_

Primary Contact: Vijay Sharma

E-mail: samgullagmail.com

Work Phone: 6082393869 Phone During Event: 6082393869

Vendor Name	WI State Seller's Permit #
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# EMERGENCY ACTION PLAN

Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

## I. GENERAL

AIA India Day 2023 will be held 8/12/2023 at 100 Block of Martin Luther King Blvd. Madison, WI  
**EVENT NAME** **DATE** **GENERAL LOCATION/ADDRESS/PARK NAME**

## 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

- 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: FIRST/LAST NAME** Vijay Sharma.

### B. Emergency Notification

- 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.
- We  will/  will not have on-site EMS. Vijay Sharma / 608-239-3869  
**CONTACT NAME/CELL NUMBER**
- We  will/  will not have on-site Police or Security. Vijay Sharma / 608-239-3869  
**CONTACT NAME/CELL NUMBER**

### C. Severe Weather

- Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- 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 **FIRST/LAST NAME** Vijay Sharma and will be responsible to monitor the weather conditions before and during the event.
- During the event - If severe weather occurs during the event, the EAP event representative or his/her designee **FIRST/LAST NAME** Vijay Sharma will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- There are very limited provisions for sheltering participants in the event of severe weather.
- 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

- 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.
- 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: NAME AIA Board and group of volunteers
6. Parking for vendor and staff vehicles will be: LOCATION(S) City parking
7. Parking for attendee vehicles will be: LOCATION(S) City parking

**V. CONTACT INFORMATION**

<b>Primary Contact</b>	Vijay Sharma	<b>Cell:</b> 608-239-3869
<b>Secondary Contact</b>	Samir Dutta / Chandra Singh	<b>Cell:</b> 703-304-1741 / 623-202-8377
<b>Emergency</b>	Dane County 911 Center	911
<b>Non-Emergency</b>	Madison Fire Department	(608) 266-4420
<b>Non-Emergency</b>	Madison Police Department	(608) 255-2345