

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

EVENT INFORMATION

Name of Event LAKE STREET BASH

Event Organizer/Sponsor WISCONSIN ALUMNI STUDENT BOARD

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 5954

Address 650 N LAKE ST

City/State/Zip MADISON, WI 53706

Primary Contact Ben Agatston FAX \_\_\_\_\_

Work Phone 263 260 9669 Phone During Event 263 260 9669

E-mail ben@wisc.edu Website \_\_\_\_\_

Secondary Contact JACK QUINN Phone During Event \_\_\_\_\_

Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 5000 CERTIFICATE OF INSURANCE MAY BE REQUIRED  Yes  No

Public Application (not allowed after 11 p.m.) Hours 5 to 5  Yes  No

EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., tagging meters)  
 Other

LOCATION REQUESTED

Capitol Square (note specific blocks below)  Pedway/700-800 State Street  
 30 on the Square (i.e., top of 100 block of State Street)  Other (specific blocks/streets requested below)  
Street Names and Block Numbers 600-650 Lake St, Mendota Ct.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/11/15 Rain Date(s) N/A  
Event Start Date(s)/Time(s) 5/11/15 5 PM Set-Up Date(s)/Time for Event 5/11/15 Noon  
Event End Date(s)/Time(s) 5/11/15 6 PM Take-Down Time 6 PM  
Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We warrant the 21-day decision requirement MA (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, statutes and laws.

Signature Ben Agatston Date 5/13/15

Ben Agatston  
University of Wisconsin-Madison  
(203) 260-9669

### STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up 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 (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

### EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

### PROVIDE DETAILED EVENT SCHEDULE:

- Set up begins 5/11/14 at noon.
- Vending, UW-Madison student organizations + musicians set up until 5.
- Music starts to play at 5<sup>PM</sup> and ends at 8 PM
- Shut down and clean up event 8-9 PM

### STREET USE PERMIT APPLICATION – EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable 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

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

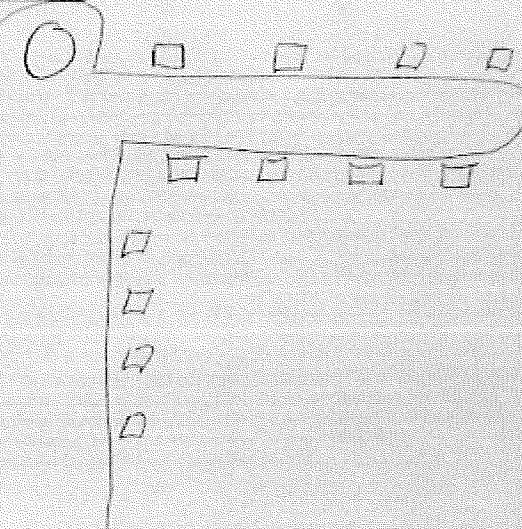
### PROVIDE EVENT SITE MAP:

□ = vendor tents  
○ = stage

Lake St.

Alumni Association

Mendota Ct.



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Lake Street Bash" will be held May 1, 2015 at 601-650 Lake Street and Mendota Ct.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Lake Street Bash" (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 Ben Agatston.

### 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 (ENTER CONTACT NAME & CELL PHONE NUMBER)

### 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 Jack Quirk 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 Jack Quirk 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: NAME
6. Parking for vendor and staff vehicles will be: LOCATION(S)
7. Parking for attendee vehicles will be: LOCATION(S)

**V. CONTACT INFORMATION**

Primary Contact	Ben Agatston	203-260-9689
Secondary Contact	Jack Quirk	708-207-0864
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(808) 266-4420
Non-Emergency	Madison Police Department	(808) 261-9594



**STREET USE PERMIT APPLICATION – TRASH 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.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

**Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.**

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via [email](#) or at (608) 267-2626.

**DETAIL TRASH AND RECYCLING PLAN:**

WE - Conserve donates<sup>all</sup> trash and recycling bins, as well as composting bins

## STREET USE MARKETING INFORMATION

### MARKETING OF EVENT

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

How will this event be marketed, promoted, or advertised? campus wide emails

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

### PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event Lake Street Bash

Location 600-650 Lake St and Mendota Ct

Public Contact Phone 203-260-4669

Admission Cost Free

Date(s) of Event 5/1/15

Beginning/End Time of Event 5-8 PM

Website

Two sentence description of event (for Internet calendar)

### POSTERS FOR CAPITOL SQUARE/STATE STREET KIOSKS

Madison Parks Mall Staff maintains the various enclosed kiosks on the Capitol Square and State St. Please be aware that this is **NOT** a high priority for staff. The posters are changed approximately every 2-3 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, one month in advance of your event, at the Madison Parks Office, 210 MLK Jr Blvd, Suite 104.