

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Food For Thought Festival

Event Organizer/Sponsor REAP Food Group

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

If Yes, provide State of Wisconsin Tax Exempt Number Wisc ID 669391-5 / Sales Tax Exempt # CES046897

Address 306 E. Wilson St. # 2E

City/State/Zip Madison, WI 53703

Primary Contact Miriam Grunes FAX _____

Work Phone 608-310-7836 Phone During Event 608-669-0667

E-mail miriamg@reapfoodgroup.org

Website reapfoodgroup.org

Secondary Contact Jonathan Wlasek

Work Phone 608-287-6142 Phone During Event 608-287-6142

E-mail jonathan1271@gmail.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 3000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 9 am to 1 pm 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: 100 block Martin Luther King Jr Blvd.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____ Rain Date(s) NA

Event Start Date(s)/Time(s) 9/20/14 8:30 am Set-Up Date(s)/Time for Event 5:00 am

Event End Date(s)/Time(s) 9/20/14 1:30 pm Take-Down Time 3:00 pm

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 Miriam Grunes Date 5/21/14

Complete Event Schedule

Food for Thought Festival

September 20, 2014

All street-use activities occur on the 100 block of Martin Luther King Jr Blvd.
Parking will be reserved on the 200 block of MLK.

Parking meter/marker bags will be placed on the 100 and 200 block of MLK Friday, Sept 19

Festival set-up and street closure begins 5:30am on September 20th

Exhibitors arrive largely between 7:00am and 8:00am

Festival activities take place between 8:30am and 1:30pm, including:

- 40 to 50 exhibitors
- Demo Tent with speakers and demonstrations
- Kids Tent area with activities
- Food /Brick Oven Pizza area/Concessions (6-7 tents)

Clean-up: 1:30pm to 3:00pm

Traffic restored by 3:00pm

2014 Food for Thought Festival

LEGEND

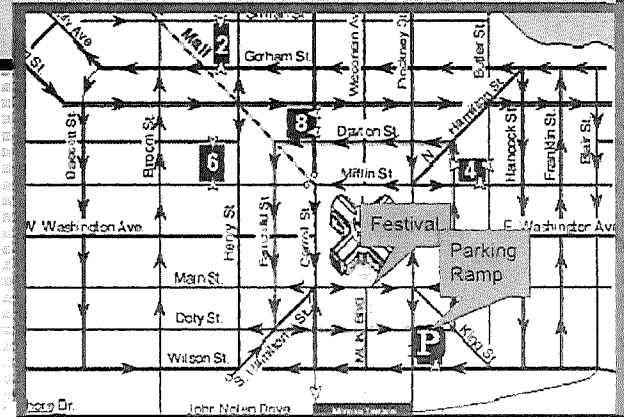
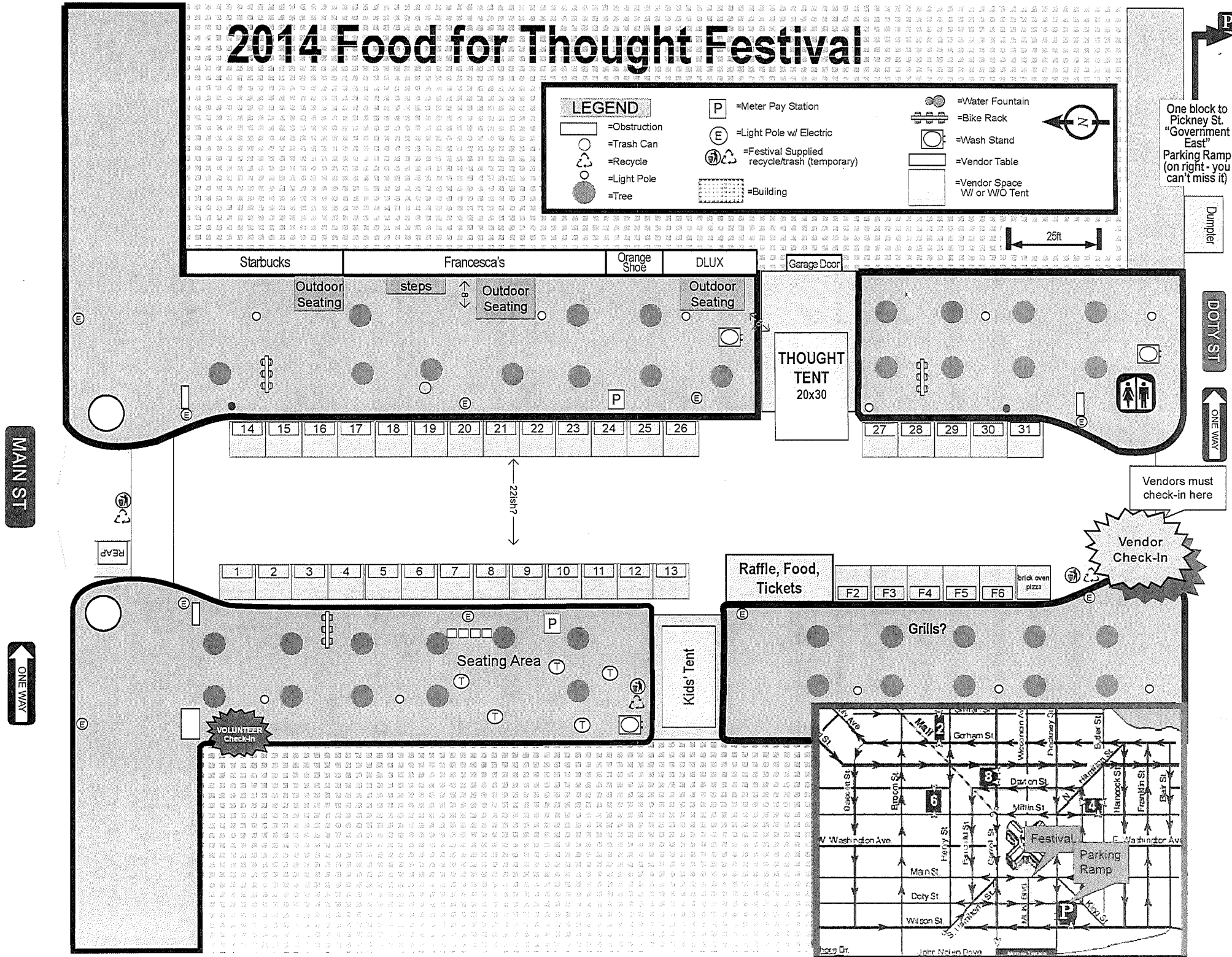
- =Obstruction
- =Trash Can
- =Recycle
- =Light Pole
- =Tree

- =Meter Pay Station
- =Light Pole w/ Electric
- =Festival Supplied recycle/trash (temporary)
- =Building

- =Water Fountain
- =Bike Rack
- =Wash Stand
- =Vendor Table
- =Vendor Space W/ or W/O Tent



One block to Pickney St. "Government East" Parking Ramp (on right - you can't miss it)



VOLUNTEER Check-In

Vendor Check-In

Vendors must check-in here

MAIN ST

ONE WAY

Dumper

DOTY ST

ONE WAY

P

Safety & Security Plan

Food for Thought Festival September 20, 2014

A 20ft fire lane will be maintained between tents/structures through 100 block of MLK Jr Blvd.

BMO Harris Bank will close their drive-through lane on 100 block of MLK Jr. Blvd to avoid customers driving through heavily crowded pedestrian area.

Fire extinguishers will be placed near any open flames.

Cooking demos in the demo tent will use electric heat rather than open-flame.

Exhibitors will drop off and collect any materials at the corner of MLK Jr. Blvd to avoid driving into festival area.

There will be "point" people identified for various areas of the festival including: demo tent, food tent, kids tent, etc.

Event organizers and volunteers will be readily identifiable by Food for Thought Festival t-shirts and REAP aprons.

Event organizers will have cell phones and be in ready contact to each other and emergency services.

The Kids' Tent will be the designated Lost Child Area.

Notification Plan

Food for Thought Festival September 20, 2014

The festival is limited to the 100 block of Martin Luther King Jr. Blvd and will only impact that block from 5:30am to 3:00pm on September 20th. There are four businesses that will be impacted during this time: BMO Harris Bank, Starbucks, DLUX and Francesca's al Lago restaurant.

May: BMO Harris Bank has a drive-through window that exits onto the 100 block of MLK Jr. Blvd. They have been contacted and agreed to close their drive-through to avoid customers driving through heavily crowded festival area.

The Farmers' Market coordinator had been notified. The festival works closely with the Dane County Farmers Market.

June-July: Starbucks will be notified upon issuance of the Street Permit. The festival brings several thousand pedestrians past their store, bringing more business their way.

Francesca's al Lago and DLUX managers will be contacted with a request to close their outdoor patios located on 100 MLK Jr. Blvd during festival hours to allow more space to be used for Festival activities. As this is late and the season for outdoor seating and only effects lunch business on a Saturday, they are generally cooperative. If they are unwilling to close their outdoor patio areas, we will work around them.

Clean-up & Recycling Plan

Food for Thought Festival September 20, 2014

Food for Thought organizers will bring 6 trash and 6 recycling receptacles and can liners.

At least one volunteer will be designated to continuously empty the trash/recycle containers.

A dumpster will be rented from the city and placed on Doty Street just around the corner from the event. All garbage will be placed in the dumpster. Organizers are working with George Dreckman on a plan for the recyclables. There is not a lot of material generated. We will be prepared to haul out collapsed cardboard containers and bags of recycled material.

After the festival: grounds will be policed and swept by a host of volunteers and organizers.

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) Food for Thought Festival 2014

I. GENERAL

The Food for Thought Festival will be held 9/20/2014 on the 100 block of Martin Luther King Jr. Blvd, in Madison, WI

II. PURPOSE

- A.** This emergency action plan predetermines actions to take before and during the Food for Thought Festival (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

Miriam Grunes will be the EAP for this event. She can be reached by cell phone before or during the event at 608-669-0662

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 not have on-site EMS
3. We will not have on-site Police or Security

C. Severe Weather

1. EAP will monitor the weather forecast and weather conditions before and throughout the event at online:

<http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>

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 will be responsible to monitor the weather conditions before and during the event and will contact all participants by email, text or phone if the event needs to be cancelled or delayed.
3. During the event - 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. This will be done over the PA system that is set up, and using volunteers who will spread the word verbally as well. The Monona Terrace is the closest large facility for participants to seek shelter– although there are also many smaller businesses open in direct proximity in which people can take shelter.
4. 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. We will notify the Fire Department ahead of time to review cooking plans.
 - a) We will have a valid fire extinguisher near cooking sites.
 - b) We do not anticipate any use of LP.
 - c) No open flames or grease producing equipment shall be allowed under a tent. Cooking with open flame or grease producing equipment shall be a minimum of 20' away from tents/canopies and corded off.
 - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. We will contact the Fire Department to determine if an inspection is required for the event.
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification on file with the fire department. (Tents are being rented from Bucky's Rentals who hold the certifications.)
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. 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 is not required.
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 Miriam Grunes and volunteers at the event.
6. Parking for vendor and staff vehicles will be in public parking garages or at parking meters
7. Parking for attendee vehicles will be in public parking garages or at parking meters

H. Lost/Missing Person

1. The Kids' Tent area will be preselected as a location where lost or missing people can wait to be reunited with their families.
2. Police/security staff should be notified once event staff are made aware of a lost/missing person situation.

V.**Contact Information**

Primary Contact	Miriam Grunes	608-669-0662
Secondary Contact	Jonathan Ulazek	608-287-6142
Emergency	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)