

51974

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Regent Neighborhood Association 4th of July Parade and Festival

Event Organizer/Sponsor: Regent Neighborhood Association

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: PO Box 5655

City/State/Zip: Madison, WI 53705

Primary Contact: Betsy Repaske

Work Phone: (608) 852-0619

Email: betsy@dwellhop.com

Phone During Event: (608) 852-0619

Website: _____

FAX: _____

Secondary Contact: Tim Repaske

Work Phone: (608) 213-4009

Email: tim@dwellhop.com

Phone During Event: (608) 213-4009

Annual Event? Yes No

Charitable Event? Yes No

If Yes, Name of charity to receive donations: _____

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

Public Amplification? (not allowed after 11 p.m.): Yes No

Hours: _____ to _____

EVENT CATEGORY

- Run/Walk
 Music/Concert
 Festival
 Rally
 Parking (i.e., bagging meters)
- Other: Annual Parade

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: 2600 block of Park Place, west to 10 block of Farley Ave, north to 2600 Block of Mason St, east to West High School practice field

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 7/4

Event Start and End Times: 12pm until 12:30pm

Rain Date (if any): N/A

Set-Up Start Time: 11:45am

Take-Down Start Time and End Times: 12:20pm to 12:30pm

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

_____ 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 

Date 6/4/19

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:

- x Vending – Food, Beverages and/or Merchandise
- x Music/Performances (may require Amplification Permit, see below)
- x Displays, Exhibits, Demonstrations
- x 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:

July 4

9am – 12pm: Set up in West High School practice field (tents, tables, games, grilling area).

11:45am: Set up parade route.

12pm – 12:20: parade around block (2600 block Park Place, 10 block Farley, 2600 block Mason Street) ending at the West High School practice field.

12:20pm – 12:30pm: Clear parade route for regular vehicular traffic.

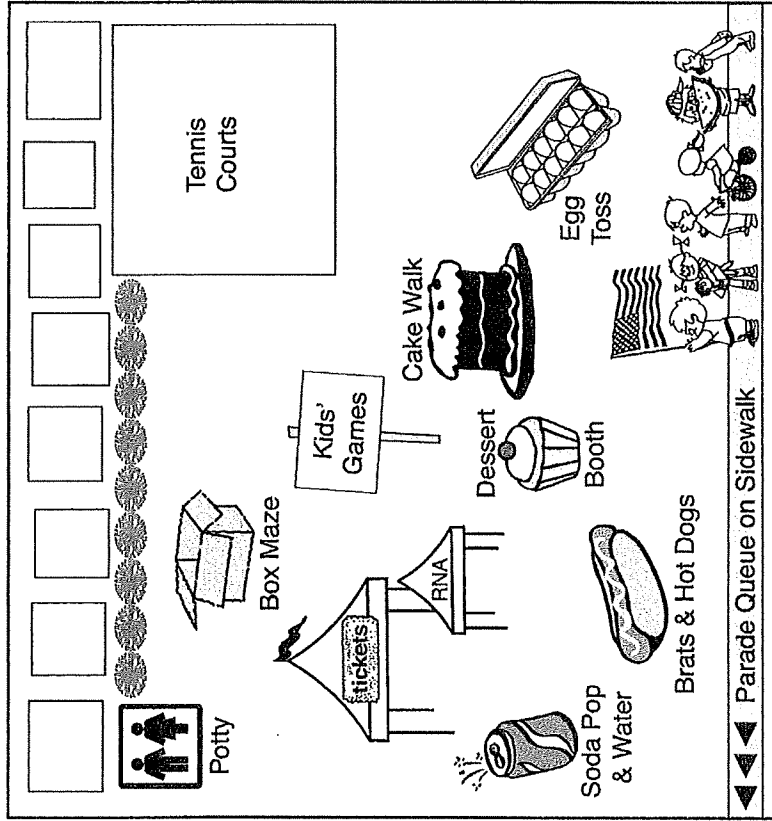
12:20- 2:30: Festival at West High School practice field (games, hotdogs, brats and soda sold).

2:30 – 3:30: Clean up.



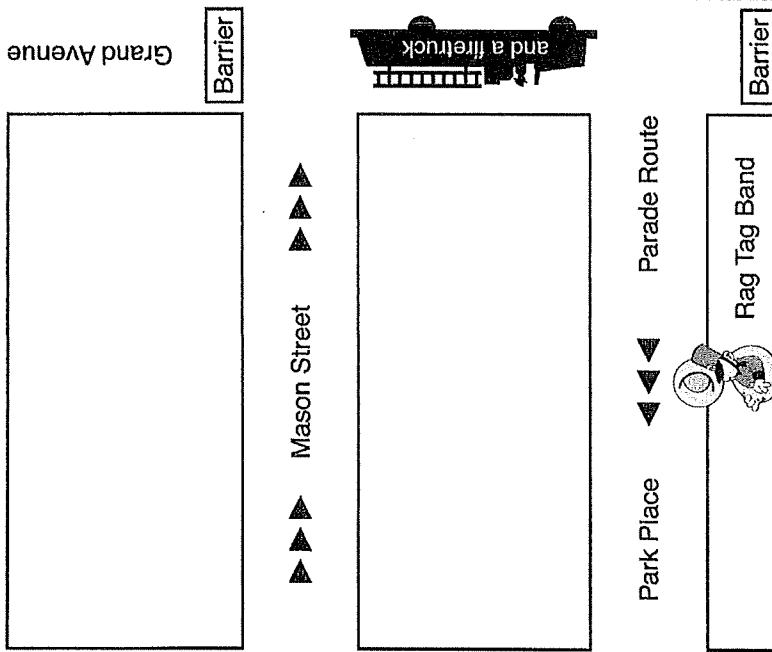
Highland Avenue

Van Hise Avenue



Regent Street

Van Hise Avenue



Grand Avenue

Barrier

Barrier

Farley Avenue

Barrier

Barrier

Mason Street

Park Place

Parade Route

Rag Tag Band

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:

July 4

Neighbors who live on adjacent streets bring their trash and recycling bins to the festival area for use by festival attendees (3-4 of each bin type).

Cardboard boxes (if any) will be broken down and left on curb and recycling coordinator is contacted in advance for pick up the following business day.

Clean up crew insures that all trash and recycling is collected and disposed of appropriately.

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "Regent Neighborhood Association 4th of July Festival" will be held July 4, 2014 at West High Playing Field, Regent and Grand Streets.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "RNA 4th of July 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

1. 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: ~~_____~~**

Betsy Repnske

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 (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

NEEDS TO BE PROVIDED TO
INSERT NEW CONTACT NAMES

3. We will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

C. Severe Weather

1. Weather forecasts and current conditions can 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. 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 (~~NAME~~ Setsy Repaske) 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 (~~NAME~~ Setsy Repaske) 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 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 Dave Hughes
6. Parking for vendor and staff vehicles will be Grand Street
7. Parking for attendee vehicles will be (Not applicable)

V. Contact Information

Primary Contact	_____ <u>Betsy Repaske</u>	608-858-_____ <u>608-858-0619</u>
Secondary Contact	_____ <u>Tim Lacy</u>	608-215-_____ <u>608-215-4004</u>
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
Field Lieutenant David McCaw (608) 261-9694
Executive Captain Carl Gloede (608) 261-9694

VI. Event Area Map (attached next page)

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? Neighborhood newsletter insert

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

No

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 _____

Location _____

Public Contact Phone _____ Admission Cost _____

Date(s) of Event _____ Beginning/End Time of Event _____

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.

WE NEED TO GET THIS

COMMUNITY EVENTS ON MADISON STREETS

STEP 8: INSURANCE FOR YOUR EVENT

- The City's Risk Manager will make a determination regarding the requirement of insurance for an event or activity when the Street Use Permit Application is reviewed at the Street Use Staff Commission Meeting.
- The determination is based on the risk level of an event, which is determined by such things as the size and nature of the event, activities planned for the event, the anticipated attendance, potential for injury, beer/alcohol, and other considerations.
- If a Certificate of Insurance is required, the event organizer will submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the City of Madison as Additional Insured.
- The City of Madison Risk Management Office must receive this certificate 30 days prior to the event date. This official certificate may be submitted electronically, mailed or faxed.

City Risk Manager
210 Martin Luther King, Jr. Blvd., Rm. 406
Madison, WI 53703
Phone: (608) 266-5965
Fax: (608) 267-8705
[Risk Manager Email](#)

It is recommended that applications are submitted earlier than 30 days prior to the event date if you are unsure if your event is likely to require a Certificate of Insurance.

Indemnification Clause for Permits

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NEXT: STEP 9: Bicycle Parking for your Event

PREVIOUS: STEP 7: Notification Requirements