

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: the Great Midwest Marijuana Harvest Festival

Event Organizer/Sponsor: GMMHF

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 6057960

**OPTIONAL: Federal Tax Exempt Number:** awaiting approval -

Address: 1810 Greenway Cross Apt 8 FEIN # 83-1429007

City/State/Zip: Fitchburg WI 53713

Primary Contact: Shelley Kennedy Work Phone: \_\_\_\_\_

Email: shelleyannkennedy@gmail.com Phone During Event: 608-381-7760

Website: greatmidwestharvestfestival.com FAX: 608-284-0150

Secondary Contact: Decker Slowey Work Phone: \_\_\_\_\_

Email: decker\_slowey@gmail.com Phone During Event: 715-790-4684

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: GMMHF, currently awaiting 501(c)3 status

Estimated Attendance: 500 - 750 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 10am to 8pm

## EVENT CATEGORY

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

Other: \_\_\_\_\_

## 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: \_\_\_\_\_

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: October 5th - 6th Event Start and End Times: 11am - 8pm

Rain Date (if any): N/A Set-Up Start Time: 9am

Take-Down Start Time and End Times: 9pm - 10pm  
TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  
If class B license is denied, will the event(s) occur? N/A  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 5/21/19

## 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:

Saturday 10/5

8am-9am stage set-up

9am-11am vendor booth set-up

9:30am-11:30am sound check, final  
set-up

12pm-8pm Live music and informational  
speakers on stage

8:30pm-10pm tear down

Sunday 10/6

8am-9am stage set-up

9am-11am vendor booth set-up

9:30am-11:30am sound check, final set-up

12pm-3pm Live music + speakers on stage

3pm assemble for march

3:30-4pm march up state street to Capitol

## STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application 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.

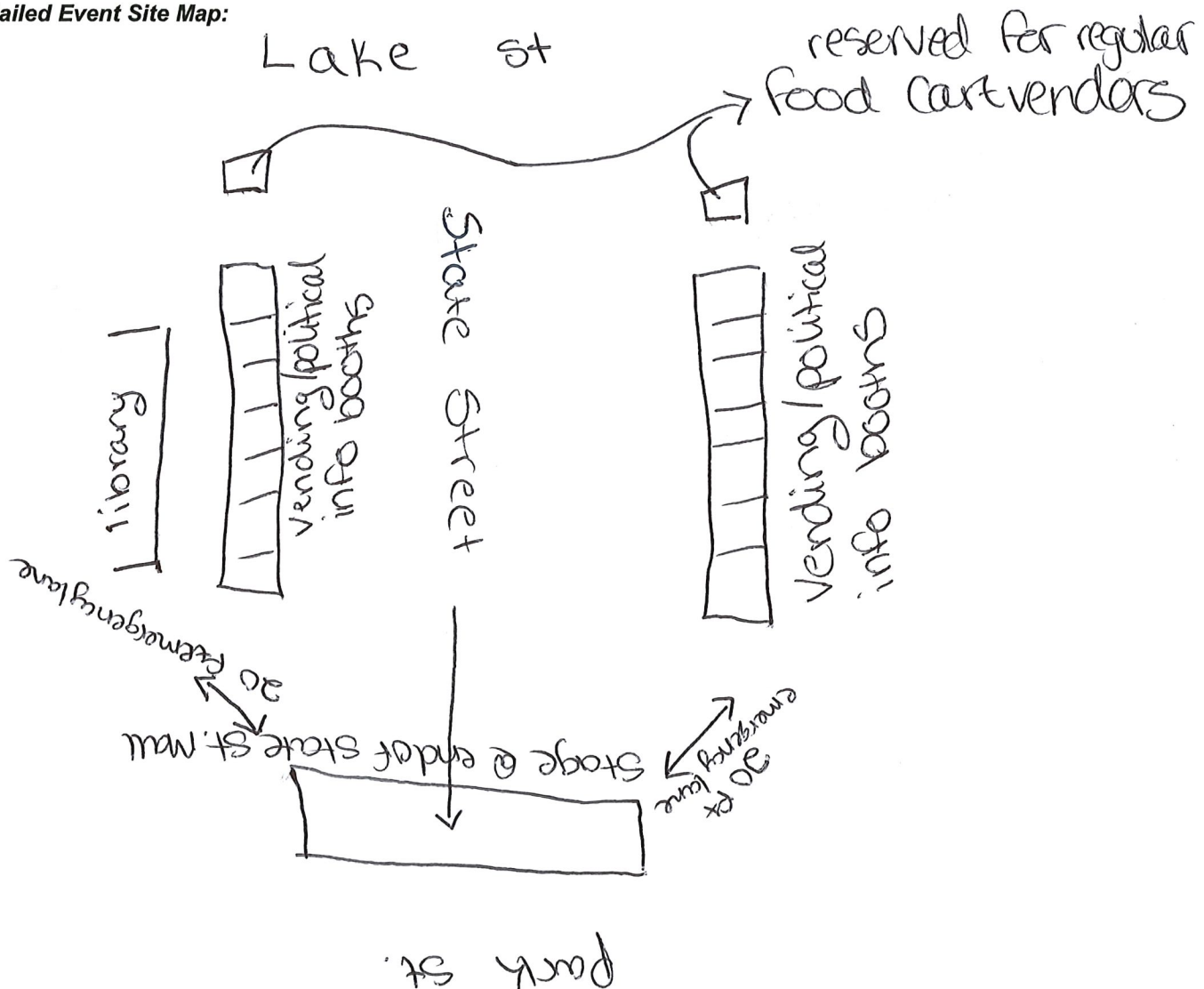
### EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, [tknight@cityofmadison.com](mailto:tknight@cityofmadison.com).

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

**Provide Detailed Event Site Map:**



Written mapping of March/parade  
up State St. should be  
sufficient:

- 3pm Sunday 10/06 Emcee will  
announce that the parade will  
begin @ 3:30pm
- 3-3:30pm  
assemble for March/parade
- 3:30pm- 4pm  
March/parade up State  
Street to Capitol w/Volunteers  
and if needed a pace car/truck  
to lead the march. Volunteers  
will be in the middle and back  
of parade to set the pace +  
ensure safety of the participants.



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

## II. PURPOSE

October 5+6 2019 State St mall/Library mall

- 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

- 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: FIRST/LAST NAME.

### B. Emergency Notification

Shelley Kennedy 608-381-7760

- 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 FIRST/LAST NAME 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 FIRST/LAST NAME 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. *same as last year*  
 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	FIRST/LAST NAME <i>Shelley Kennedy</i> <i>608-381-7760</i>	CELL PHONE
Secondary Contact	FIRST/LAST NAME <i>Decker Slower</i> <i>715-790-4684</i>	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

## 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:**

3 additional garbage dumpsters (30 gallon)  
will be provided by the event -

1 by the stage and 1 at each end  
of State St. <sup>800 block of</sup> mall. All vending and  
informational booths will be required  
to provide their own garbage cans/  
recycling bins.

1 recycling bin will be provided  
by the event near the stage.

# 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: GMMHF

Contact Person: \_\_\_\_\_

Location: end of state st. Mall/800 block Date: 10/5/19 and 10/6/19

Type of Amplified Sound:

Band  DJ  Sound System  Speeches/Announcements  Karaoke

Other (please specify): \_\_\_\_\_

Hours of Amplification:

Date: 10/5  
10/6

Time: 12-8pm  
12-3pm