

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: WILLY STREET FAIR 2022

Event Organizer/Sponsor: Wil-Mar Neighborhood Center

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

MANDATORY: State Sales Tax Exemption Number: ES#: 008-6000082419-05

OPTIONAL: Federal Tax Exempt Number: 39-1796793

Address: 504 S. Brearly St

City/State/Zip: Madison, WI 53703

Primary Contact: Gary Kallas Work Phone: 608-257-4576

Email: garyk@wil-mar.org Phone During Event: 608-235-2925

Website: willystreetfair.org FAX: 608-257-1052

Secondary Contact: Justice Custarada Work Phone: 608-256-3527

Email: justice@cwbd.org Phone During Event: 608-535-0197

Annual Event? Yes No

Charitable Event? Yes No

If Yes, Name of charity to receive donations: Wil-Mar Neighborhood Center + Common Walk Development

Estimated Attendance: 7500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: see application

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: 900 + 1000 blocks of Williams and street

EVENT DATE(S)/SCHEDULE

Date(s) of Event: see applications Event Start and End Times: see application

Rain Date (if any): _____ Set-Up Start Time: _____

Take-Down Start Time and End Times: _____

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

AKK 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 AKK Date 4-1-2022

2022 WILLY STREET FAIR—STREET USE PERMIT APPLICATION:

**STEP 3—
STREET EVENT SCHEDULE/LOCATIONS:**

The street locations requested:

For Saturday and Sunday September 17 and 18 the 800, 900 and 1000 blocks of Williamson as well as the 300 Block of South Brearly Street.

Impacted residents and businesses have been informed of these requests and are supportive.
Security personnel are always on-site.

EVENT DATE(S)/SCHEDULE

DATE	ACTIVITY	HOURS
Saturday, September 17	Streets Close	9:00 am
	Event Held	1:00 pm to 10:00 pm, music and vendors
	Street Reopens	11:00 pm, NO PARKING THROUGHOUT REMAINS IN EFFECT 20' OR MORE EMERGENCY LANE MAINTAINED
Sunday, September 18	Streets Close	8:00 am
	Event Held	11:00 am to 6:30 pm, parade at 11, music and vendors
	Street Reopens	10:00 pm

STEP 4—
Event map is attached.

**STEP 5—
EMERGENCY ACTION PLAN (EAP) i.e., SAFETY AND SECURITY**

Primary Contact: Gary Kallas (608) 235-2925	Secondary Contact: Justice Castenada (608) 535-0197	EMS (on Site All Times) Luke Kuehling (608) 259-6513
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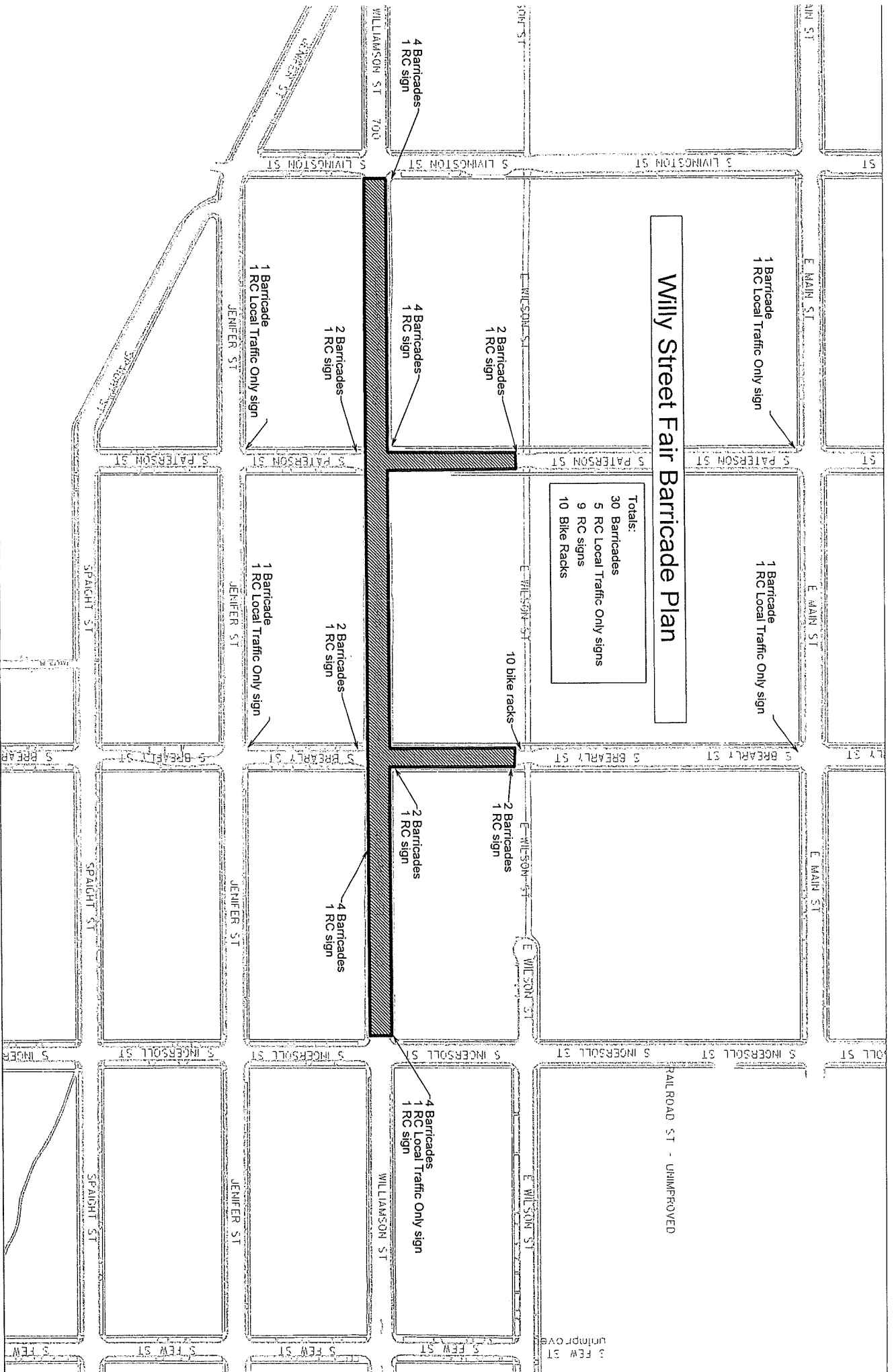
Notification:
We will always have an EMS on Site.
We will have uniformed security on site at all times.

Severe Weather or Other EAP announcements:
This event will follow the 30/30 rule for lightning and will make public announcements as needed.
This event will maintain emergency 20' lanes throughout the event site by closing vendor access to center sections of the site.

Finally, we retain both public (off-duty officers) and private security staff. At all times a minimum combined 4 uniformed security staffs are on-site. In addition, our Willy Street Fair committee consists of over 50 community members, and most are experienced with previous events. Over the course of our 40-year run, most security matters are addressed by these community members.

**STEP 6—
CLEAN-UP AND RECYCLING PLAN**

We have recycled at the Fair since 1995. We maintain clearly labeled waste and recycling containers on the grounds. In addition, for the past two events we've been implementing components to be a zero-waste event. In 2022 we'll look to expand these efforts. We lease dumpsters from the city.



STEP 7—

NOTIFICATION SCHEDULE

The area alderperson, businesses, and the few residents in the immediate site of the event have been informed of the Fair. Part of our notification includes reminding residents of off-street parking located just a block from Williamson Street at the Wil-Mar Neighborhood Center.

STEP 8—

INSURANCE FOR YOUR EVENT

Required insurance is on file in the City's Risk Management Office.

STEP 9—

BICYCLE PARKING

We recently purchased bike racks and also reserve/lease as many city bike racks we can realistically get.

STEP 10—

MARKETING YOUR EVENT

PARKS DIVISION CALENDAR OF EVENTS

Official Name Of Event: Willy Street Fair

Location: 900 and 1000 Blocks of Williamson Street

Public Contact: Gary Kallas
608-235-2925

Website: willystreetfair.com

Admission Cost: Free

Date(s) of Event: Saturday and Sunday, September 17 and 18

Beginning/End Time: Saturday, 1:00 pm to 10 pm and Sunday, 11:00 am to 6:30

Description: the Willy Street Fair is a celebration of place focused on the people, businesses and institutions located in the Willy Street business and residential communities.

STEP 11—

EVENTS WITH AMPLIFICATION

Permit Fee is \$100

Permission for amplification does not exempt a group from Madison Ordinance 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? Yes *If yes, please continue.*

EVENT INFORMATION

Will there be amplification at the event? YES

Event/Name of Group: Willy Street Fair c/o Wil-Mar Neighborhood Center

Contact Person: Gary Kallas

Location: 900 and 1000 blocks of Williamson Street

Amplified Sound: Bands

DATE	EVENT HOURS	SOUND BEGINS	SOUND ENDS
Saturday, September 17	1 pm to 10 pm	1:00 pm	10:00 pm
Sunday, September 18	11 am to 6:30 pm	11:00 am	6:30 pm

**STEP 12—
VENDORS AT YOUR EVENT
STREET EVENT VENDING LICENSE APPLICATION**

1-25 Vendors	\$400.00	
26 to 100 Vendors	\$675.00	<i>Willy Street Fair will have between 70 and 85 vendors</i>
101-300 Vendors	\$975.00	
301+ vendors	\$1,700.00	

Name Of Event: Willy Street Fair
Event Organizer: Wil-Mar Neighborhood Center
Address: 504 S. Brearly Street
City/Stet/Zip: Madison, WI 53703

Date(s) of Event: Saturday and Sunday, September 17 and 18 **Rain Date(s):** None
Primary Contact: Gary Kallas
Email: garyk@wil-mar.org
Work Phone: 608-257-4576 **During Event:** 608-235-2925
Location: 900 and 1000 Block of Williamson Street

**STEP 13—
BEER/WINE SALES AT YOUR EVENT**
Permit fee is \$700.00

Do you plan on selling beer/wine? Yes If yes, please continue. If no skip this form.

EVENT ORGANIZER INFORMATION

Name of Group: Wil-Mar Neighborhood Center

Contact Person: Gary Kallas

Address: 504 S. Brearly Street, Madison, WI 53703

Work Phone: 608-257-4576 **Phone During Event:** 608-235-2925 **Today's Date:** April 1, 2022

Any Temporary Class B Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Name of Licensed Bartender: Tony Anderson

Security Company: CSC-USA

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)? Yes
Indicate Application Date: Friday, April 1, 2022

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured? Yes
Indicate Application Date: January 1, 2022

**FINAL STEP—
STREET EVENT APPLICATION SUBMISSION AND FOLLOW--UP**
Application attached

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

Willy Street Fair

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

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

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- 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

we will contact off-duty scheduler jcl

- 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

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- 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. *AL*
- 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: *AL*
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

F. Law Enforcement

- we will contact off-duty scheduler*
- 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. *AL*
- 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	CELL PHONE
Secondary Contact	FIRST/LAST NAME	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

on application