



STREET USE PERMIT APPLICATION



CONTACT INFORMATION

Name of Event: _____

Event Organizer / Sponsor: _____

Organization / Sponsor Address: _____

Organization / Sponsor website: _____

Day-of contact info:

Primary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

Secondary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

EVENT INFORMATION

Annual Event? Yes No Public Amplification? Yes No

Vending? Yes No Selling or serving beer/wine? Yes No

Will sponsor apply for [temporary class B license](#) to serve or sell beer/wine for this event? Yes No

If the class B is denied, will the event(s) occur? Yes No

OCCURRENCE:

- One-Day Event
- Multi-Day Event (consecutive days)
- Recurring Event (weekly, monthly)

TYPE OF EVENT (select all that apply):

- Run/Walk
- Music/Concert
- Festival
- Rally
- Other: _____

EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): _____ Time(s): _____

Street Closure - Date(s): _____ Time(s): _____

Event Start - Date(s): _____ Time(s): _____

Event End - Date(s): _____ Time(s): _____

Street Reopen - Date(s): _____ Time(s): _____

Clean Up - Date(s): _____ Time(s): _____

LOCATION INFORMATION

(Select all that apply)

- Requesting sidewalk space
- Requesting parking stalls (meter or on-street)
- Requesting closure of a parking lane
- Requesting closure of a traffic lane
- Requesting full street closure

List street name(s), block number(s), and/or meter number(s)

500 BAIRD

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: _____

_____ By initialing, I/we waive the 21-day decision requirement.

Parking Plan for Juneteenth Day

Celebration June ~~15, 2023~~ 24

Street Closures:

1. Buick Street (Between Taft and Fisher)
2. 2000 -2100 Fisher Street
3. 2000 – 2100 Taft Street (no parking on even side of the street)
4. 800 Block of Center
5. 2000 Baird Street
6. Dane Street

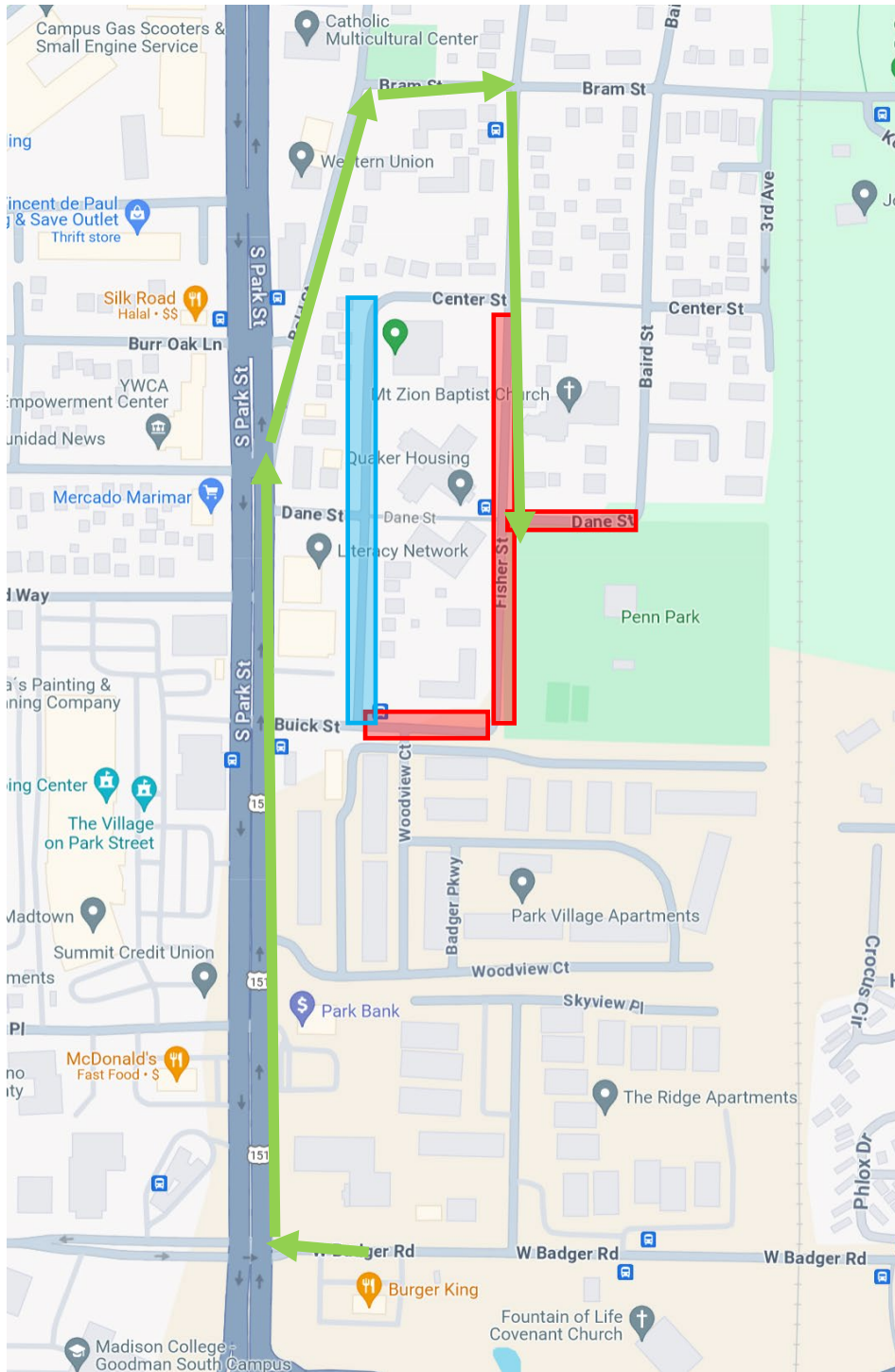
Parking Alternatives

- A. Village Mall
- B. Mt. Zion Church
- C. Fountain of Life Church
- D. Vendor (the park side of Dane and Fisher (Vendors will have parking passes in front windows)
- E. Disabled parking in Park lot (Access granted to individuals at Buick and Taft only with proper vehicle tags and/or plates.

Street Closure/Parade/Event Schedule:

- Post No Parking by 7am on Thursday ~~6/15/23~~
- setup in Penn Park Friday, ~~6/16/23~~, 12pm-6pm
- No Parking / Street closure begins - Saturday, ~~6/17/23 @ 7am~~
- Event
 - Penn Park event Saturday; ~~6/17/23~~ - 10am-6pm
 - Parade Saturday, ~~6/17/23~~, 11am
- Clean up/Streets reopened - Saturday, ~~6/17/23~~, 7:30pm

6/13/2024
6/14/2024
June 15, 2024
6/15/2024
6/15/2024



Full road closure 7am-7:30pm

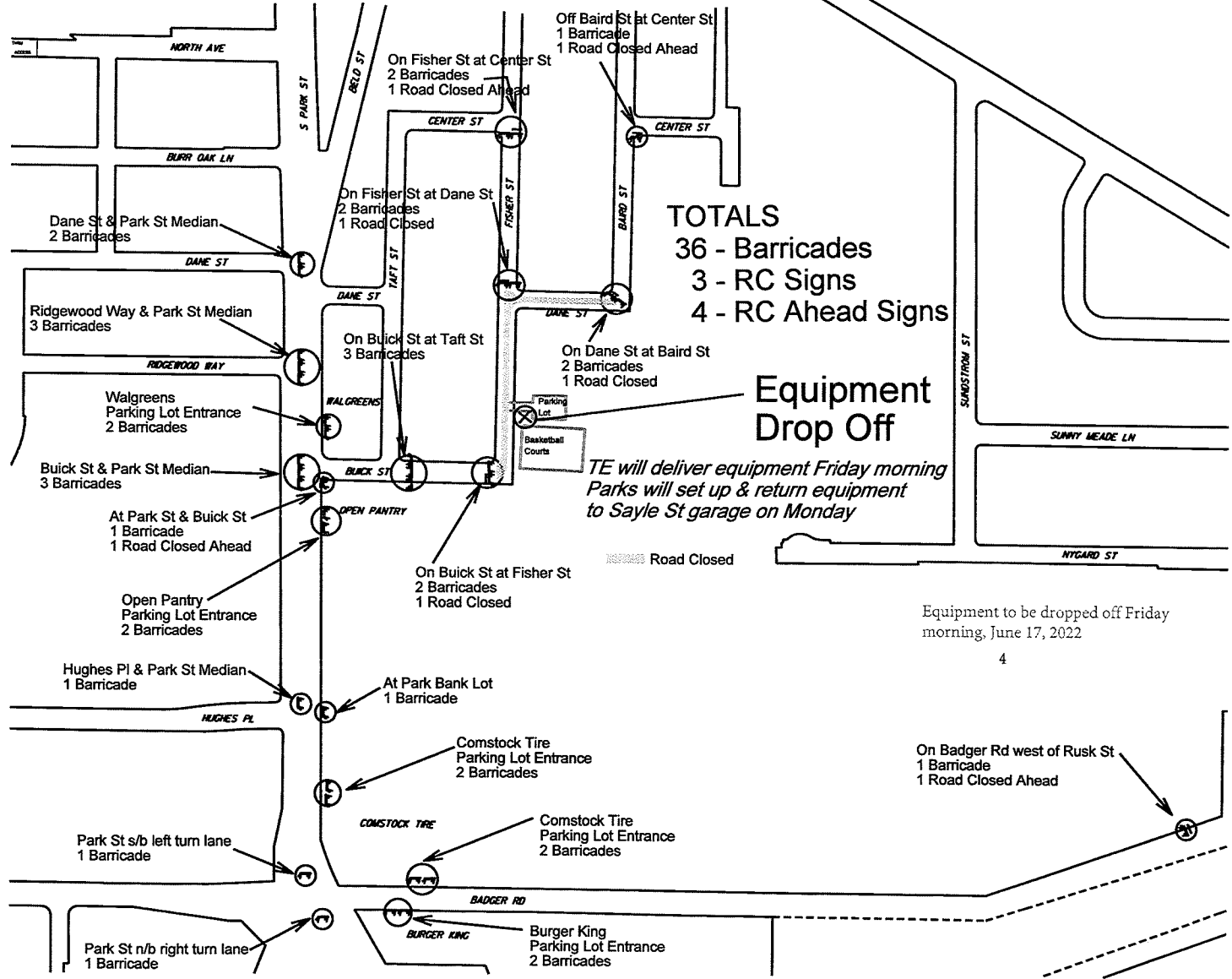


No Parking 7am-7:30pm



Parade route – rolling lane closure 2400-2200 Park, 1900 Beld, 600 Bram, 1900 Fisher

Juneteenth Day - Barricade Plan



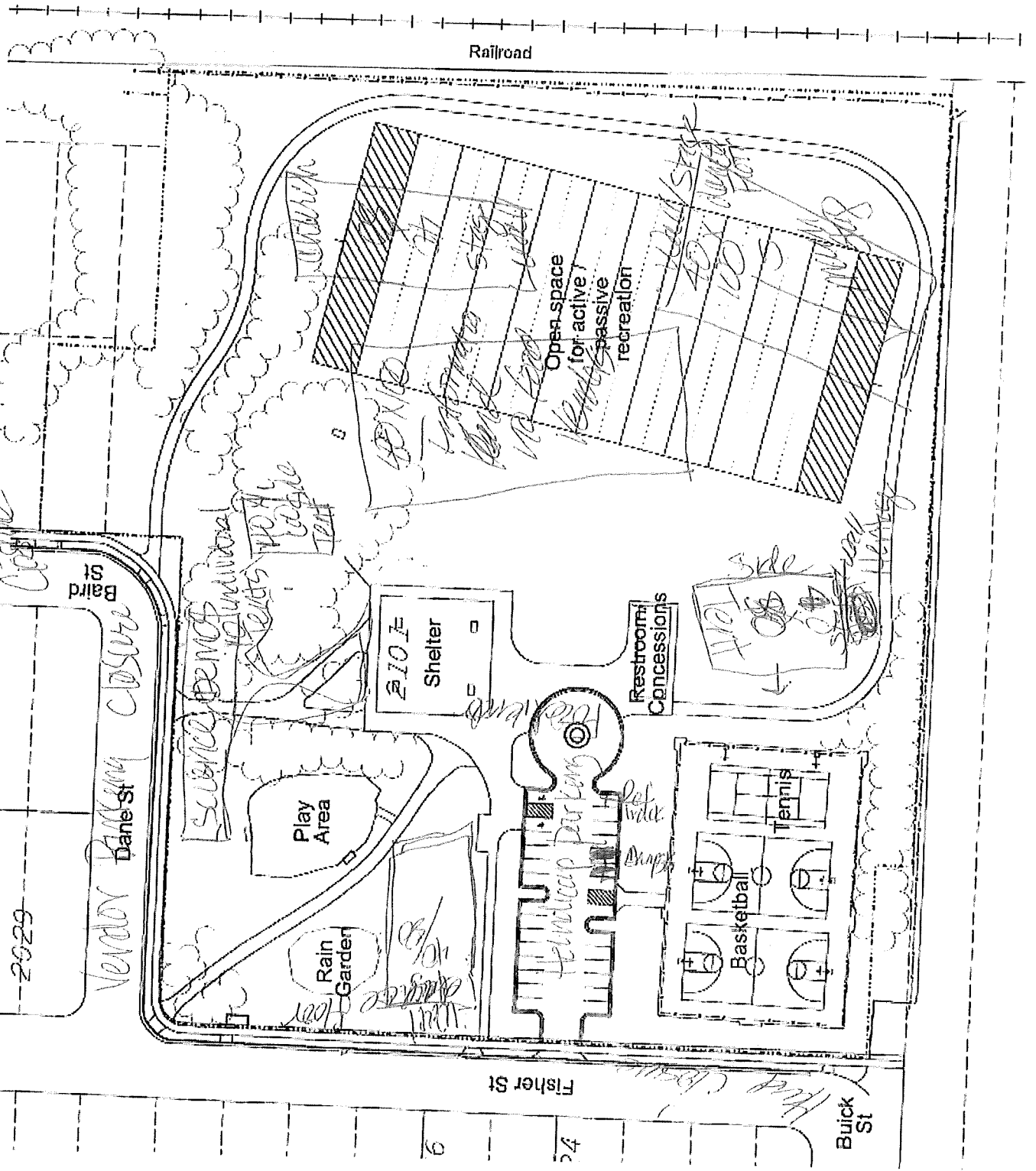
TOTALS
 36 - Barricades
 3 - RC Signs
 4 - RC Ahead Signs

Equipment Drop Off

*TE will deliver equipment Friday morning
 Parks will set up & return equipment
 to Sayle St garage on Monday*

Equipment to be dropped off Friday morning, June 17, 2022

Hand-drawn
set design
2029



Railroad

Baird St

Vendor Baking Closure
Dane St

210 F Shelter

Restroom
Concessions

Play Area

Rain Garden

Handicap Parking

Del. table
Drugs

Basketball

Tennis

Fisher St

Buick St

6

24



Park Event Application EMERGENCY ACTION PLAN

play
MADISON
PARKS

Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

I. GENERAL

Juneteenth Celebration will be held Saturday, June 15, 2024 at Penn Park
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

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

- 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

- 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. Annie Weatherby Flowers 608.358.2872 and Jackie Hunt 608.628.7708

CONTACT NAME/CELL NUMBER

- 3. We will/ will not have on-site Police or Security. Rachmaan Weatherby - 608.217.7813 ⁶⁰⁸ ³⁵⁸⁻¹ ~~608.217.7813~~

CONTACT NAME/CELL 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.



Park Event Application EMERGENCY ACTION PLAN

play
MADISON
PARKS

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	Annie Weatherby-Flowers	Cell: 608.358.2872
Secondary Contact	Jacquelyn Hunt <i>and Tequila Nash</i>	Cell: 608.628.7708 <i>and 608.850</i>
Emergency	Dane County 911 Center	911 <i>5187</i>
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

Security: Rachman Weatherby (608) 358-4111 1546