



# STREET USE PERMIT APPLICATION

# MADISON PARKS

### CONTACT INFORMATION

Name of Event: YWCA Madison Block Party

Event Organizer / Sponsor: YWCA Madison

Organization / Sponsor Address: 101 E. Mifflin Street Madison, WI 53703

Organization / Sponsor website: www.ywcamadison.org

#### Day-of contact info:

Primary Contact: Andrea Gaines Email: againes@ywcamadison.org

Work Phone: 608-395-2146 Phone During Event: 608-239-5753

Secondary Contact: Gery Paredes Vasquez Email: gpvasquez@ywcamadison.org

Work Phone: 608-205-8727 Phone During Event: 608-205-8727

### 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: Block party

### EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): 9/5/24 (Rain date: 9/12/24) Time(s): 3-4:30pm

Street Closure - Date(s): 9/5/24 (Rain date: 9/12/24) Time(s): 3-8pm

Event Start - Date(s): 9/5/24 (Rain date: 9/12/24) Time(s): 5pm

Event End - Date(s): 9/5/24 (Rain date: 9/12/24) Time(s): 7pm

Street Reopen - Date(s): 9/5/24 (Rain date: 9/12/24) Time(s): 8pm

Clean Up - Date(s): 9/5/24 (Rain date: 9/12/24) Time(s): 7-8pm

### 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)

100 Block of E. Mifflin Street

100 Block of E Mifflin Street

**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: Gery Paredes Vasquez

Date: 07/26/2024

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



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## ATTENDANCE AND SCHEDULE FORM

### ESTIMATED ATTENDANCE

Estimated average daily attendance for event: 125 Estimated total attendance for event: 125

### DAILY ATTENDANCE INFO:

Date: <u>9/5/24</u>	Estimated attendance (total): <u>125</u>	Peak time / attendance: <u>5pm</u>
Date: <u>(Rain date: 9/12/24)</u>	Estimated attendance (total): <u>125</u>	Peak time / attendance: <u>5pm</u>
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____

### EVENT SCHEDULE (include all information below, as applicable)

- **SETUP DATE(S)/TIMES** – provide date(s) and time(s) for when setup will begin in the public space.
- **STREET CLOSURE(S)** – provide detailed timing for when the street(s) will be closed & re-opened.
- **PARKING METER/STALL(S)** – provide detailed timing for when the parking request(s) will begin and end.
- **OTHER SCHEDULE DETAILS SHOULD INCLUDE** – vendor setup/take down, concert setup/set times/take down, run/walk start & end times (last runner), parade/march start time, specific advertised activities that will draw a crowd, etc.
- **EVENT DATE(S)/TIMES** – provide date(s)/times for when the event is open and closed to the public, each day.
- **CLEANUP DATE(S)/TIMES** – provide date(s) and time(s) for cleanup, indicate when everything will be out of the public space.

(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) <small>*INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*</small>
9/5/24   3-4:30pm	SETUP The street will be blocked off to traffic, parking meters bagged, sound amplification set up
9/5/24   3-8pm	STREET CLOSURE The 100 block of E. Mifflin will be closed to traffic
9/5/24   3-8pm	PARKING METERS/STALLS We will notify any vehicle owners parked & allow them up to 4pm to move
9/5/24   4-7pm	SOUND AMPLIFICATION A live DJ will play music from 5-7pm. The DJ will arrive by 4pm to set up
9/5/24   4-7pm	Serving meats at 4:30pm. Prepackaged and chilled foods (salads, fruit, chips) will be made available at 5pm
9/5/24   5-7pm	EVENT This is the 2hr time frame for the Block Party event
9/5/24   7-8pm	CLEAN UP Street and parking closures will be taken down as well as tables/chairs, grills, & amplification
	*Important Note: Identical itinerary for Rain date 09/12/2024*

# MAP OPTION #2 W/ GRILL

## 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.

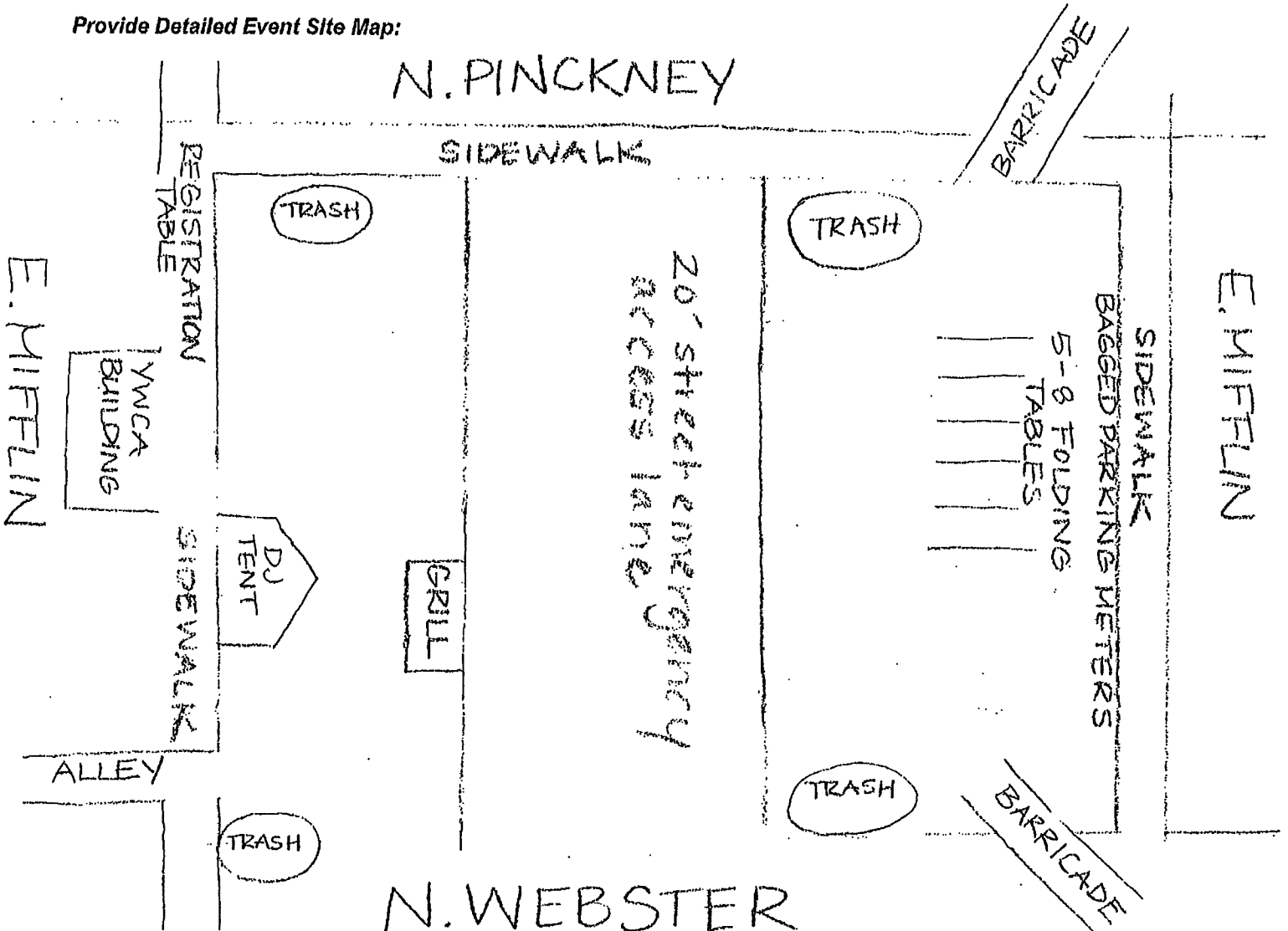
### EVENTS INCLUDING A RUN, WALK OR PARADE

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. Scott Kleinfeldt, [skleinfeldt@cityofmadison.com](mailto:skleinfeldt@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:**





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## PUBLIC AMPLIFICATION FORM

Will you be using public amplification at your event?  
If No, you can skip this form.  
If Yes, you must complete this form.

Yes  No

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.

### AMPLIFICATION INFORMATION

Name of Event: YWCA Madison Block Party

#### Type of Amplified Sound:

- Sound System
- Speeches/Announcements
- Karaoke
- Band(s) (names): \_\_\_\_\_
- DJ (names): TBD
- Other (please specify): \*Same Hours of Amplification on Rain Date:09/12/24 if needed

#### Hours of Amplification:

- Amplification is not allowed past 11pm
- You must include any sound checks or equipment testing, in the amplification schedule.

Date: <u>9/5/24</u>	Start Time: <u>4pm</u>	End Time: <u>5pm</u>	Type: <u>set up &amp; sound check</u>
Date: <u>9/5/24</u>	Start Time: <u>5pm</u>	End Time: <u>7pm</u>	Type: <u>music and raffle</u>
Date: <u>9/5/24</u>	Start Time: <u>5pm</u>	End Time: <u>7pm</u>	Type: <u>Karaoke activity</u>
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____

## CONFLUENCE AT LIBRARY MALL (800 STATE STREET) AMPLIFICATION ADDITIONAL REQUIREMENTS

The Confluence at Library Mall, 800 block of State Street, has additional requirements if an event in this location is requesting amplification on a weekday between the hours of 8:00 a.m. - 6:00 p.m. Events, requesting sound between these hours, are required to notify the agencies surrounding the area of their activities.

A Confluence at Library Mall contact list can be obtained from the Parks Division.  
Contact [Madisonevents@cityofmadison.com](mailto:Madisonevents@cityofmadison.com) or (608) 264-9289 for more information.



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## ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the public.
  - o An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (may need to include opportunity for request of interpreters, multiple ways to access festival information)
  - o For some events interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
  - o At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event. Possible information to include:
  - o Accessible parking locations
  - o Accessible seating locations
  - o Accessible restrooms
  - o Available interpretation services
  - o Available quiet areas
- Cluster portable toilets in groups of no more than 6 and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures.
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

**Describe your event’s accessibility plan. Include any accessibility setup in your site map.**

YWCA Madison Block Party will be accessible:

- Notice of the event will be shared with neighbors and businesses, written and verbally, with at least 30 days notice
- E. Mifflin Street is wide enough for ADA access and seating
- Restrooms inside YWCA Madison will be available for attendees and meets ADA compliance
- YWCA Madison uses Language Line interpretation services, which can be used for the event, if needed
- Parking is available at nearby parking ramps (Dayton/Pinckney and Capital Square North) and/or side street parking

For more information contact the City of Madison Disability Rights and Services Specialist, Rebecca Hoyt at [rhoyt@cityofmadison.com](mailto:rhoyt@cityofmadison.com) or (608) 266-6511.



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## STREET USE EVENT CLEANUP AND RECYCLING PLAN

Events are required to submit a clean-up and recycling plan with their application. Plans should include number and location(s) for garbage/recycling containers and dumpsters, collection during event, disposal after the event and any other relevant information.

Events located in the Mall Concourse can request City trash barrels.

City of Madison has 4, 20-yard dumpsters available for events. We cannot guarantee availability. Please confirm with [madisonevents@cityofmadison.com](mailto:madisonevents@cityofmadison.com) if the number you are requesting are available.

Will you be renting City of Madison receptacles?  Yes  No  
*Trash & recycling barrels and dumpsters are only available from the City of Madison for **downtown** events.*

Event/Name of Group: YWCA Madison Block Party

Location: 100 Block of E. Mifflin Street

Please indicate quantity of trash barrels: \_\_\_\_\_ 8 barrel minimum: Each increment of up to 8 barrels \$150 (\$142.18 no tax)

Please indicate quantity of dumpsters: \_\_\_\_\_ per dumpster, and per tip: \$375 (\$355.45 no tax)

If you are not requesting City equipment, please provide the name and contact information of the collection agency providing equipment or services for the event. Waste Management

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 information (please submit as a separate document if needed):

-Waste Management recycling bins and trash containers will be on the street and clearly labeled  
-Waste Management will pick up and process trash and recycling per their regular schedule  
-YWCA staff and volunteers (5-10) will assure that the street and sidewalks are clear of event trash during the clean-up process



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## STREET USE EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you want your event listed on the City of Madison Online Event Calendar?  Yes  No  
If No, skip this form.  
If Yes, please continue.

### CITY OF MADISON CALENDAR OF EVENTS

If you want your event to be listed on the City of Madison online event calendar, please complete the Marketing Information form. Your event will only be included on the calendar if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendar.

*\*required info*

\*Official Name of Event: YWCA Madison Block Party

\*Location: 100 Block of E. Mifflin Street

Public Contact Phone: \_\_\_\_\_

\*Website: www.ywcamadison.org

\*Admission Cost: Not Applicable

\*Date of Event: Sep 5, 2024 (Rain Date Sep 12, 2024)

\*Beginning Time of Event: 5pm \*End Time of Event: 8pm

\*Two sentence description of event (short promotional description of the event):  
Since 2006 YWCA Madison Staff and Board members organize this annual Block Party  
with food, activities and music for our beloved downtown residents and neighbors!

### **Poster Kiosks on the Capitol Square and State Street**

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are placed in the kiosks approximately every 1-2 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, max size 12"x17", up to one month in advance of your event. Drop off at the Parks Division, 330 E Lakeside St, Madison, WI 53715, Monday – Friday, 8:00am – 4:30pm.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "YWCA Madison Block Party" will be held September 5, 2024 at 100th Block at East Mifflin Street.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "YWCA Madison Block Party" (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 Gery Paredes Vásquez

### 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 \_\_\_\_\_
3. We  will /  will not have on-site Police or Security \_\_\_\_\_

### 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 Gery Paredes Vásquez 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 Katey Nelson 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.

### CI. 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 /  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: Katey Nelson
- 6. Parking for vendor and staff vehicles will be: Capitol Square North Ramp.
- 7. Parking for attendee vehicles will be: Capitol Square North Ramp.

**V. CONTACT INFORMATION**

Primary Contact	Geraldine Paredes Vásquez	608-205-8727
Secondary Contact	Katey Nelson	(608) 209-1149
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345