

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Zion Inside Out

Event Organizer/Sponsor Zion Lutheran Church

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

If Yes, provide State of Wisconsin Tax Exempt Number 5191

Address 2165 Linden Avenue

City/State/Zip Madison, WI 53704

Primary Contact Patrick Siebler

FAX N/A  
Phone During Event 608-334-5903 (cell)

Work Phone 608-244-1847

E-mail pastorpat@

Website www.zionmadison.org

Secondary Contact Robert Cook

Phone During Event 920-342-7315 (cell)

Work Phone 920-261-1464

E-mail rtcook3313@yahoo.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 200 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8:30 AM to 3:00 PM  Yes  No

## EVENT CATEGORY

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

Other Church service and picnic

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  Podium/700-800 State Street

30 on the Square (a.k.a. top of 100 block of State Street)  Other (specific blocks/streets requested below)

Street Names and Block Numbers: 2100 block of Linden Avenue, Madison, WI.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/2/2013 Rain Date(s) N/A

Event Start Date(s)/Time(s) 6/2 8:30 AM Set-Up Date(s)/Time for Event 6/2 7:30 AM

Event End Date(s)/Time(s) 6/2 3:00 PM Take-Down Time 6/2 3:00 PM

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

\_\_\_\_\_/We waive the 21-day decision requirement.

\_\_\_\_\_(PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

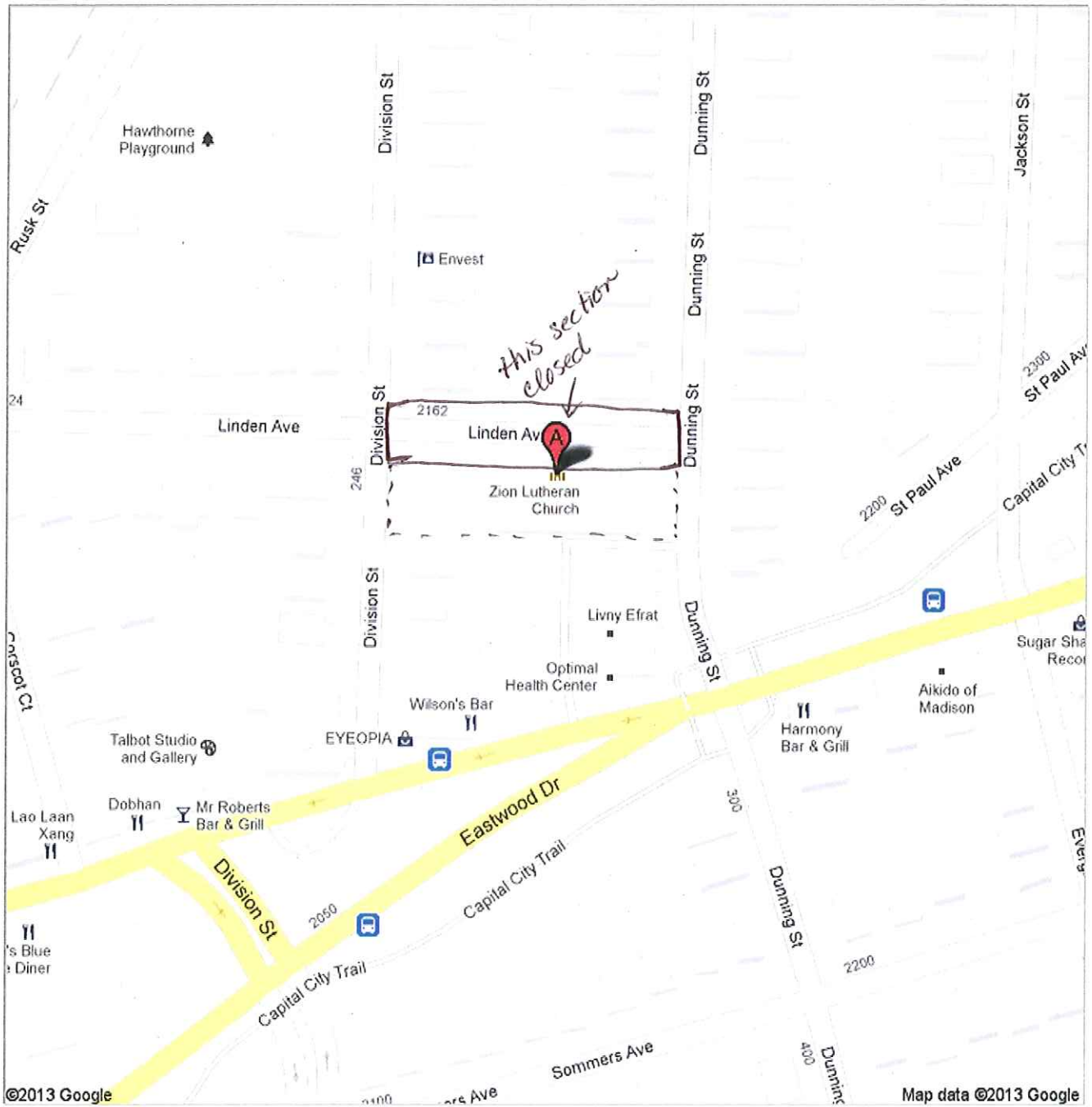
Signature 

Date 4/30/2013



Address **2165 Linden Ave**  
**Madison, WI 53704**

Zion Lutheran Church Street event  
2100 block of Linden Avenue, June 2, 2013



## **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:

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

- 7:30 - 8:30 AM - set up
- 8:30 - 9:15 AM - praise band practice
- 9:15 - 10:15 AM - outdoor worship
- 10:30 - 11:45 AM - games for children and teens
- 12:00 - 1:00 PM - family picnic
- 1:00 - 1:15 PM - pie eating contest
- 1:30 - 1:45 PM - pie in the face
- 2:00 - 3:00 PM - music, family trivia
- 3:00 PM - clean up

## **STREET USE PERMIT APPLICATION – EVENT SITE MAP**

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable 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**

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

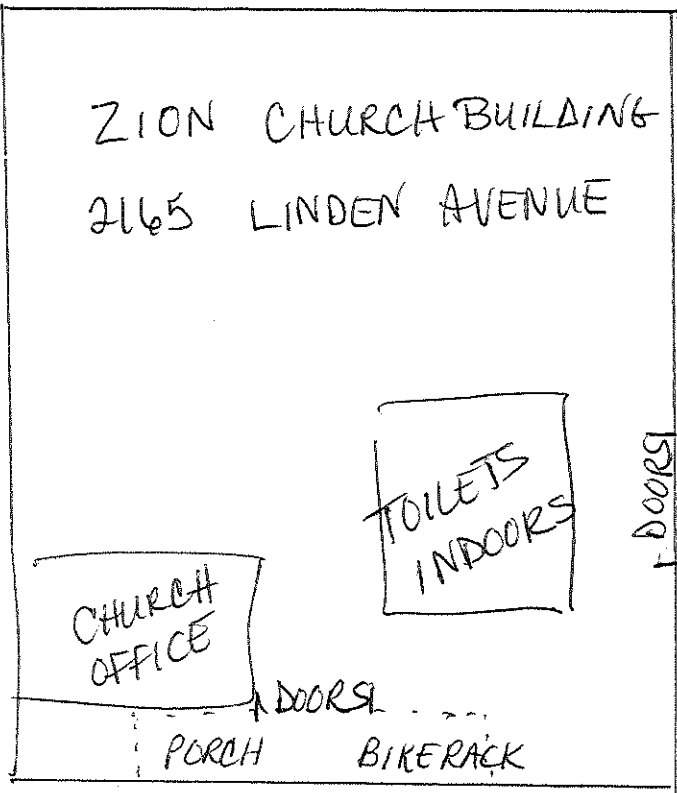
NOTE: The approval/issuance of a Street Use Permit for an event does NOT approve the proposed route for an event.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

**PROVIDE EVENT SITE MAP:**

DUNNING STREET → ATWOOD →

HANDICAPPED PARKING



BAND

TABLES



OVERHANG

Reuse  
Recycle

Recycle  
Reuse

DIVISION STREET ON-STREET PARKING

WHEEL CHAIR ACCESS - SIDEWALK

DRIVEWAY

← GAMES, RACES →

← EMERGENCY VEHICLE ACCESS →

LINDEN AVENUE 2100 BLOCK

← CLOSED →

← CLOSED →

## **STREET USE PERMIT APPLICATION – SAFETY AND SECURITY PLANS**

The **Safety Plan** should include:

- First aid and emergency response procedures
- Emergency contact information
- A designated "lost child" area
- A plan for information communication to staff and volunteers during the event

The **Security Plan** should include, but is not limited to:

- The hiring of private security companies and licensed professional emergency medical services
- Plans for crowd control
- Plans for alcohol containment (i.e. beer gardens)
- Plans for securing valuables
- Plans for protecting event participants

Per MGO 10.056(4)(a)11 – "[I]f there will be any extraordinary security measures including searches of persons or vehicles, the applicant shall submit that plan as a separate Attachment to the application."

City of Madison Police and Fire Department representatives may make additional recommendations after review of the Safety and Security Plans at a Street Use Meeting. Police and Fire Department representatives may also require Special Duty Police Officer or Fire Inspector staffing at your event.

### **SPECIAL DUTY POLICE**

The event organizer must call (608) 266-4022 to request Special Duty Officers for their event. Officers are hired at an hourly rate with a 2 hour minimum.

### **DETAIL SAFETY AND SECURITY PLANS:**

## **Zion Inside Out Safety and Security Plan:**

### **Safety:**

**First Aid:** A registered nurse, Lois Roth, will be on site at all times. For emergencies that require more than basic first aid, we will call 911 for emergency help

**Emergency Contact Information:** The church office will be staffed at all times and can be called for emergencies: 608-244-1847

**Designated lost child area:** The Lost Child Area will be beside the band, where access to microphones will make it easier to locate parents/guardians.

**Communication:** The event space (church parking lot and adjacent street) is small enough to allow for easy communication. We will use the band microphones to announce events as they occur (pie eating contest, sack races, etc.)

### **Security:**

**Hiring private security and emergency services:** not necessary

**Plan for crowd control:** It is not anticipated that more than 200 people will attend this event through the course of the day.

**Alcohol containment:** There will be no alcohol at this event.

**Plans for securing valuables:** Event participants will carry their own personal items. Any church-owned valuables will be secured in locked areas within the church building.

**Plans for protecting event participants:** This event will include a church service, games, and music. Participants will be

## **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 @ \$10.00 each

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:**



## **Zion Inside Out Trash and Recycling Plan:**

Zion church has 2 City of Madison refuse bins and 2 City of Madison recycling bins. Refuse bins will be placed at the corner of Linden and Division streets, on the church parking lot, and at the entrance to the church parking lot at 2165 Linden Avenue. Additional, smaller garbage cans will be located on the church porch, under the parking lot overhang, and by the band. Two persons will check and empty the garbage cans and bins every hour of the event. Clean up at the end of the event will begin at 3:00 pm and will include picking up all refuse on and around the church parking lot and adjacent streets (Dunning, Division, and Linden).