

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Saturday Science

Event Organizer/Sponsor Wisconsin Alumni Research Foundation

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 614 Walnut Str

City/State/Zip Madison WI 53726

Primary Contact Ann Feist

FAX 608-316-4609

Work Phone 316-4390

Phone During Event 712-6229

E-mail afeiste@wisc.edu

Website discovery.wisc.edu

Secondary Contact Dan Murphy

Work Phone 608-316-4656

Phone During Event 608 816 263 4148

E-mail dmurphy@morgridgeinstitute.org

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 300-400 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ Yes No

EVENT CATEGORY

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

Other demonstration, science experiment

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: 330 N. Orchard St., 1 Block

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/6

Rain Date(s) Ø

Event Start Date(s)/Time(s) 10:00 am

Set-Up Date(s)/Time for Event 9:30 am

Event End Date(s)/Time(s) 12:00 pm

Take-Down Time 12:00 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, statutes and laws.

Signature [Signature]

Date 6/4/13

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:

9:30 Barricades set up on Orchard St.

10:00 Event Begins; Demonstrations with station leaders. Stanchions will be used to keep lines manageable and keep guests organized.

12:00 Event Ends, barricades removed from Orchard St.

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.


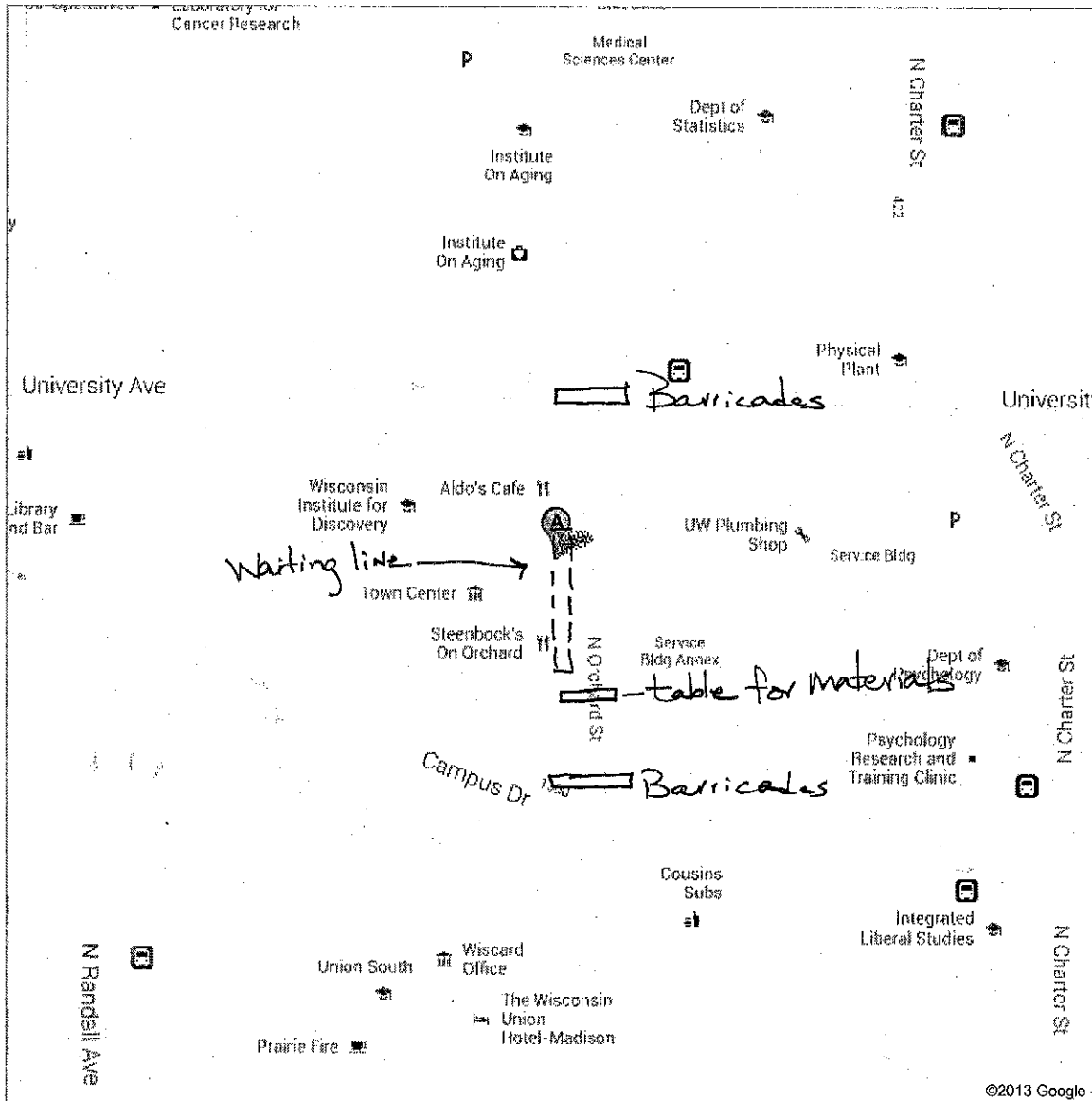
DETAIL TRASH AND RECYCLING PLAN:

There is no food or beverage service associated with this event. Trash bins will be provided for event clean up. Lab protocol will be followed for cleanup of spills and left over materials at the end of the event.



Address 330 N Orchard St
University of Wisconsin-Madison,
Madison, WI 53715

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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:

SAFETY;

Outreach staff will be supervising all activities. Outreach staff communicates to event staff by radio for support and to report an emergency. A first aid kit is available at the Welcome Desk. The Welcome Desk is also our “lost child” area.

SECURITY; The guests attending this demonstration will be controlled with stanchions to make sure everyone waits in an orderly fashion. Staff and volunteers will be available to monitor the waiting area.