

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Orton Park Festival  
Event Organizer/Sponsor: Wil-Mar Neighborhood Center on behalf of Marquette Neighborhood Assn.

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 41148

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: 953 Jennifer Street

City/State/Zip: Madison, WI 53703

Primary Contact: Beatrice Hadidian Work Phone: 608-257-4576

Email: beatrice@wil-mar.org Phone During Event: 608-570-2291

Website: marquette-neighborhood.org FAX: \_\_\_\_\_

Secondary Contact: Katherine Davey Work Phone: \_\_\_\_\_

Email: kdavey608@gmail.com Phone During Event: 608-770-9066

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: Marquette Neighborhood Association

Estimated Attendance: 500-1500 daily (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 8/22, 3-10 to 8/25, noon-10  
8/23, 4-10 8/26, 9-7  
8/24, 4-10

## 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: 1100 Blocks of Rutledge & Spaight, 600 Blocks of Ingersoll & Few

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 8/23-8/26 Event Start and End Times: 4-10; 4-10; noon-10; 9-7

Rain Date (if any): \_\_\_\_\_ Set-Up Start Time: 8am each day

Take-Down Start Time and End Times: 10 on 8/26  
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

\_\_\_\_\_ 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 

Date 4/21/2018

## STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

Yes  No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Posters, local print media, social media.

Will there be live media coverage during the event and where will the media vehicles be parked?

Not sure yet.

### PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars 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 calendars.

Official Name of Event: Already listed in parks application.

Location: \_\_\_\_\_

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

Website: \_\_\_\_\_

Admission Cost: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Beginning/End Time of Event: \_\_\_\_\_

Two sentence description of event (for internet calendar):

## 2018 ORTON PARK FESTIVAL—STREET USE PERMIT APPLICATION:

### STEP 2:

#### COMPLETE EVENT SCHEDULE

DATE	ACTIVITY	HOURS	NOTES:
Tuesday, Aug. 21	Cycropia Practice	3 pm to 10 pm	Will have amplified music.
	No Parking Signs Up		No Parking Rutledge & Spaight
Wednesday, Aug. 22	Set-up Begins	8 am to 6 pm	Set-up stage, tents, tables, etc. Porta potties delivered.
	No Parking	All Day	Rutledge & Spaight, Park Sides Only
	Cycropia Night One	6 pm to 10 pm	Overnight security retained.
Friday, Aug. 24	2 <sup>nd</sup> Day of Event	4 pm to 9 pm	Bands & Cycropia performance.
	No Parking	All Day	Rutledge & Spaight, Park Sides Only
Saturday, Aug. 25	3 <sup>rd</sup> Day of Event	11 am to 10 pm	Overnight security retained.
	No Parking		Rutledge & Spaight, Park Sides Only
Sunday, Aug. 26	4 <sup>th</sup> Day of Event	9 am to 11 am 11 am to 7 pm 7 pm to 9 pm	Jazz Brunch. Event. Strike.
	No Parking		
Monday, Aug. 27	Last Clean-Up	8 am to 6 pm	Collect last supplies, strike event.

### STEP 3:

#### SITE MAP

Site Map attached.

### STEP 4:

#### CLEAN-UP AND RECYCLING PLAN

We have recycled at the event for more than 10 years. We maintain clearly labeled waste and recycling containers on the grounds. We rent two dumpsters from the City of Madison.

### STEP 5:

#### EMERGENCY ACTION PLAN (EAP) i.e. SAFETY AND SECURITY

#### Primary Contact:

Beatrice Hadidian  
(608) 520-2291

#### Secondary Contact(s):

Katherine Davey  
(608) 770-9066

We have determined an on-site EMS is not necessary.

**Notification:**

We will have two off-duty MPD officers at the event on Saturday from 3-8 p.m., and Sunday from 3-7 p.m. We will have 10 event leaders and 1 Off-Duty Police Officer equipped with two-way radios.

**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 public access to the paths surrounding the park.

**STEP 6:**

**NOTIFICATION SCHEDULE**

The area alder, businesses and the few residents in the immediate site of the event have been informed of the upcoming event. Indeed, we have convened general meetings with area residents and the local neighborhood association. Alderperson Marsha Rummel is familiar with our efforts.

**STEP 7:**

**INSURANCE FOR YOUR EVENT**

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

**STEP 8:**

**BICYCLE PARKING FOR YOUR EVENT**

Bicycle parking will be provided. We reserve six bike racks from the city, and will provide an additional 13 bike racks from Dero, the manufacturer of the city's bike racks.

**STEP 9:**

**MARKETING**

Attached.

**STEP 10:**

**AMPLIFICATION PERMIT**

Submitted with Park Application.

**STEP 11:**

**TEMPORARY STRUCTURE PERMIT**

N/A.

**STEP 11:**

**VENDING PERMITS.**

N/A.

**STEP 12:**

**TEMPORARY "CLASS B" LICENSE.**

Copy of Application Attached.

**APPLICATION FEE:**

Please invoice:

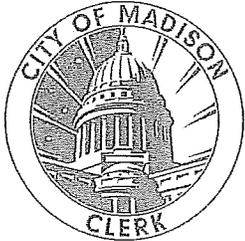
Marquette Neighborhood Association

Attn: Beatrice Hadidian

953 Jenifer Street

Madison, WI 53703 or by pdf email to: [beatrice@wil-mar.org](mailto:beatrice@wil-mar.org)





# Temporary B License

City of Madison Clerk  
210 MLK Jr Blvd, Room 103  
Madison, WI 53703

licensing@cityofmadison.com  
608-266-4601

\_\_\_\_\_  
(Number)

\_\_\_\_\_  
(scanned)

No

Yes

\_\_\_\_\_  
(STREET USE?)

\_\_\_\_\_  
(Processing step)

\_\_\_\_\_  
(initials)

Alder Name: Marsha Rommel Dist #: 6 Police Sector: Downtown

- o Temporary Class "B" (beer) and "Class B" (wine) licenses are available to **bona fide clubs, churches, Lodges/Societies, Veteran's Organizations, and Fair Associations** only. Being a non-profit company is not enough.
- o You may get an unlimited number of temporary licenses for Beer, but **only two licenses for wine** each twelve months.
- o If your plans include using the street for your event, you will need a **Street Use Permit** and you must apply at least 60 days before your event.
- o At least one **licensed bartender** must be present.
- o **The fee** is \$10 for beer and/or wine per event – events may have consecutive days.
- o Other requirements are on the accompanying sheet.  Attached

The named organization applies for:

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s.125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

### Organization

Pick one:

Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

Organization Name: Marquette Neighborhood Association Phone: 608-446-0327

Address: 953 Jennifer Street Email: beatrice@wil-mar.org Website: marquette-neighborhood.org

Date organized: Jan. 1969 If a corporation, give date of incorporation: 1969

WI State Seller's Permit ID: 20-1926852

We are not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats.

We have been convicted of a violation of Chapter 38.

**continued on page two - OVER**

Organization Officers	Name	City, State	Birthdate
President	Lynn Lee	Madison, WI	6/15/1965
Vice President	Amanda White	Madison, WI	10/4/77
Treasurer	Renee Lauber	Madison, WI	6/15/67
Secretary	Marlisa Kepinski Condon	Madison, WI	5/29/68
Person in charge of event	Name	Phone	Email
	Katherine Dawey ← Festival Chair	608-770-9060	kdawey608@gmail.com

### Event Information

Event Name: Orton Park Festival Event dates & time(s): 8/23, 24, 25, 26; 4-9, 4-10, 11-10, 9-8

Event Address: Orton Park Estimated Attendance: 500-1500 daily

Do the premises you want to license occupy *all* of the building/property? \_\_\_\_\_ No? Then please describe fully which parts of the property or building you want to be covered with this license. (Which section of the parking lot, which floor of the building, or which specific rooms in it. etc): \_\_\_\_\_

Orton Park

Explain the purpose and nature of the event: Celebrating community / Fundraiser for MNA

Describe your planned method of crowd control: Two off-duty MPD; private security, 10 community volunteers with event experience; all connected with two-way radios.

How many security persons will you have on the licensed premises? 2 off-duty MPD; 2 Private security

Wholesaler who will supply fermented malt beverage: WI Distributors Quantities ordered: 30 Barrels

Will food be served?  Yes  No Will a tent be used?  Yes  No

Will the street be used?  Yes  No Will wine be served?  No  Yes: 2 of 2 per year

Wholesaler who will supply wine: Off Bank Quantities ordered: 10 cases  N.A.

### Declaration

The information provided in this application is true and correct to the best of my knowledge and belief.

Officer Signature Renee Lauber Date 4-2-18

Printed name of Officer who is signing RENEE LAUBER, Treasurer

**STREET USE PERMIT APPLICATION CHECKLIST**

**REQUIRED STREET EVENT DOCUMENTS**

Please check below to indicate that you have attached the following to the completed application:

- Street Event Schedule (Step 2)
- Street Event Site Map (Step 3)
- Emergency Action Plan (Step 4)
- Street Event Cleanup and Recycling Plan (Step 5)
- Street Use Permit Application (Final Step)
- Application Fee (Final Step)

Date(s) the alder, businesses and residents will be notified of the event:

Early in 2018, another ongoing.

**ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED**

- Route Map (Step 4)
- Certificate of Insurance (Step 7)
- Street Event Marketing Information (Step 9)
- Amplification Permit Application (Step 10)
- Street Event Vending License Application (Step 11)
- Beer/Wine Sales Permit Application (Step 12)

**ADDITIONAL CITY OF MADISON PERMITS**

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

**Temporary Restaurant Permit** - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: [www.publichealthmdc.com/environmental/food/tempfood.cfm](http://www.publichealthmdc.com/environmental/food/tempfood.cfm) or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.

Date Temporary Restaurant Permit Application Submitted: \_\_\_\_\_

**Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: [www.cityofmadison.com/clerk/licensingliquor.cfm](http://www.cityofmadison.com/clerk/licensingliquor.cfm) or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. 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.

Date Temporary Class "B" Retailers Permit Application Submitted: 4/2/2018

**Fireworks Permit** - An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Date Fireworks Permit Application Submitted: \_\_\_\_\_

**Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: \_\_\_\_\_