

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Stop the Violence ! Save Our Children! Parade

Event Organizer/Sponsor: Meadowood Neighborhood Association / Neighborhood Connectors /

Is Organizer/Sponsor a 501(c)3 non-profit agency? Meadowood Health Partnership / Good Shepherd Church  Yes  No

MANDATORY: State Sales Tax Exemption Number: \_\_\_\_\_ ES#: \_\_\_\_\_

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

Address: 5721 Raymond Road

City/State/Zip: Madison, WI

Primary Contact: Sheray Wallace

Work Phone: \_\_\_\_\_

Email: sherayw@yahoo.com

Phone During Event: 608.622.2355

Website: www.meadowoodneighborhood.org

FAX: \_\_\_\_\_

Secondary Contact: Joe Brosious

Work Phone: \_\_\_\_\_

Email: brosious@gsicwi.com

Phone During Event: 608.767.622.2355

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.):  Yes  No

Hours: \_\_\_\_\_ to \_\_\_\_\_

## 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: \_\_\_\_\_

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: July 6, 2019

Event Start and End Times: 9:00 AM

Rain Date (if any): \_\_\_\_\_

Set-Up Start Time: \_\_\_\_\_

Take-Down Start Time and End Times: \_\_\_\_\_

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 Sheray Latrice Wallace

Date \_\_\_\_\_

## 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. Trevor Knight, [tknight@cityofmadison.com](mailto:tknight@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:***

"Stop the Violence! Save our Children! Parade  
July. 2019 Saturday

Gathering 9:00 am at Good Shepherd Lutheran Church Raymond Road  
Good Shepherd will be serving breakfast to parade participants.

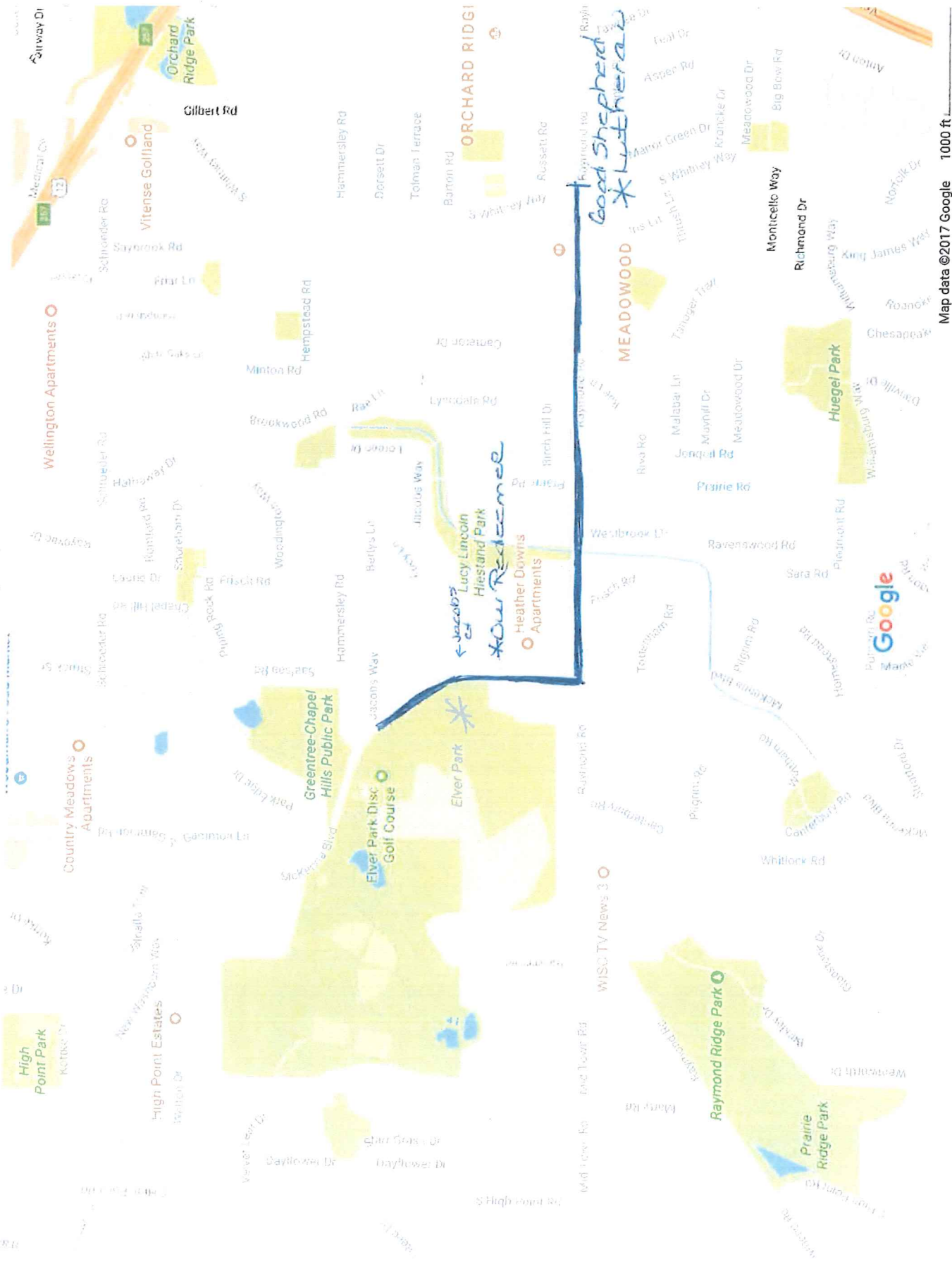
Parade STAGING AT Good Shepherd Church 10:00 am  
Parade begin at 11:00 am

Route's from Good Shepherd Parking lot east on Raymond Road to Our Redeemer Church on Mckenna Blvd.  
There are no vendors or merchandise associated with the Parade.

There will be Banners and signs carried  
It is estimated that the parade will last no longer than 1 hour.

6/19/2017

Google Maps



Map data ©2017 Google 1000 ft

## STREET EVENT CLEANUP 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 cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- 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 cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

### ***Provide Detailed Trash/Recycling/Cleanup Plans:***

THIS EVENT IS A PARADE ONLY EVENT AND THERE WILL BE NO NEED FOR COLLECTION AND DISPOSAL OF REFUSE. THERE ARE NO STREET VENDORS ASSOCIATED WITH THIS EVENT ALONG THE DESIGNATED PARADE ROUTE.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "STOP THE VIOLENCE SAVE OUR CHILDREN PARADEVENT " will be held JULYDAY, YEAR at The designated parade route 5701 Raymond Rd (Good Shepherd Lutheran Church to 1701 Mckenna Blvd. (Our Redeemer Lutheran Church).

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the ""Stopthe Violence Save our Children Parade"" (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 Sheray Wallace 608--622-2355.

### 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 (The MPD will participating in the parade and have been contacted about road closures. )

### 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.

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 throughways.
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	FIRST/LAST NAME	CELL PHONE
Secondary Contact	FIRST/LAST NAME	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

# STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

Yes  No

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

## EVENT ORGANIZER INFORMATION

Name of Group: Neighborhood Connectors, Meadowood Health Partnership, Good Shepherd Lutheran Church, Meadowood Association

Contact Person: Sheray Wallace

Address: 2102 Leland Dr. Madison WI 53711

Work Phone: 608241-5823

Phone During Event: 608-622-2355

Today's Date: 06042019

## BEER SALES PERMIT INFORMATION

**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.**

Name of the Licensed Bartender: NA

Security Company: NA

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

Yes  No

Indicate Application Date: \_\_\_\_\_

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

Yes  No

Indicate Application Date: \_\_\_\_\_

# 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 3)
- Street Event Site Map (Step 4)
- Emergency Action Plan (Step 5)
- Street Event Cleanup and Recycling Plan (Step 6)
- Street Use Permit Application (Final Step)
- Application Fee (Final Step)

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

Alder Christian Albouras and Barbara McKinney have already been notified. Some residents have a

## ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- Route Map (Step 4)
- Certificate of Insurance (Step 8)
- Street Event Marketing Information (Step 10)
- Amplification Permit Application (Step 11)
- Street Event Vending License Application (Step 12)
- Beer/Wine Sales Permit Application (Step 13)

## 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: \_\_\_\_\_
- 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: \_\_\_\_\_