

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event OUTREACH PRIDE PARADE

Event Organizer/Sponsor OUTREACH, INC. (OUTREACH LGBT COMMUNITY CENTER)

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

If Yes, provide State of Wisconsin Tax Exempt Number ES24051

Address 600 WILLIAMSON ST SUITE P-1 MADISON WI 53703

City/State/Zip \_\_\_\_\_

Primary Contact STEVE STARKEY FAX 608 255 0018

Work Phone 608 255 8582 Phone During Event 608 215 0145

E-mail STEVE5@LGBTOUTREACH.ORG

Website WWW.LGBTOUTREACH.ORG

Secondary Contact ANGIE REHLING

Work Phone 608 255 8582 Phone During Event 608 314 7126

E-mail angier@lgbtoutreach.org

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: OUTREACH, INC.

Estimated Attendance 2000 BS UNIT PARADE (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 11 AM to 5:00 PM  Yes  No

## EVENT CATEGORY

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

Other PARADE

## 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: STATE ST. + CAPITOL SQUARE

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) AUG 9 Rain Date(s) NA

Event Start Date(s)/Time(s) AUGUST 9 1 PM Set-Up Date(s)/Time for Event AUG 9 11 AM

Event End Date(s)/Time(s) AUGUST 9 4 PM Take-Down Time AUG 9 5 PM

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

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

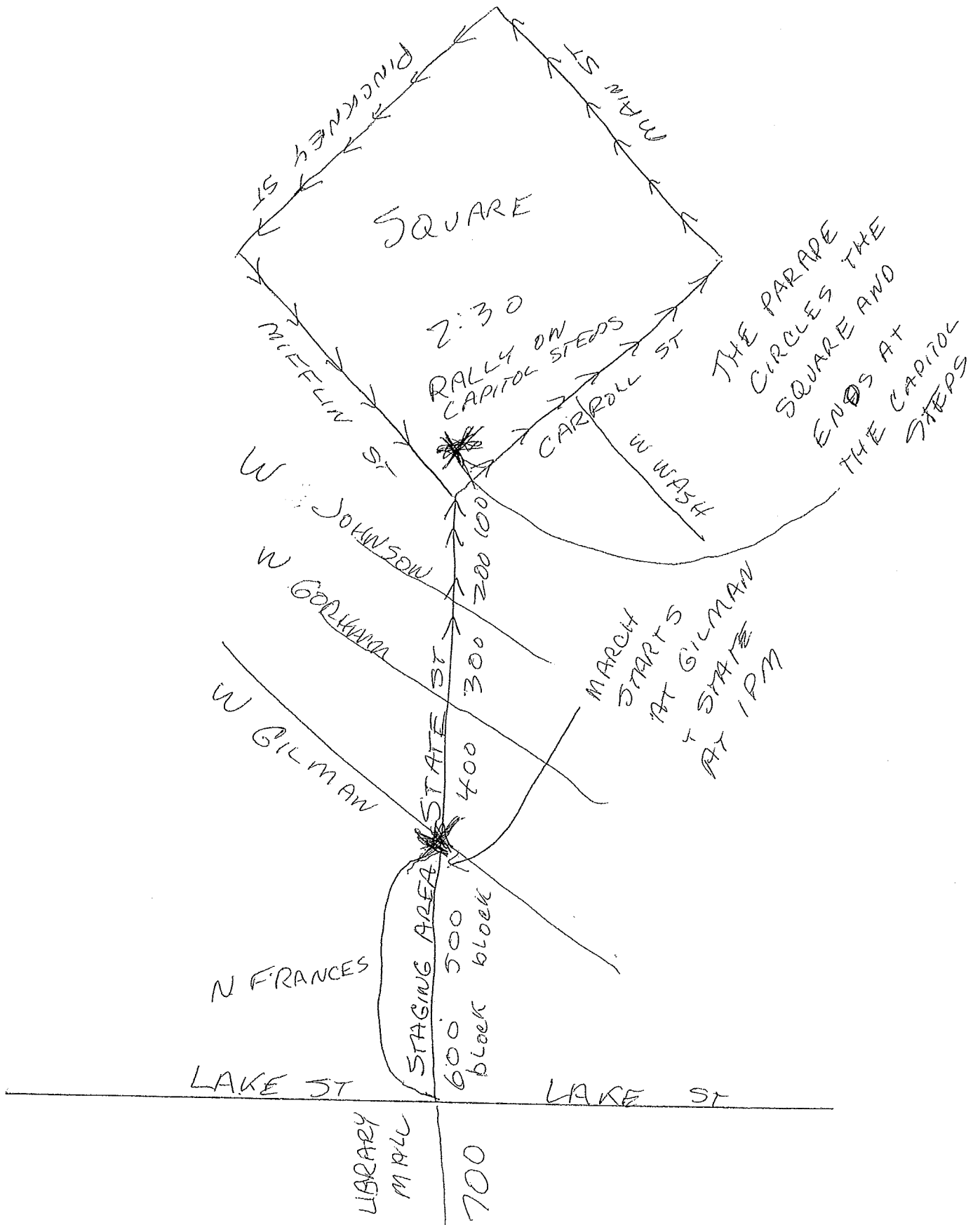
\_\_\_\_\_(PLEASE INITIAL)

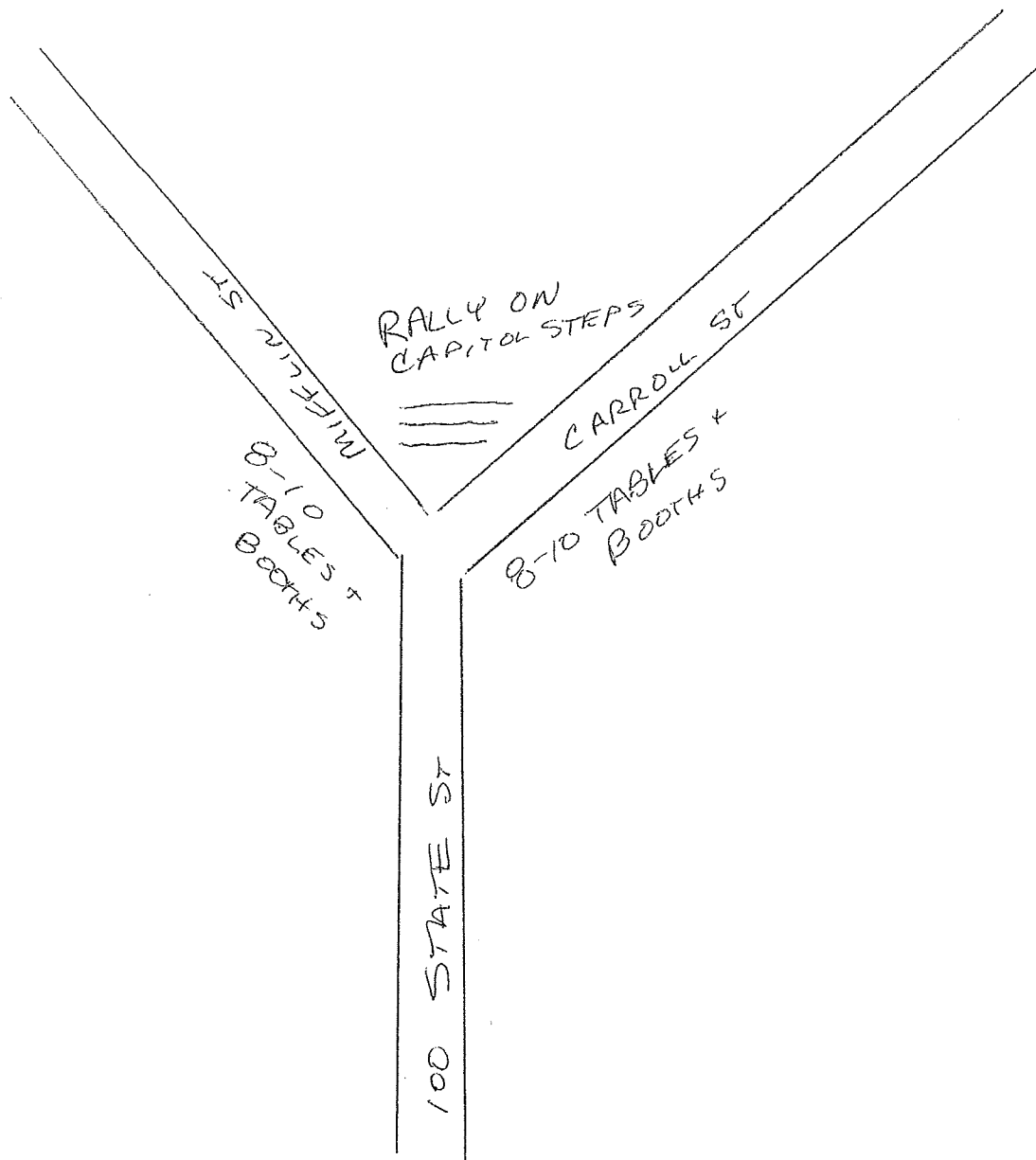
Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the 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 Steve Starkey STEVE STARKEY Date 8-14-2015

# OUTREACH PRIDE PARADE MAP AVG 9 2015





RALLY ON  
CAPITOL STEPS

MIFFLE ST

CARROW ST

8-10  
TABLES +  
BOOTHs

8-10  
TABLES +  
BOOTHs

100 STATE ST

The notification plan, including BID and to neighbors, by July 2nd (2 weeks) and then again 3 days prior to event.

OutReach is proud to announce that they will be hosting our second OutReach Pride Parade on Sunday, August 9, 2015. Madison has had a tradition of parades over past 26 years, and are pleased to continue that tradition. The parade will begin 1:00 pm proceeding from 500 block of State Street to the Square, circling the Square and ending with a rally at 2:30 pm the top of the State Street.

We anticipate that top of State Street branching off to West Washington and Wisconsin (sometimes referred as the Y of the Square) will be closed down by Noon and reopened at 5:00 pm. The rest of the Square will shutdown at 2:00pm and reopen no later than 4:00 pm. Parking enforcement will take place approximately 1 hour before each shutdown time.

Please check [madisonmetro.com](http://madisonmetro.com) for re-routing of buses, and also for rerouting information for the buses around the Square.

If you have any questions about any of the street closures, parking issues, bus issues or would like to participate in the parade or rally, please feel free to contact us at 608-255-8582 or email [angier@lgbtoutreach.org](mailto:angier@lgbtoutreach.org) Angie Rehling or [steves@lgbtoutreach.org](mailto:steves@lgbtoutreach.org) Steve Starkey.

We are still welcoming volunteers, vendors, and floats and viewers for the parade, and would be excited for you to join us if you choose. It will be a great day!

### **Complete Event Schedule:**

11:00 am Initial setup on the 500 and 600 blocks of State Street, and 30 on the Square

12:00 pm closure of the 500 and 600 blocks of State Street.

12:00 pm Start of vehicle line up Lake Street and 700 & 800 State Street will begin.

1:00 pm Parade begins at Lake & State proceeding towards the Square then circling around the Square.

2:30 Rally will be on the Capitol steps

### **Event Site Map:**

Check attachment.

### **Safety & Security Plan:**

All volunteers will check in at OutReach Pride Station at the entrance in the 600 block of State Street.

The two contacts for the event the day of the event are OutReach Executive Director Steve Starkey, OutReach Program Director Angie Rehling.

There will be three Section Captains including the 600 thru to the 100 block of State Street, the Mifflin Street and Main Street & Carroll Street of the Square.

Every single block along the parade route will have a Block Captain. Every road block will have a Designated Roadblock Volunteer.

Communication types will include verbal, whistle, and walkie talkies, and phone as needed.

The contact list is as follows: OutReach Executive Director Steve Starkey, OutReach Program Director Angie Rehling, Richard Ganoung First Aid Director( First Aid Trainer), and William Caldwell First Aid Director (RN on ICU at St Marys).

## **OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)**

### **I. GENERAL**

The "OutReach Pride Parade" will be held Sunday, **August 9, 2015** on State Street to the 30 on the Square.

### **II. PURPOSE**

- A.** This emergency action plan predetermines actions to take before and during the "**OutReach Pride 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 and 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 OutReach Program Director **Angie Rehling**.

## **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 not** have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)
3. We have on-site Police (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

## **C. Severe Weather**

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 Outreach Program Director **Angie Rehling** 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 Outreach Program Director **Angie Rehling** 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** been identified. Madison Police will be present throughout the 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 **Steve Starkey**.
  - 6. Parking for vendor and staff vehicles will be in city lots.
  - 7. Parking for attendee vehicles will be in city lots.

**V. Contact Information**

<b>Primary Contact</b>	<b>Steve Starkey</b>	<b>608.215.0145</b>
<b>Secondary Contact</b>	<b>Angie Rehling</b>	<b>608.314.7176</b>
<b>Emergency</b>	Dane County 911 Center	911

**Madison Fire Department**

Non-Emergency

- Fire Inspector Jerry McMullen (608) 266-4420
- Division Chief Ron Schwenn (608) 266-4420

**Madison Police Department**

Non-Emergency

- Field Lieutenant David McCaw (608) 261-9694
- Executive Captain Carl Gloede (608) 261-9694

**EAP Plan**

**Additions: Lost/**

**Missing Person:**

- 1. If a child is lost, an OutReach Pride Parade volunteer is to stay with the lost child and call the OutReach Program Director, **Angie Rehling** and she will direct an emergency pickup of the child and bring them to the OutReach Booth at 30 on the Square.
- 2. Police will be notified.



### **Medical Emergencies:**

1. As with any outdoor event, there is potential for injury to participants and spectators. The types of injuries vary and include those that are heat related as well as traumatic injuries.
2. In case of an emergency, the OutReach Pride Parade volunteer are instructed to follow the communication plan organized by the Parade Committee. Immediate contacts and cell phone numbers will be given to all parade volunteers prior to the event. The person to contact is Angie Rehling (OutReach Program Director) or Steve Starkey (OutReach Executive Director).
3. If the emergency is life threatening, the OutReach Pride Parade volunteer will be instructed to first call 911 and then contact Angie Rehling (OutReach Program Director).
4. 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. The nature of the emergency. B. Precise location. C. Contact person with callback number.
5. A first aid kit will be located at the OutReach Booth at both 600 State Street and 30 on the Square. If needed, an OutReach Pride Parade will drive the kit in a vehicle to the appropriate location. Richard Ganoung 608-233-1855 (First Aid Instructor) and William Caldwell 608-256-1636 (RN – St Mary's) are our two first aid personnel.
6. All medical personnel working at the vent must be reminded of HIPPA requirements and the event manager should have a plan in place to deal with the dissemination of incident information.

### **Suspicious Package or Person:**

1. If a suspicious package or person is found along the parade route or in the staging area, parade volunteers will be instructed to call 911. Event staff will wait for further instruction from law enforcement and follow their direction.

Through our parade code of conduct we have established a safe environment. This is considered and alcohol free event. We wish to make this a family friendly event as much as possible.

### **Trash & Recycling Plan:**

Vendors and parade participants will be responsible to provide containers to collect any garbage or recycle that they create. Also we will be collecting any and all garbage and recycling containers that fall in our staging or vendor areas and depositing them in a dumpster rented from the City of Madison.

### **Notifications Requirements:**

## Contact List:

### Alderpeople:

#### Ledell Zellers-

510 N Carroll St,  
Madison, WI,  
53703  
608-417-9521

[District2@cityofmadison.com](mailto:District2@cityofmadison.com)

#### Michael E. Veveer

614 W. Doty #407  
Madison, WI 53703

[District4@cityofmadison.com](mailto:District4@cityofmadison.com)

#### Scott J Resnick

661 Mendota Ct # 1404  
Madison, WI 53703  
Phone: 608-807-7962

[district8@cityofmadison.com](mailto:district8@cityofmadison.com)

### Business Associations:

#### Madison BID Address

Madison's Central Business Improvement District  
(BID) 122 W. Washington Ave. Suite 250  
Madison, WI 53703

Email: [info@visitdowntownmadison.com](mailto:info@visitdowntownmadison.com)

Website: [www.visitdowntownmadison.com](http://www.visitdowntownmadison.com)

#### Staff

Mary Carbine  
BID Executive  
Director Direct: (608)  
512-1340

Email: [mcARBINE@visitdowntownmadison.com](mailto:mcARBINE@visitdowntownmadison.com)

Tim Jenquin  
BID Programming Coordinator

Direct: (608) 512-1341

Email: [tjenquin@visitdowntownmadison.com](mailto:tjenquin@visitdowntownmadison.com)

#### Downtown Madison Inc. -

122 W. Washington Avenue, Suite 250  
Madison, WI 53703

Email: [info@downtownmadison.org](mailto:info@downtownmadison.org)

Phone: 608-255-1008

Website: [www.downtownmadison.org](http://www.downtownmadison.org)

### Neighborhoods:

#### Capitol Neighborhood –

Jeff Vercauteren, PO Box 2613, Madison, WI 53701-2613, (H)608-445-9384,

[president@capitolneighborhoods.org](mailto:president@capitolneighborhoods.org)

Scott Kolar , P.O. Box 2613, Madison, WI 53701-2613, (H)608-230-5786,  
[info@capitolneighborhoods.org](mailto:info@capitolneighborhoods.org), Capitol Neighborhoods, Inc. P.O. Box 2613

**State – Langdon Neighborhood Association –**

Chris Hoffman, 622 Howard Place, Apt A, Madison, WI 53703, (H) 414-587-4054,  
[chhoffma@gmail.com](mailto:chhoffma@gmail.com)

Colin Bowden, 625 N Frances Street, Madison, WI 53703, (H) 847-380-0644,  
[prezalex87@gmail.com](mailto:prezalex87@gmail.com)

**Notify any merchants or building occupants:**

Initial contact and follow up for Inn on the Park and Grace Episcopal Church.

Written notice to all persons and businesses along the parade route will be sent out or delivered one month before the event and one week before the event – sample letter can be provided.

**Record of all public comments:**

Media Plan – Limited thus far to Web page announcements on the OutReach website and social media pages and Our Lives Magazine. A summer edition of Our Lives will include a map with the route and parking information along with a schedule of the weekend events and a list of pertinent contacts. There will be flyers and posters of the event displayed in businesses around the community. A media plan is being developed at this time to publicize the event.

**Certificate of Insurance:**

Will be provided by Neckerman Agency, OutReach's insurance carrier.

**Event Parking & Bike Plan:**

We will provide parking information to event participants and viewers for how to find downtown Madison parking venues on our flyers, posters, website and any pertinent media information. We will be encouraging participants to walk; carpool, bus and bike an even shuttle to the event minimize the carbon footprint of the event. Vendors will be responsible to find their own parking.

We believe the parking venues will be ample enough for our event.

**Event Marketing:**

Check attachment.

**Additional Plans:**

Use of 30 on the Square.