PARK EVENT PERMIT APPLICATION

| Applicant | | Contact During Event | |
|---|------------|--|--|
| Christopher M Ronan | | Christopher M Ronan | |
| 3037 Main St East Troy, WI 53120 | | 3037 Main St East Troy, WI 53120 | |
| Email: C.Ronan@rrproductionsgroup.Com | | Email: C.Ronan@rrproductionsgroup.Com | |
| Phone: (608) 207-6757 | | Phone: (608) 207-6757 | |
| Organizer/Sponsor | | | |
| Organization Name: R&R Productions | | | |
| Is Organizer/Sponsor a 501(c)3 non-profit agency? | | | |
| Event Information | | | |
| Are you applying for a NEW park event?: | Ø | Are you applying for a returning park event with significant changes?: | |
| Name of Event: The Great Midwest Hemp Fest | | Total Attendance per day: 3000 | |
| Describe all relevant attendance details (ant anticipated times with smaller): Anticipated pak times for Sunday are between | peak times | | |
| Event Category | | | |
| Run/Walk: | Ø | Community Gathering: | |
| Music/Concert: | Ø | Wedding/Private Gathering: | |
| Fundraiser: | | Athletic Competition: | |
| Festival: | Ø | Other: | |
| Rally: | | | |
| Brief Narrative of Event: | | | |

The Great Midwest Hemp Fest is the longest-running cannabis rights festival in the United States, held annually in Madison, Wisconsin since 1971. Formerly known as The Great Midwest Marijuana Harvest Festival, it began as a smoke-in at the Wisconsin State Capitol to protest the cannabis-related arrests of legalization activists in the 1970's. The Great Midwest Hemp Fest places a strong emphasis on education and advocacy, aiming to dispel misconceptions and promote evidence-based information about cannabis. This festival gives speakers, professionals and advocates a chance to network, learn, shop and join the community in opposition to cannabis

prohibition in the State of Wisconsin.

Location Information

Park Requested: James Madison

Use of Shelter During Event:

☑

Use of Shelter During Setup: ☑

Event Schedule

Event Recurrence: Multi-Day

| SETUP DATE | SETUP START TIME | SETUP END TIME |
|--------------|---------------------------|------------------|
| 09/27/2024 | 10:00AM | 5:00PM |
| EVENT DATE | EVENT START TIME | EVENT END TIME |
| 09/28/2024 | 11:00AM | 9:00PM |
| CLEANUP DATE | CLEANUP START TIME | CLEANUP END TIME |
| 09/30/2024 | 7:00AM | 4:00PM |

Site Map

Each event application must include a detailed event site map with the following items as applicable:

- Accessible paths for wheelchairs
- Disabled parking spaces
- Dumpsters
- Exit location for fenced outdoor events
- Event perimeter
- Fencing
- Garbage and Recycling receptacles
- Placement of vehicles
- Portable toilets
- Signage
- Stages
- Temporary Structures (include dimensions of each structure)
- Vendors

RUN/WALK EVENTS: For run/walk events that will have a route that stays on sidewalks, bike paths or within a Park, please apply for a <u>Parade Permit</u>.

RUN/WALK EVENTS: For run/walk events or events that will have significant street closures, organizers must also apply for a <u>Street Use Permit</u> and contact <u>Police</u>, <u>Traffic Engineering</u> and <u>Madison Metro</u> prior to submitting a Street Use application.

 \square

A helpful online resource for route mapping is: Map My Run

I understand I must attach a site map. I understand I must also attach a route map, if applicable:

Explain what impact you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?:

I anticipate that there will be two impacts due to this event. The biggest one being parking and the secondary impact being the closure of the basketball court at James Madison Park. Due to the former issue, we plan on encouraging the use of rideshare and public transportation options. We will also make sure to give as much notice to the public as possible about the event and alternate parking options if the closest parking garages become full. Secondly, to address the latter, we plan to advise the public of the basketball court closures and suggest alternate options.

Insurance Information

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
 - The determination is based on the risk level of an event.
 - Risk level is determined by such things as, but is not limited to:
 - Activities planned for the event
 - Anticipated attendance
 - Beer/alcohol
 - Potential for injury
 - Size and nature of the event
- If a Certificate of Insurance is required, the event organizer must:
 - Submit a general liability insurance policy certificate
 - 30 days prior to the event date
 - In the amount of \$1,000,000
 - Naming the City of Madison as Additional Insured.
 - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office

City Risk Manager 210 Martin Luther King, Jr. Blvd., Rm. 406 Madison, WI 53703 Phone: (608) 266-5965

Fax: (608) 267-8705 Risk Manager Email

I understand I may be required to provide insurance for my event, as determined by the City Risk Manager:

Safety And Security

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, <u>Madison Fire</u> may review and make recommendations for emergency plan requirements. Please reach out to Madison Fire if your event will include large temporary structures (over 400 ft2), fencing, or an enclosed event perimeter.
- Police and Fire Department representatives may also require Police Officers or Fire Inspector staffing at your event.

Emergency Action Plan PDF/ MS Word

I understand that I must submit the Emergency Action Plan:

Accesibility Plan

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Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event.

Accessibility Plan Components PDF/ MS Word

For information and compliance contact City of Madison Department of Civil Rights and Services Specialist Rebecca Hoyt, at rhoyt@cityofmadison.com or (608) 266-6511.

| I understand I may be required to submit an Accessibility Plan, this requirement will be determined upon review of my application: | Ø |
|--|-----------|
| I understand I should include any accessibility setup in my site map: | |
| Temporary (Picnic/Beer) License and/or Alcohol Sales Permit | |
| Will beer/wine be sold?(\$): | |
| Will beer/wine be served? (Free of charge): | |
| Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?: | |
| I understand I must apply for a Temporary (Picnic Beer) License through the City Clerk's Office to sell or serve beer in a Madison Park: | Ø |
| Vending Permits | |
| Park Vending Permit(\$): Park Event Vending Permits are required to sell anything in a City Park. The fee for tl license is dependent on the number of vendors and the number of days vendors will be at the event. | his |
| Events on City of Madison property are also required to submit event and food vendor information to Public Health of Madison and Dane County . Contact leadmin@publichealthmdc.com for requirements. Events with vendors, in the State of Wisconsin, are also required to submit a S-240 form to the WI Departments . Revenue. Contact: DORTempEvents@wisconsin.gov . | _ |
| Will food and/or merchandise be sold at the event?: | |
| How many total vendors?: | 30 |
| How many are food vendors?: | |
| How many are merchandise vendors?: | |
| How many are non-profit vendors?: | 5 |
| Is this a ticketed event?: | \square |
| Are entry tickets being sold day-of, in the park?: | \square |
| I understand I must submit a complete list of vendors and contact information for my event at least two weeks before the event date, if applicable: | Ø |

Public Amplification

Public Amplification Permit(\$): By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

| Will there be amplification at the event?: | | | |
|--|---|---|----------------------------------|
| Type of amplified sound | !: | | |
| Live Music: | | | ☑ |
| Sound System: | | | ゼ |
| Speeches/Announcemen | nts: | | abla |
| Other: | | | |
| If Other, Please Describe | : : | | |
| | | | |
| Public Amplification Star Date | Public Amplification Star Time | Public Amplification End Date | Public Amplification End Time |
| 09/28/2024 | 11:00 AM | 09/28/2024 | 9:00 PM |
| 09/29/2024 | 11:00 AM | 09/29/2024 | 4:30 PM |
| Cleanup And Recycling | | | |
| Will you be providing yo | our own receptacles?: | | |
| Will you be renting addi | tional Parks receptacles (\$)?: | | \square |
| Trash Barrels: | | | 8 |
| Recycling Barrels: | | | 8 |
| Dumpsters: | | | 1 |
| Temporary Structure Pe | rmit | | |
| is staked into the ground. If you are erecting a tent is license through the City of | ude, but are not limited to, tents la Dunk tanks, sprinklers or other wa n excess of 400 sq. ft. You are also f Madison Fire Department. An ap on.com or (608) 266-4200 with qu | ater features are NOT ALLOV required to apply for a Noti plication is available online: | /ED. fication of Operations |
| Will temporary structure | es be set up at the event?: | | Ø |
| Tents: | | | 55 |
| Staging: | | | 2 |
| Inflatables: | | | 0 |
| Trailer: | | | 2 |
| Description: If setting up structure: | o temporary structures, you mus | st include the description a | nd dimensions of each |

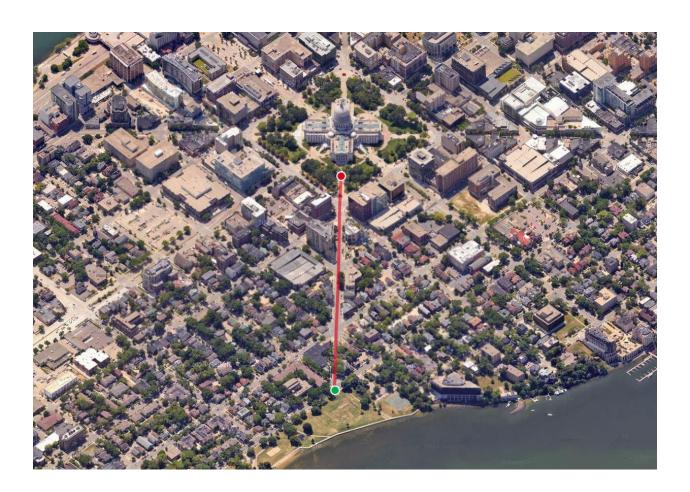
| I understand I will be required to call Diggers Hotline if I am putting up a temporary structure (this information will be included on the permit): | \square |
|---|-----------|
| Marketing | |
| Conditional approval of the event is required before promoting, marketing, or advertising the event. | |
| Do you want this included in the Madison Parks online calendar of events?: | |
| Is registration required?: | |
| Cost of Registration: | 0 |
| Event Website: www.yourhempfest | t.org |

Brief description of the event for Parks online Event Calendar:

The Great Midwest Hemp Fest is the longest-running cannabis rights music festival in the United States, held annually in Madison, Wisconsin since 1971. Formerly known as The Great Midwest Marijuana Harvest Festival, it began as a smoke-in at the Wisconsin State Capitol to protest the cannabis-related arrests of legalization activists in the 1970's. The Great Midwest Hemp Fest places a strong emphasis on education and advocacy, aiming to dispel misconceptions and promote evidence-based information about cannabis. This festival gives speakers, professionals and advocates a chance to network, learn, shop and join the community in opposition to cannabis prohibition in the State of Wisconsin.



The Great Midwest Hemp Fest - site map James Madison Park Setup Friday, 9/27/24 Event: Saturday, 9/28/24 & Sunday, 9/29/24 Clean up: Sunday, 9/29 & Monday, 9/30 The Great Midwest Hemp Festival - march route James Madison Park -> Capitol Sunday, September 29, 2024



| Friday (Set Up) | 9/27/2024 | | | - | - | - |
|---|----------------|---------------------------|----------|---|---|---|
| Core Crew arrive | Chris Ronan | Andii Heath | 9:30 AM | | | |
| Sunbelt Delivery | Chris Ronan | Andii Heath | 10:00 AM | | | |
| Forklift In | Chris Ronan | Andii Heath | 11:00 AM | | | |
| Main stage in | Jake Olson | Andii Heath | 11:00 AM | - | - | - |
| Main stage audio in | Jake Olson | Andii Heath | 11:30 AM | | | |
| Main stage lighting in | Jake Olson | Andii Heath | 11:30 AM | | | |
| Side stage In | Jake Olson | Chris Ronan | 12:00 PM | | | |
| Temporary Fence In | Chris Ronan | Andii Heath | 1:00 PM | - | - | - |
| Tent Stand Up | Skyler Hibicki | | 1:00 PM | | | |
| Trash Cans In | Chris Ronan | Andii Heath | 2:00 PM | | | |
| Dumpster In | Chris Ronan | Andii Heath | 2:30 PM | | | |
| Portable Bathrooms/Sinks In | Chris Ronan | Andii Heath | 3:00 PM | | | |
| Vendors In (Early Arrival) | Skyler Hibicki | | 4:00 PM | | | |
| Sponsor Deliverables In (Early Arrival) | Emily Hui | | 4:00 PM | | | |
| | | | | | | |
| Over majorist Consumity day | | | 5:00 PM | | | |
| Overnight Security In | | | 5.00 PM | | | |
| Saturday (Fest Day 1) | 9/28/2024 | | | - | - | - |
| Core Crew Arrive | Chris Ronan | Andii Heath | 7:00 AM | - | - | - |
| Sponsor Deliverables In | Emily Hui | Alec Fantl/Niko Ashley | 7:30 AM | | | |
| Catering Crew In | Tristan Straub | Peter Nickel | 7:30 AM | | | |
| Beer Delivery In | Tristan Straub | Peter Nickel | 8:00 AM | | | |
| Vendors In | Skyler Hibicki | Alec Fantl/Niko Ashley | 8:00 AM | | | |
| Food Trucks In | Tristan Straub | Peter Nickel | 9:00 AM | - | - | - |
| Main Stage Sound Check | Jake Olson | Matty Minue | 9:00 AM | - | - | - |
| Side Stage Sound Check | Jake Olson | Matty Minue | 10:00 AM | - | - | - |
| Police in | Chris Ronan | Andii Heath | 10:00 AM | - | - | - |
| Volunteers - Site Crew In | Nicklaus Rueda | Chris Ronan | 10:00 AM | - | - | - |
| Photography In | Ariel Kassulke | Brooke Curry | 10:00 AM | - | - | - |
| Safety Meeting | Chris Ronan | Andii Heath | 10:30 AM | - | - | - |

| Doors (Gates) Open | ТВА | TBA | 11:00 AM | - | - | - |
|-------------------------------------|----------------|---------------------------|-----------|----------|----------|---|
| Side Stage Artist Plays | Jake Olson | Matty Minue | 10:00 AM | 11:00 AM | 11:45 AM | - |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 10:45 AM | 11:45 AM | 12:30 PM | |
| Side Stage Artist Plays | Jake Olson | Matty Minue | 11:30 AM | 12:30 PM | 1:15 PM | |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 12:15 PM | 1:15 PM | 2:00 PM | |
| Side Stage Artist Plays | Jake Olson | Matty Minue | 1:00 PM | 2:00 PM | 2:45 PM | |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 1:45 PM | 2:45 PM | 3:30 PM | - |
| Side Stage Artist Plays | Jake Olson | Matty Minue | 2:30 PM | 3:30 PM | 4:15 PM | |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 3:15 PM | 4:15 PM | 5:00 PM | |
| Side Stage Artist Plays | Jake Olson | Matty Minue | 4:00 PM | 5:00 PM | 5:45 PM | - |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 4:45 PM | 5:45 PM | 6:30 PM | |
| Side Stage Artist Plays | Jake Olson | Matty Minue | 10:00 AM | 6:30 PM | 7:30 PM | |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 9:00 AM | 7:30 PM | 9:00 PM | |
| Overnight Security In | Chris Ronan | Andii Heath | 8:00 PM | | | |
| Main Stage Overnight Secure Down | Jake Olson | Matty Minue | 8:00 PM | | | |
| Side Stage Overnight Secure Down | Jake Olson | Matty Minue | 9:30 PM | - | - | |
| Vendor Overnight Secure Down | Skyler Hibicki | Alec Fantl/Niko Ashley | 9:30 PM | | | |
| Doors (Gates) Close | TBA | TBA | 10:00 PM | | | |
| Sponsor Deliverables Secure Down | Emily Hui | Alec Fantl/Niko Ashley | 10:00 PM | | | |
| | | | | - | - | |
| Sunday (Fest Day 2) | 9/29/2024 | | | | | |
| Core Crew Arrive | Chris Ronan | Andii Heath | 7:00 AM | - | - | - |
| Cole Clew Allive | Chins Rollan | | 7.00 AIVI | _ | - | - |
| Sponsor Deliverables In | Emily Hui | Alec Fantl/Niko Ashley | 7:30 AM | | | |
| Catering Crew In | Tristan Straub | Peter Nickel | 7:30 AM | | | - |
| Beer Delivery In | Tristan Straub | Peter Nickel | 8:00 AM | | | - |
| Vendors In | Skyler Hibicki | Alec Fantl/Niko Ashley | 8:00 AM | | | - |
| Food Trucks In | Tristan Straub | Peter Nickel | 9:00 AM | - | - | - |
| Main Stage Sound Check | Jake Olson | Matty Minue | 9:00 AM | - | - | - |
| Side Stage Sound Check | Jake Olson | Matty Minue | 10:00 AM | - | - | - |

| Police in | Chris Ronan | Andii Heath | 10:00 AM | - | - | - |
|--------------------------------------|----------------|---------------------------|----------|----------|----------|---|
| Volunteers - Site Crew In | Nicklaus Rueda | Chris Ronan | 10:00 AM | - | - | - |
| Photography In | Ariel Kassulke | Brooke Curry | 10:00 AM | - | - | - |
| Safety Meeting | Chris Ronan | Andii Heath | 10:30 AM | - | - | - |
| Doors (Gates) Open | TBA | TBA | 11:00 AM | - | - | - |
| Side Stage Artist Plays | Jake Olson | Matty Minue | 10:00 AM | 11:00 AM | 11:45 AM | - |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 10:45 AM | 11:45 AM | 12:30 PM | - |
| Side Stage Artist Plays | Jake Olson | Matty Minue | 11:30 AM | 12:30 PM | 1:15 PM | - |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 12:15 PM | 1:15 PM | 2:00 PM | - |
| Side Stage Artist Plays | Jake Olson | Matty Minue | 10:00 AM | 2:00 PM | 3:00 PM | - |
| Main Stage Artist Plays | Jake Olson | Matty Minue | 9:00 AM | 3:00 PM | 4:00 PM | - |
| Overnight Security In | Chris Ronan | Andii Heath | 3:00 PM | | | |
| MC To Announce March to Capitol | Nicklaus Rueda | Chris Ronan | 4:00 PM | | | |
| March Start at N Hamilton & E Gorham | Nicklaus Rueda | Chris Ronan | 4:20 PM | | | - |
| Doors (Gates) Close | TBA | TBA | 5:00 PM | | | |
| Main Stage Tear Down | Jake Olson | Matty Minue | 5:00 PM | | | - |
| Side Stage Tear Down | Jake Olson | Matty Minue | 5:30 PM | - | - | |
| Vendor Tear Down | Skyler Hibicki | Alec Fantl/Niko Ashley | 5:30 PM | | | - |
| Sponsor Deliverables Secure Down | Emily Hui | Alec Fantl/Niko Ashley | 5:30 PM | | | - |
| Experiences Tear Down | Skyler Hibicki | Chris Ronan | 5:30 PM | ı | - | |
| | | | - | - | - | |
| | | | - | - | - | |
| Sound Production Depart | Jake Olson | Matty Minue | ТВА | - | - | |
| Capitol Steps Speaker | Nicklaus Rueda | Skyler Hibicki | ТВА | TBA | TBA | - |
| Capitol Steps Speaker | Nicklaus Rueda | Skyler Hibicki | TBA | TBA | TBA | - |
| Capitol Steps Speaker | Nicklaus Rueda | Skyler Hibicki | TBA | TBA | TBA | - |
| Capitol Steps Speaker | Nicklaus Rueda | Skyler Hibicki | TBA | TBA | TBA | - |
| Main Stage Depart | Chris Ronan | Skyler Hibicki | TBA | - | - | |
| Side Stage Depart | Ethan Klema | Nicklaus Rueda | TBA | - | - | |
| Capitol Steps General Clean Up | Nicklaus Rueda | Chris Ronan | TBA | - | - | |
| James Madison General Clean Up | Chris Ronan | Skyler Hibicki | TBA | - | - | |

| Monday (Tear Down) | 9/30/2024 | | | | | |
|--|----------------|-------------|---|---|---|----------|
| | | | | | | |
| Core Crew arrive | Chris Ronan | Andii Heath | - | - | - | 10:00 AM |
| Sunbelt Pickup | Chris Ronan | Andii Heath | - | - | - | TBA |
| Forklift Out | Chris Ronan | Andii Heath | - | - | - | TBA |
| Temporary Fence Out | Chris Ronan | Andii Heath | - | - | - | TBA |
| Tent Stand Down | Skyler Hibicki | | - | - | - | TBA |
| Trash Cans Out | Chris Ronan | Andii Heath | - | - | - | TBA |
| Dumpster Out | Chris Ronan | Andii Heath | - | - | - | TBA |
| Portable Bathrooms/Sinks Out | Chris Ronan | Andii Heath | - | - | - | TBA |
| Vendors Out (Late Depart) | Skyler Hibicki | | - | - | - | TBA |
| Sponsor Deliverables Out (Late Depart) | Emily Hui | | - | - | - | TBA |
| James Madison Final Clean Up | | | | | | 4:00 PM |
| | | | | | | |



Special Event Application Accessibility



ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the general public.
 - o An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (must include opportunity for request of interpreters, multiple ways to access festival information)
 - Interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
 - At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event. Possible information to include:
 - Accessible parking locations
 - Accessible seating locations
 - o Accessible restrooms
 - Available interpretation services
 - Available quiet areas
- Cluster portable toilets in groups of no more than 6, and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

Describe your event's accessibility plan. Include any accessibility setup in your site map.

Event will maintain street parking on E Gorham St closest to event entrances/exits for ADA parking. Event will also make sure not to cluster portable toilets in groups of no more than 6. Event will provide a ADA restroom. Event will ensure there is an accessable path to all temporary structures.

For information and compliance contact City of Madison Department of Civil Rights at dcr@cityofmadison.com or (608) 266-4910.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "55th Great Midwest Hemp Fest" will be held on September 28th and 29th, 2024 at JAMES MADISON PARK.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (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 PRIMARY CONTACT: CHRISTOPHER RONAN.

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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We ⋈ will / will not have on-site Police or Security (ANDII HEATH 414-573-4757)

C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the <u>National Weather</u> 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 ANDII HEATH 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 ANDII HEATH 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

- 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
- 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

- 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: ANDII HEATH.
- 6. Parking for vendor and staff vehicles will be: 302 EAST GORHAM ST MADISON, WI 53706.
- 7. Parking for attendee vehicles will be: 218 E MIFFLIN ST, 21 EAST DAYTON ST, & 214 N CARROLL ST.

V. CONTACT INFORMATION

| Primary Contact | CHRISTOPHER RONAN | 608-207-6757 |
|-------------------|---------------------------|----------------|
| Secondary Contact | ANDII HEATH | 414-573-4757 |
| Emergency | Dane County 911 Center | 911 |
| Non-Emergency | Madison Fire Department | (608) 266-4420 |
| Non-Emergency | Madison Police Department | (608) 255-2345 |