

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: St Patrick's Day Parade  
Event Organizer/Sponsor: St Patrick's Day Parade Committee, Inc  
Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
MANDATORY: State Sales Tax Exemption Number: ES#: 41976  
OPTIONAL: Federal Tax Exempt Number: 37-1532341  
Address: PO Box 259277  
City/State/Zip: Madison WI 53725  
Primary Contact: Scott H Mueller Work Phone: 608-843-0602  
Email: smueller21@msn.com Phone During Event: 608-843-0602  
Website: StPatsMadison.com FAX: \_\_\_\_\_  
Secondary Contact: Ed Jaeger Work Phone: 608-213-1968  
Email: edj336@yahoo.com Phone During Event: 608-213-1968  
Annual Event?  Yes  No  
Charitable Event?  Yes  No  
If Yes, Name of charity to receive donations: DW Carbone Concerts, Gigi's Playhouse Madison, Hogan's Heart and Smiles  
Estimated Attendance: 5000 Plus (CERTIFICATE OF INSURANCE MAY BE REQUIRED)  
Public Amplification? (not allowed after 11 p.m.):  Yes  No  
Hours: 10:30 AM to 2:00 PM

## EVENT CATEGORY

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

## 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: 100 Blk E. Washington to 1000 Blk (inbound lane only)

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: March 12, 2017 (Sunday) Event Start and End Times: Contest  
Rain Date (if any): n/a Set-Up Start Time: 9:30 AM  
Take-Down Start Time and End Times: 2:00 PM  
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

AM 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 Scott H Mueller

Date 11/8/2016

## **St Patrick's Day Parade – Sunday March 12, 2017**

Inbound E Washington Ave 100 block to 1000 block.

### **SCHEDULE of EVENTS – Revised (11/8/2016)**

9:30 - Staging and support vehicle parking area closes, Pinckney to Blair St (100 – 500 blocks).

10:30 - Check in begins for marching groups.

11:00 - The Dane County Shamrock Club will raise the flag of Ireland in the Capitol Rotunda, an annual tradition.

11:30 – Lineup begins for marching groups.

Noon – Parade route closes, Blair to Ingersoll (600 – 1000 blocks).

Noon - The Parade Committee will be hosting the traditional Irish contests such as “Most Freckles” and “Largest Clan”

12:30 – Parade begins at Blair Street

1:30 – Clean up begins

2:00 – Both sections of E Washington open.

# St Patrick's Day Parade Sunday, March 12th, 2017

Breese Stevens Field

Parade Route—Closed Noon to 2:00pm

Staging—Closed 9:30am to Noon

Keep Webster Open across  
E Washington Ave



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "St Patrick's Day Parade" will be held Sunday March 12, 2017 at E Washington Ave from the Capitol Square to Ingersoll St (inbound lanes).

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "St Patrick's Day 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 Scott H Mueller.

### 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 (The Madison Fire Department is a Participant in the parade)
- 3. We  will /  will not have on-site Police or Security (Two Special Duty Officers from the Madison Police Department will be present)

### 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 Scott H Mueller 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 Scott H Mueller 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 thoroughways.
5. Crowd control will be managed by: Scott H Mueller.
6. Parking for vendor and staff vehicles will be: 100 block of E Washington Ave.
7. Parking for attendee vehicles will be: Various downtown public parking ramps and metered street parking. Also see map of parking for Breese Stevens Field [breesestevensfield.com/parkng](http://breesestevensfield.com/parkng).

**V. CONTACT INFORMATION**

Primary Contact	Scott H Mueller	608-843-0602
Secondary Contact	Ed Jaeger	608-213-1968
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

## 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:***

The St Patrick's Day Parade Committee does not sell any items at the parade location and there are no vendors of food, beverages or any other merchandise associated with the parade.

The only parade activity that may generate disposable or recyclable materials would be from groups participating in the parade who throw/pass out candy to those attending the parade (throwing candy from vehicles is prohibited).

Children attending the parade are remarkably efficient in picking up the candy.

At the conclusion of the parade, volunteers walk the parade route (around the Capitol Square) and remove any remaining litter. In the past we have had very little to pick up.