

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event 10FEST

Event Organizer/Sponsor OVERTURE CENTER FOR THE ARTS

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

If Yes, provide State of Wisconsin Tax Exempt Number 045764

Address 201 State Street

City/State/Zip MADISON, WI 53703

Primary Contact RAY GARGANO

FAX 608-258-4471

Work Phone 608-258-4151

Phone During Event 216-496-4586

E-mail rgargano@overturecenter.org

Website overturecenter.org

Secondary Contact KARRA BEACH

Phone During Event 608-217-4570

Work Phone 608-258-4455

E-mail kbeach@overturecenter.org

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 3,000 - 4,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10am to 10pm Yes No

EVENT CATEGORY

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

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 STREET 100+200 BLOCKS, MITCHELL 200 BLOCK

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 9/25-28/14
Event Start Date(s)/Time(s) 9/26/14 5pm
Event End Date(s)/Time(s) 9/28/14 5pm
Rain Date(s) NA
Set-Up Date(s)/Time for Event _____
Take-Down Time _____
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 Ray Gargano Date 4/5/14

STREET USE PERMIT APPLICATION -- COMPLETE EVENT SCHEDULE UPDATED 5 28 14

Overture Center's 10Fest

September 25-28, 2014

Thursday, September 25, 2014

Security hired beginning with first delivery and continued throughout event

CLOSED: Henry Street between State and Mifflin (time contingent on delivery)

Load in of Circus Wagons (see attachment)

-Wagons will be transported from Baraboo Circus World via truck and unloaded on the streets

-For a total of 12 wagons, this process will be ongoing throughout the day and evening

Bag meters on Mifflin 200

Friday, September 26, 2014

Mifflin Street Cul de Sac and Block 200 and State Street Block 100 and Henry Street Between State and Mifflin closed

Complete load in of wagons

Circus Wagon Installation open and free to the public 5:00 pm – 10:00 pm

Saturday, September 27, 2014 Overture Center's 10Fest

10:00 am – 6:00 pm

Wagon Installation open and free to the public (State 100, **Mifflin cul de sac** & 200, Henry State to Miff.)

Roving circus artist on State Street Block 100, Mifflin Street **Cul de Sac** and Block 200 and Henry Street between State and Mifflin (maintaining 20' emergency route)

Exclusivity Permit: Vendors from farmers market may move to above crosswalk

Three bands performing on 30 on the Square

Band One: Set 1: 10:00-10:45, break, Set 2: 11:15-12:00

Transition: 12:00-1:00

Band Two: Set 1: 1:00-1:45, break, Set 2: 2:15-3:00

Transition: 3:00-4:00

Band Three: Set 1: 4:00-4:45, break, Set 2: 5:15-6:00

6:00 pm- 10:00 pm

Wagons installation open and free to the public (State 100, Mifflin cul de sac & 200, Henry State to Miff.)

Sunday, September 28, 2014

10:00 am- 4:00 pm

Wagon Installation open and free to the public (State 100, Mifflin cul de sac & 200, Henry State to Miff.)

LOAD OUT WAGONS BEGINNING 4:00 pm, move wagons to Henry street to load out

Inside events occurring simultaneously:

Overture Center for the Arts:

Fresco Opera: Free Rock Opera performance in Playhouse at 2:00 pm

Duck Soup: Free performances in Capitol Theatre at 1:00 & 4:00 pm

Theatre Lila: Free performance of SUITCASES in PH at 3:00 pm

Free Circus Performances: Rotunda Stage and Overture Hall Lobby

Free Circus Installations: Throughout Center (Costumes, signage, stand-ups, etc)

Free Bands: Overture Hall Lobby rotation (with outdoor bands)

Madison Public Library:

Book Festival: Circus author presentation

Youth Area: Circus themed activities

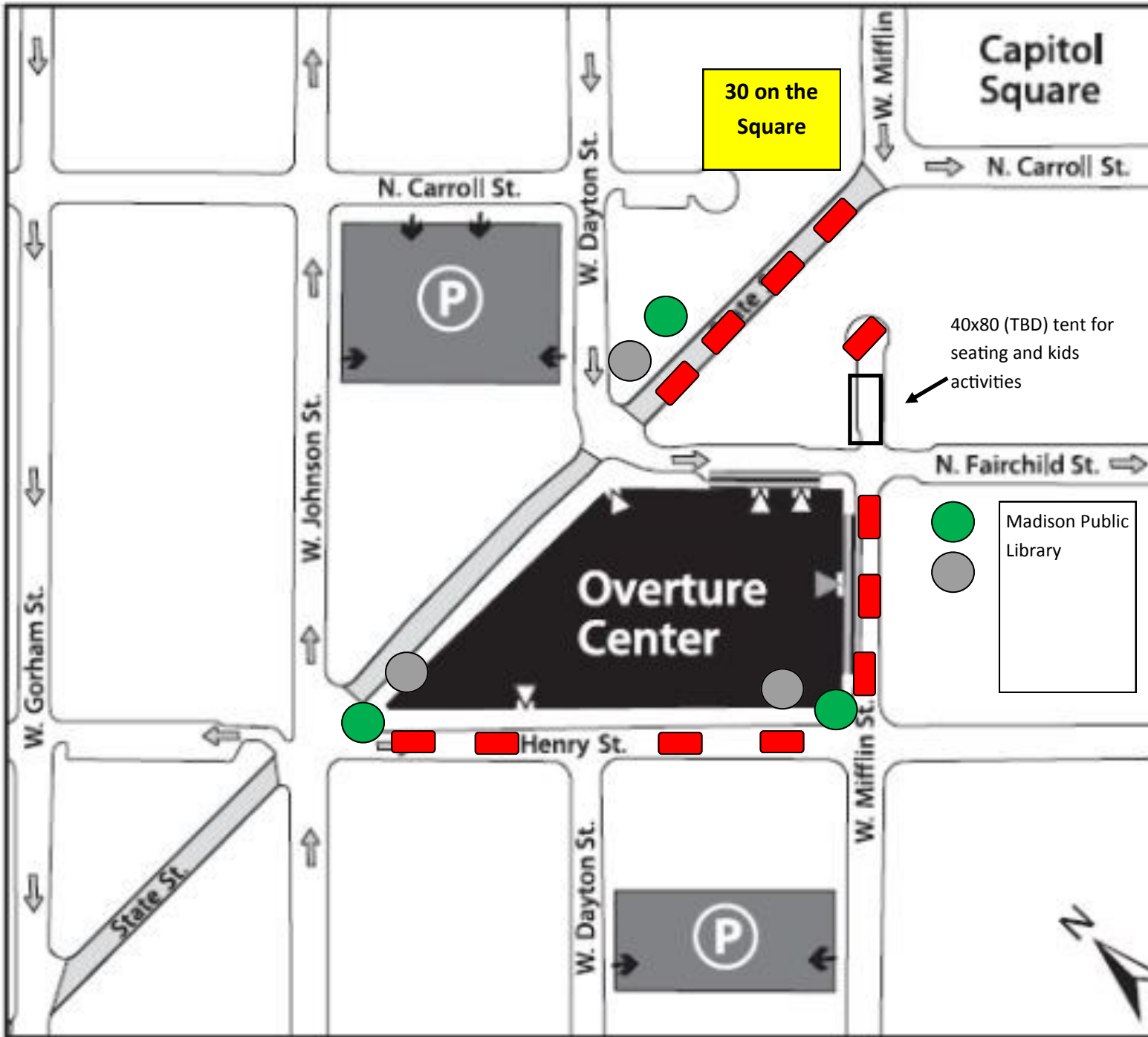
STREET USE PERMIT APPLICATION – TRASH AND RECYCLING PLAN

Overture Center will rent 4 trash and 4 recycling barrels from the city (\$100).

Overture Center will have maintenance staff on hand during the event to maintain the trash and recycling containers and will use Overture Center's trash and recycling dumpsters.

Overture Center will have at least 5 staff and volunteers assigned throughout and at the conclusion of the festival for cleanup.

Overture Center for the Arts: 10FEST, September 27, 2014



MAP KEY:

Circus Wagon, on street, with emergency access lane, avg: 8.5' x 20'

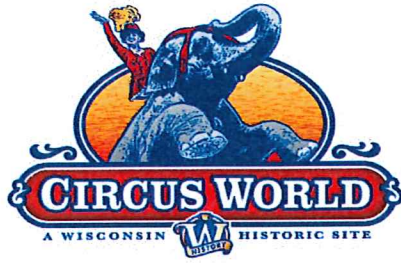


City Trash



City Recycle





Overture Center 10th Anniversary

Wagon List



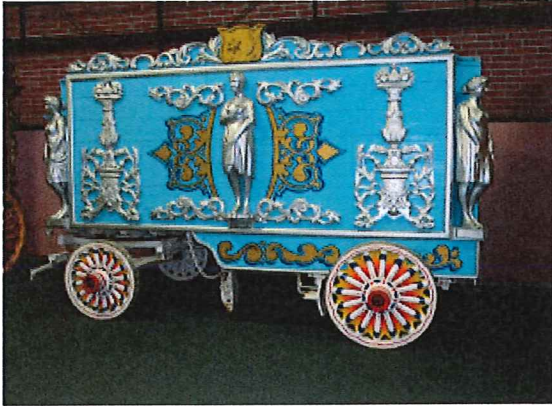
Charging Tiger Wagon



Lion and Mirror Tableau



United States Band Wagon



#86 Beauty Tableau



Gollmar Mirror Band Wagon



Sparks Circus Tableau



Al Ringling Carriage



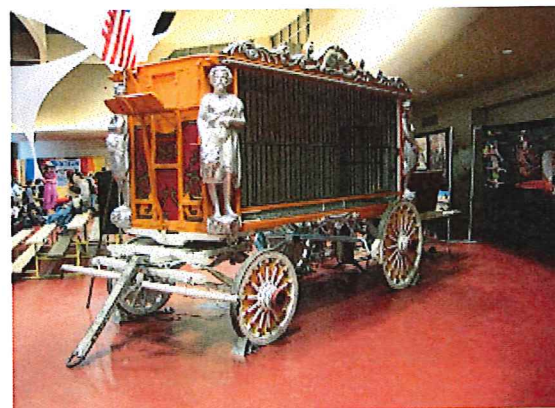
Cinderella Pony Float



Mother Goose Pony Float



Gavioli Band Wagon



#89 Cage Wagon

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "Overture's 10Fest" will be held September 27, 2014 at Overture Center for the Arts, 201 State Street, Madison, WI 53703

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "10FEST" (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 Richard Bertrang.

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 (Richard Bertrang, 608-258-4972)
3. We will have on-site Police or Security (Richard Bertrang 608-

258-4972)

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 (Ray Gargano) 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 (Ray Gargano) 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 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 Richard Bertrang
6. Parking for vendor and staff vehicles will be 333 W. Mifflin Street garage and other city garages
7. Parking for attendee vehicles will be City Garages

V. Contact Information

Primary Contact	Richard Bertrang	608-258-4972
Secondary Contact	Ray Gargano	216-496-4586
Emergency	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

VI. Event Area Map (attached next page)