

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Jenna Krause  
Uw-madison Engineering Expo  
1415 Engineering Dr.  
Madison, WI 53706  
Email: Jlkrause4@wisc.Edu  
Phone: (847) 404-6627

### Contact During Event

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Madison, WI 53706  
Email Jlkrause4@wisc.Edu  
Phone: (847) 404-6627

### Event Information

**Name of Event:**  **Event Type:**

**Estimated Attendance:**  **Is this a new event:**

### Event Additional Information

**Run/Walk:**  **Music/Concert:**

**Festival:**  **Rally:**

**Parade:**  **Posting no parking signs or bagging meters?**

**Other:**

**If other, please describe:**

### Site Map

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

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

**I understand I must attach site map and route map with this application, if applicable:**

## Location Information

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**Capitol Square:**

**State Street Mall (700/900):**

**30 on the Square:**

**Other:**

**Street Names and Block Numbers:**

## Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
04/21/2023	7:30 AM	04/21/2023	9:00 AM	04/21/2023	2:00 PM	04/21/2023	4:30 PM	

## Temporary (Picnic/Beer) Licenses

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Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

**Will beer/wine be sold?(\$):**

**Will beer/wine be served (Free of charge)?:**

**I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \***

**I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:**

**If the Temporary (Picnic/Beer) License is denied will the event occur?:**

## Street Use Event Vending License

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If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

**I understand a Special Event License Application listing the vendors and their Sellers ID# is required:**

**Will food and/or merchandise be sold?(\$):**

**Estimate number of vendors:**

## Public Amplification Permit

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If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
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### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

### Equipment Rental - Downtown events only.

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Will you need equipment rental from the City of Madison?(\$):

 No

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

 No

Event Website:

Notes:

## Acknowledgement

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If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement:

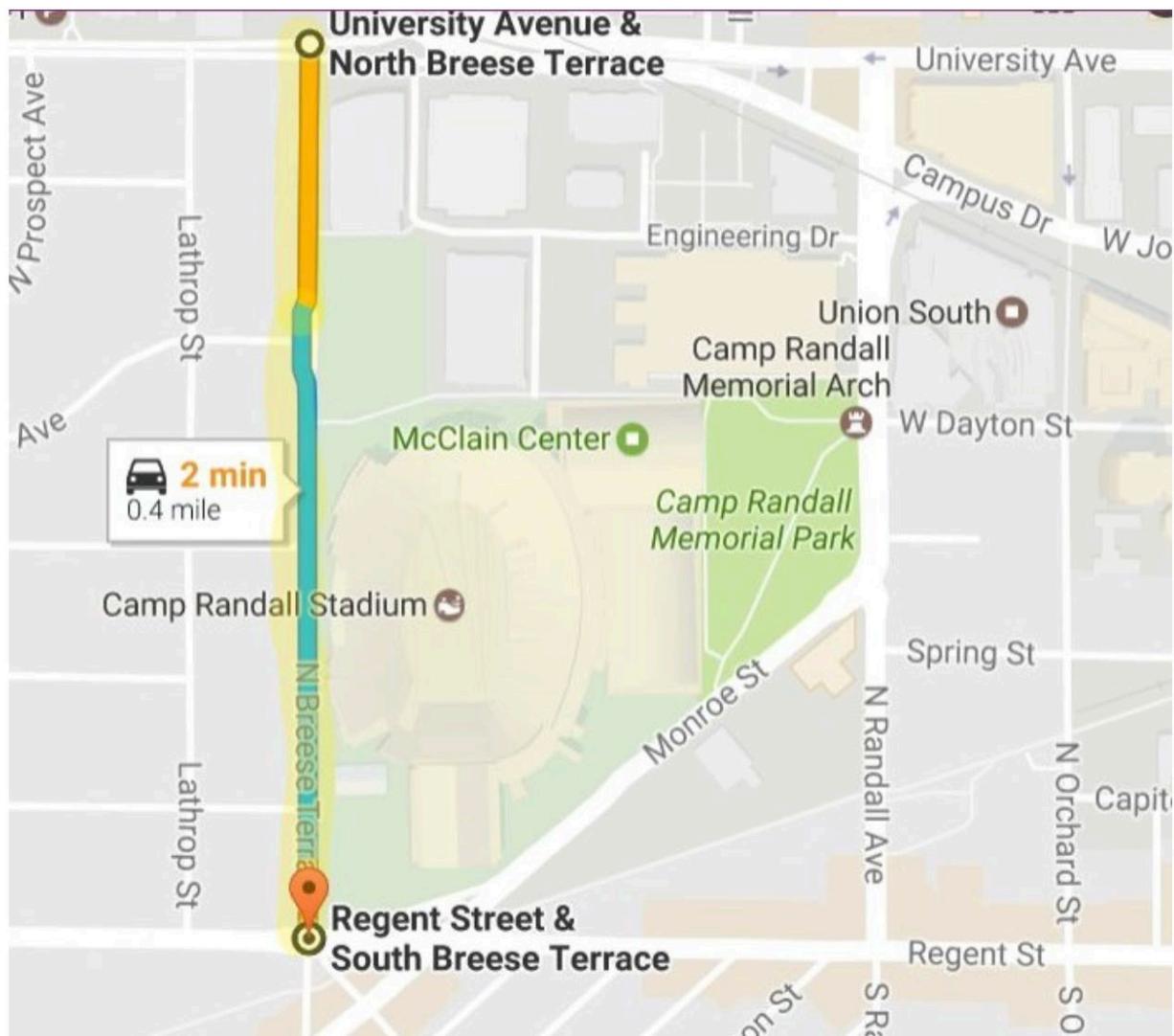
## Signature

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By initialing, I/we  
waive the 21-day  
decision  
requirement :

Signature: Jenna Krause

Date: 12/07/2022



# Engineering Expo 2023 Emergency Action Plan

## Event Organizer

University of Wisconsin-Madison – College of Engineering

## Contacts

Jenna Krause: Outdoor Logistics Chair -- (847) 404-6627

Erin Konter: Executive Co-Chair -- (920) 627-6356

Lilly Dye: Executive Co-Chair -- (941) 228-4017

Stephen Zhao: Executive Co-Chair -- (314) 359-9130

Emergency: Dane County 911 Center – 911

Non-Emergency: Madison Fire Department – (608) 266-4420

Non-Emergency: Madison Police Department – (608) 255-2345

## Event Dates, Times & Expected Attendance

Friday, April 21nd from 9:00am to 2:00pm

- Estimated 2000 attendees – mostly local middle school students

Saturday, April 22nd from 9:00am to 2:00pm

- Estimated 1500 attendees – mostly families

## Event Location

UW-Madison Engineering Mall

### Buildings:

- Engineering Hall
- Mechanical Engineering
- Engineering Centers Building
- Materials Science & Engineering Building

## Event Overview

Engineering EXPO is a two day event held annually at the University of Wisconsin-Madison's College of Engineering. EXPO is run entirely by students and has historically brought around 5,000 visitors to campus annually. Participants at EXPO include Fortune 500 industry leaders, engineering student organizations on campus, individuals displaying their engineering projects and ideas, and thousands of students and members of the community. Over the two days of EXPO, elementary schools, middle schools, and high schools are invited to explore what engineering involves. Each day the event is open to the public and we encourage public engagement throughout the event.

### Severe Weather

- Before the event – If severe weather is predicted prior to the event, the EAP event representatives will evaluate the conditions and determine if certain event activities need to be canceled or moved inside.
- During the event – if severe weather occurs during the event, the EAP event representatives will make notification to those attending the event that a hazardous weather condition exists and will direct attendees into the buildings.

### Fire

- Event personnel have been in contact with the Madison Fire Department to identify any specific hazards and how we will address these hazards.
- There will be NO cooking at the event.

### Tent Details

- A tent will be set up on the lawn between Parking Lot 17 and Engineering Hall
- Set up will be on Thursday, April 20th at 4:00 pm and it will be taken down after the event on Saturday, April 22nd at 4:00 pm.
- The tent is 40' x 60'
- Under the tent there will be an area (30' x 60') with 18 tables and 106 chairs. This area has an occupancy limit of 120 persons. The remaining area (10' x 60') will be standing room with an occupancy limit of 120 persons. The total occupancy limit of the tent is 240 persons.
- There will be 2 fire extinguishers provided by the Safety Department located in the tent.

### FIRST-AID & Lost Children

- A table will be set up beneath the overhang at Engineering Hall where visitors can go to receive basic First Aid. This area will also serve as a meeting point for chaperones and lost children. The student organization Student Emergency Medical Services will have volunteers staffing the table during the event
- In the case of a medical emergency, authorities will be contacted.

### Law Enforcement

- Law Enforcement has been made aware of the event
- We will not be staffing officers to help with traffic on Breese. Students should not cross the street to load buses.

### Transportation and Parking

**Buses:**

- On the first day of the event, Friday, there will be 40-50 buses dropping off 2,000 middle school students for the event. Buses will drop and pick up students on the east side of Breese Terrace by the staircase leading down to Engineering Mall. A Street Use Permit WILL BE submitted and approved by the city for no parking on Breese Terrace for the event. This will relieve traffic congestion on the road and will not interfere with Metro Bus routes.

**Cars:**

- Guests arriving by car will be responsible to find their own parking on streets and in the ramps located around the engineering campus.

**Volunteers**

Will be responsible for the following:

- Set up and Teardown up
- Unloading and loading of buses
- Help with pedestrian traffic and safety
- Clean up