

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Annual Law Enforcement Memorial Ceremony

Event Organizer/Sponsor: WI Law Enforcement Memorial, Inc.

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 39196

**OPTIONAL: Federal Tax Exempt Number:** 39-1752945

Address: P.O. Box 2733

City/State/Zip: Madison WI 53701

Primary Contact: Brian Willison Work Phone: 608-669-0019

Email: BrianLWillison@gmail.com Phone During Event: 608-669-0019

Website: www.WLEM.com FAX: 608-846-9854

Secondary Contact: Craig Kolbeck Work Phone: 608-846-9854

Email: wlemchair@wlem.com Phone During Event: 608-846-9854

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: N/A no donations accepted at event

Estimated Attendance: 300-500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: Noon to 1:00p.m.

## EVENT CATEGORY

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

Other: Annual Memorial Ceremony

## 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 Blocks of Pinckney, Carroll, Main, Mifflin Sts. and 200 block of East Mifflin

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: May 10, 2019 Event Start and End Times: 11:45 a.m. - 1:00 p.m. (parking)

Rain Date (if any): N/A Set-Up Start Time: 9:30 a.m.

Take-Down Start Time and End Times: 12:50 - 1:00 p.m.

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

\_\_\_\_\_ 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 Brian Willison Date \_\_\_\_\_

## STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
  - » Vending: food, beverages and/or merchandise
  - » Music/Performances
  - » Displays, Exhibits, Demonstrations
  - » A moving event such as a rally, parade, etc.

***Provide Detailed Event Schedule:***

Friday, May 10, 2019

9:30 am. Begin set up at Memorial site

Squad car procession will arrive and park on square at approx.. 11:45 a.m. – Noon

Noon – 1:00 p.m. Annual Law Enforcement Memorial Ceremony

Squad cars will begin leaving area immediately after event. Street will be clear for normal traffic no later than 1:00 p.m.

Take down on sidewalks will occur immediately following the event.

## STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

### EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, [tknight@cityofmadison.com](mailto:tknight@cityofmadison.com).

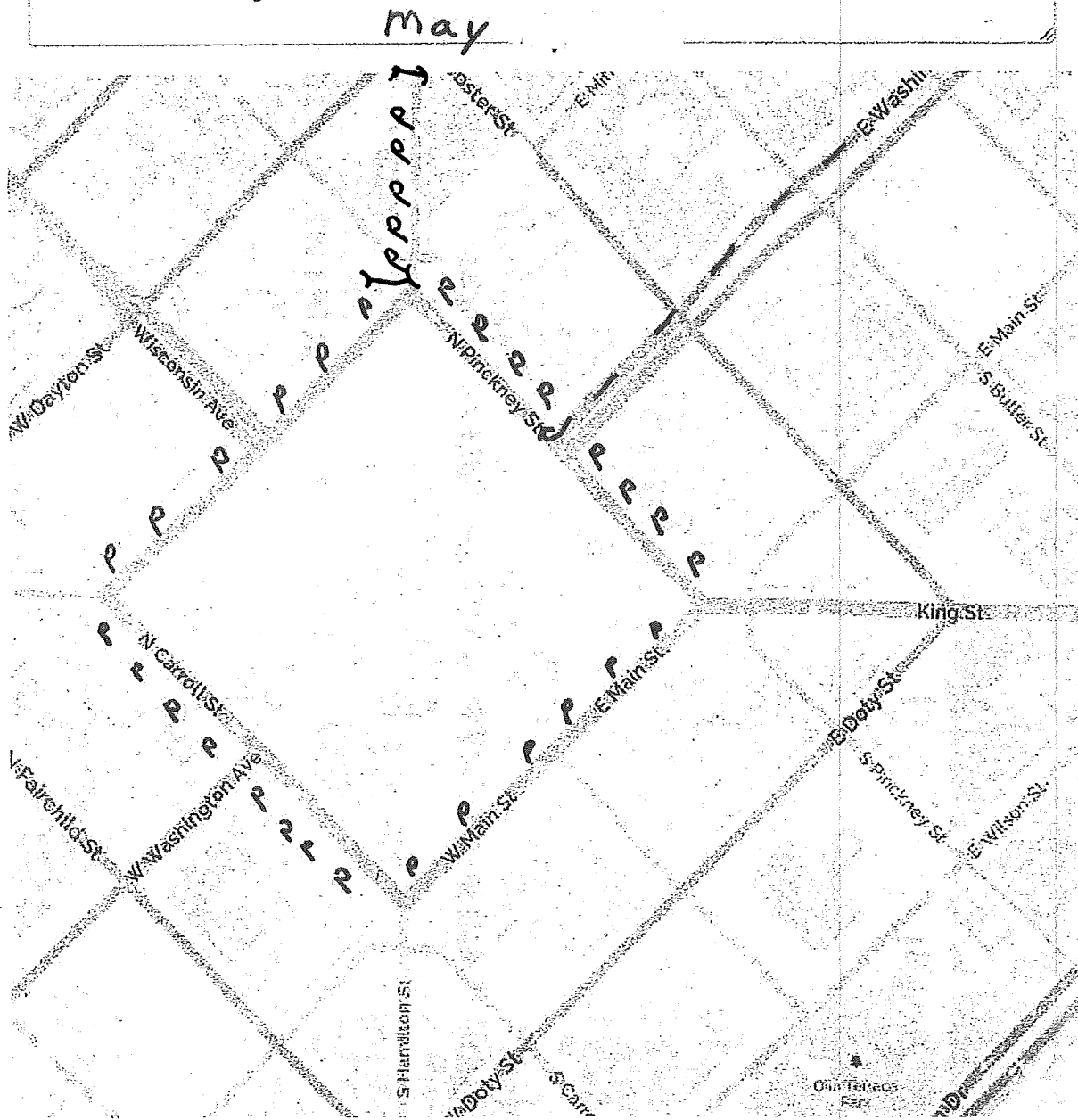
A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

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

### ***Provide Detailed Event Site Map:***

See attached route and parking map. Will request parking in center lane around Capitol Square and on 200 block of East Mifflin St.

WLEM Route and Parking Plan



Route: Olin Park to John Nolen Dr. to Bair St to E. Washington Ave to Square — — —

Parking: Parking in the center lane of the Square = P    J = barricade

- 100 Blocks of North and South Carroll St.
- 100 Blocks of East and West Main St.
- 100 Blocks of North and South Pinckney St.
- 100 Block of West Mifflin and the 100      300 Blocks of East Mifflin
- 100 Block N. Hamilton

The inside and outside lanes will remain open for emergency vehicles.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Annual Law Enforcement Memorial Ceremony" will be held May 11, 2018, at WLEM site on Capitol grounds - corner of E. Mifflin and N Pinckney Sts. .

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Annual Law Enforcement Memorial Ceremony" (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: Brian Willison.

### 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 (ENTER CONTACT NAME & CELL PHONE NUMBER)

### 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 Brian Willison 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 Craig Kolbeck 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: Craig Kilbeck.
6. Parking for vendor and staff vehicles will be: public parking or designated spots on Capital side of street .
7. Parking for attendee vehicles will be: Around Capitol Square and side streets - see maps. .

**V. CONTACT INFORMATION**

Primary Contact	Brian Willison	608-669-0019
Secondary Contact	Craig Kolbeck	608-846-9854
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:***

No or a very limited amount of trash will be generated by event. The clean-up team will remove any stray items during take down.

**STREET EVENT AMPLIFICATION PERMIT APPLICATION**

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?  Yes  No  
If Yes, please continue. If No, skip this form.

**EVENT INFORMATION**

Name of Event: Annal Law Enforcement Memorial Ceremony

Contact Person: Brian Willison

Location: N. Hamilton St approach to Capitol building Date: May 10, 2019

Type of Amplified Sound:

- Band     DJ     Sound System     Speeches/Announcements     Karaoke  
 Other (please specify): Permit obtained through Capitol - event is on Capitol Grounds

Hours of Amplification:

Date: May 10, 2019 Time: Noon - 1:00 p.m.