

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: FUNK FACTORY GEUZERIA GREAT TASTE PRE-PARTY

Event Organizer/Sponsor: FUNK FACTORY

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☐ Yes ☒ No

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 1602 GILSON ST.

City/State/Zip: MADISON, WI 53703

Primary Contact: AMANDA FUNK

Work Phone: _____

Email: ~~amanda~~ ff.g.amanda@gmail.com

Phone During Event: _____

Website: funkfactorygeuzeria.com

FAX: _____

Secondary Contact: levi funk

Work Phone: _____

Email: funkfactorygeuzeria@gmail.com

Phone During Event: _____

Annual Event? yes

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: NO

Estimated Attendance: 350

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☐ Yes ☐ No

Hours: 12pm to 9pm

EVENT CATEGORY

☐ Run/Walk

☐ Music/Concert

☒ Festival

☐ Rally

☐ Parking (i.e., bagging meters)

☐ Other: _____

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: 1602 GILSON ST. MADISON, WI

EVENT DATE(S)/SCHEDULE

Date(s) of Event: Aug 10

Event Start and End Times: 12 - 12

Rain Date (if any): N/A

Set-Up Start Time: 8:30 -

Take-Down Start Time and End Times: 12pm

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?

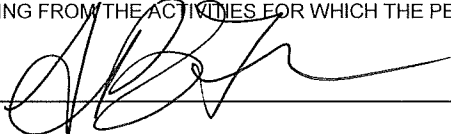
☒ Yes ☐ No

____ 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



Date

June 18 2018

From: Amanda Funk
To: [Lamberty, Kelli](#)
Cc: [Post, Kelly](#)
Subject: Re: Funk Factory Street Closure Request
Date: Thursday, July 05, 2018 10:56:23 AM

Hi Kelli,

I think we will just block the land for safety/slowing traffic, but people will not be on the street. No tents.

Thanks

On Thu, Jul 5, 2018, 10:06 AM Lamberty, Kelli <KLamberty@cityofmadison.com> wrote:

Morning Amanda – a follow up question. When you say people won't be in the street, are you proposing to block off a lane on the street more or less for "overflow" or are you still thinking of setting up tents in the street and have people on the closed lane of the street?

From: Lamberty, Kelli
Sent: Monday, July 02, 2018 11:21 AM
To: 'Amanda Funk' <fpg.amanda@gmail.com>
Cc: Post, Kelly <KPost@cityofmadison.com>
Subject: RE: Funk Factory Street Closure Request

Thanks Amanda. We'll make the updates and see what the street use team thinks about them.

Kelli Lamberty

Community Events Coordinator

City of Madison Parks Division

City-County Building, Room 104
210 Martin Luther King Jr. Blvd
Madison, WI 53703

608-266-6033

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PlayMP



From: Amanda Funk <ffg.amanda@gmail.com>
Sent: Friday, June 29, 2018 6:09 PM
To: Lamberty, Kelli <KLamberty@cityofmadison.com>
Subject: Funk Factory Street Closure Request

Hi Kelli,

I wanted to write and let you know that we will not have a class B license for Alcohol in the street for the great taste pre-party. Therefore I think the bus could easily carry on its route if we were to barricade one side of the road only and people were not on the street.

Let me know if this will work :) Otherwise I am ok with the bus re-routing but it sounds like that may not be necessary.

Thanks

Amanda

STREET CLOSURE REQUEST MAP

CERTIFIED SURVEY MAP

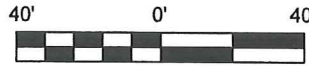
Located in Lots Nine (9), Ten (10) and Eleven (11), Block Seven (7), Plat of Block Seven Woodlawn, in the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 26, T7N, R9E, in the City of Madison, Dane County, Wisconsin

Meander Corner north of the Center of Section 26, T7N, R9E
Found Brass Cap Monument

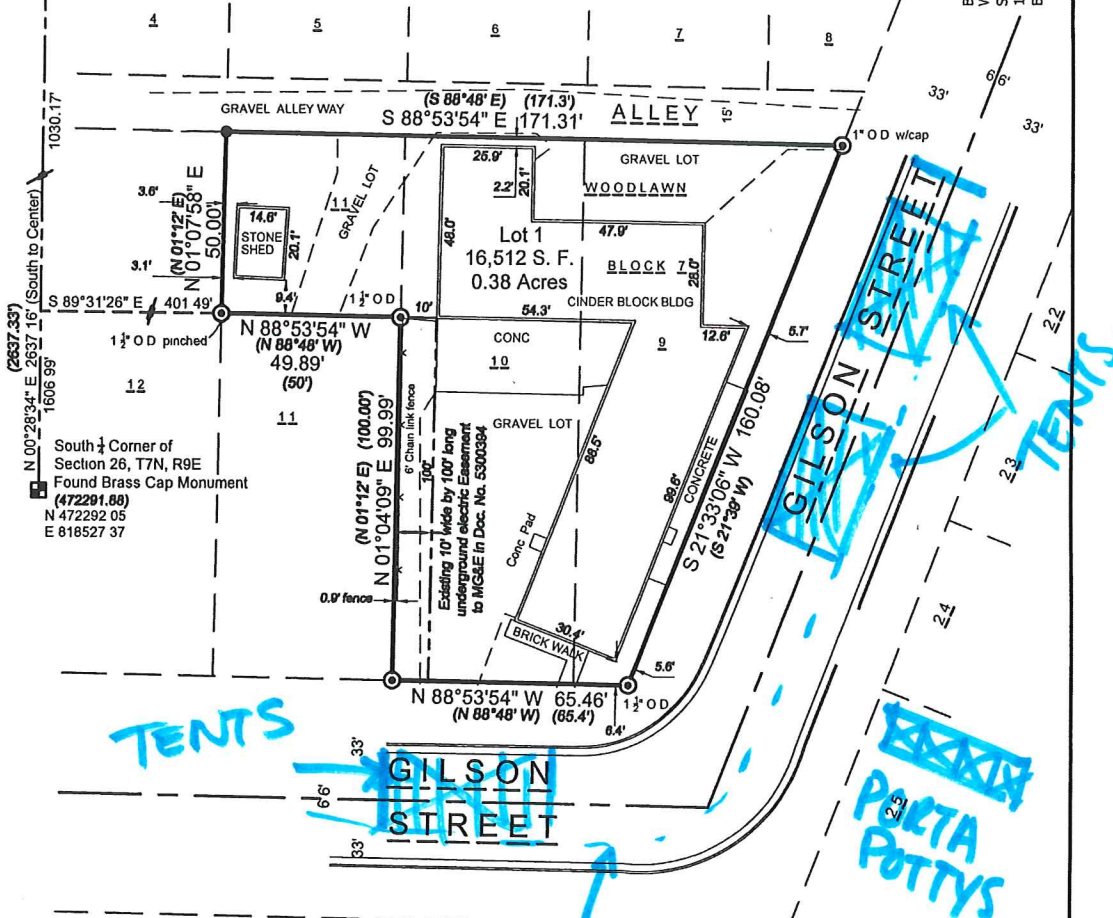
N 474930 23 (474930.34)
E 818549 51 (818549.30)

N 474929 12 Center of Section 26, T7N, R9E
E 818549 29 Found cut 'x' in Concrete Curb Head

NOTE: No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM-DANE COUNTY THE NORTH-SOUTH 1/4 SECTION LINE OF SECTION 26, T7N, R9E BEARS N 00°28'34" E



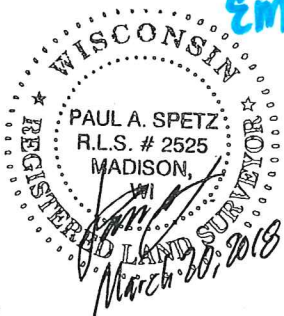
PREPARED FOR:
BROWN BUILDING LLC
206 DONEGAL DRIVE
COTTAGE GROVE, WI 53527

PREPARED BY:
ISTHMUS SURVEYING, LLC
450 NORTH BALDWIN STREET
MADISON, WI 53703
(608) 244 1090
www.isthmussurveying.com

MAP NO. 14768

DOCUMENT NO. 5401437

VOLUME 103 PAGE 99



LEGEND

- + FOUND CHISELED 'x'
- SOLID IRON ROD FOUND (0.75" Dia unless noted)
- ⊙ IRON PIPE FOUND (1" Outside Diam unless Noted)
- () INDICATES RECORDED AS DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

II. PURPOSE

GREAT TASTE PRE-PARTY FRIDAY AUG. 9~~TH~~, 2018

- 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: FIRST/LAST NAME.

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 FIRST/LAST NAME 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 FIRST/LAST NAME 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

(no subject)

Amanda Funk <ffg.amanda@gmail.com>
Draft

Mon, Jun 18, 2018 at 10:34 AM

Funk Factory Geuzeria
08/29/2017

EMERGENCY ACTION PLAN

(Ref: 1910.38)

INTRODUCTION:

This document is a plan to prepare for workplace emergencies. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, leaks, etc.

EMERGENCY PLAN COORDINATORS:

Building/Department	Name/Title	Phone #
F1, F2, Taproom	Head of Operations	407-620-7865

Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by employees for further information on this Plan.

PLAN OUTLINE/DESCRIPTION:

I. **Means of Reporting Emergencies:** All fires and emergencies will be reported by one or more of the following means as appropriate:

- a. Verbally to the Coordinator during normal working hours.
- b. By telephone if after hours/weekends.
- c. By the building alarm system.

II. **Sounding The Alarm:** The signal for immediate evacuation of the facility will be a verbal communication to the building's occupants.

III. **Evacuation Plans:** Emergency evacuation escape route plans (see Appendix A) are posted in key areas of the facility. All employees shall be trained on primary and secondary evacuation routes.

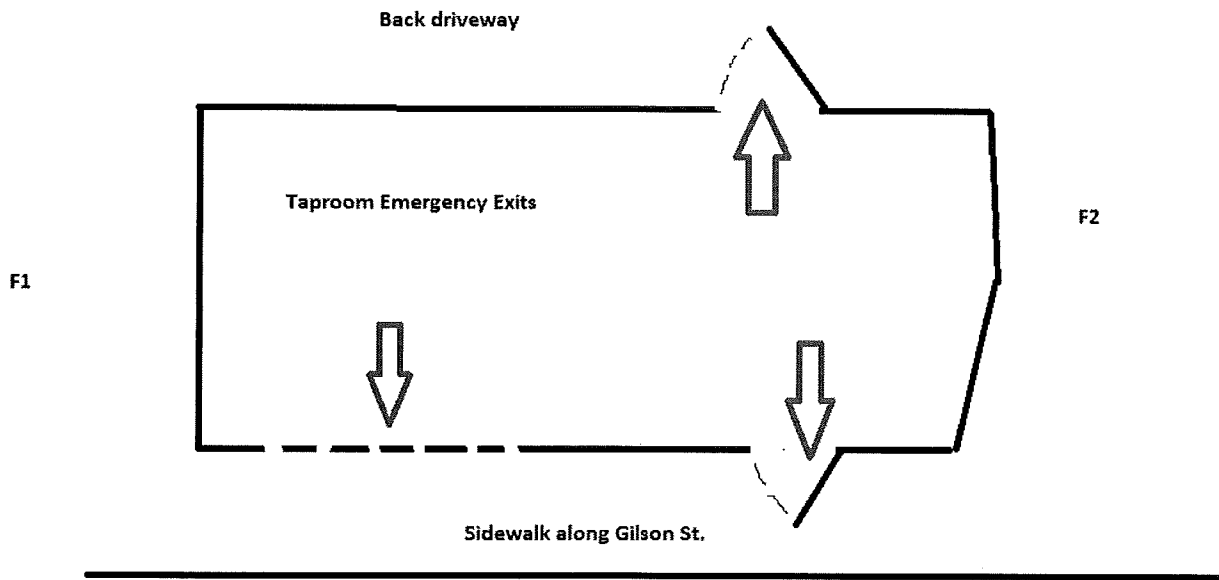
IV. **Employee Accountability:** In the event of an evacuation, all occupants shall promptly exit the building via the nearest exit. Go to your designated assembly point and report to your supervisor. Each supervisor (or designee) will account for each assigned employee via a head count. All supervisors shall report their head count to the Head of Operations who will be located at 1602 Gilson St. and accessible via cell phone # 407-620-7865.

- V. **Building Re-Entry:** Once evacuated, no one shall re-enter the building. Once the Fire Department or other responsible agency has notified us that the building is safe to re-enter, then personnel shall return to their work areas.
- VI. **Hazardous Weather:** A hazardous weather alert consists of an alarm from a weather alert radio or tornado sirens. When a hazardous weather alert is made, all employees shall immediately report to the manager for direction. Manager to abide by Severe Weather EAP in street closure Emergency Action Plan
- VII. **Training:** The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees.

Building/Department	Name/Title/Phone#
Taproom/Patios	Andrew Holzhauer/Head of Operations Levi Funk/Owner Benjamin Larson/ Taproom Manager

Appendix A

Taproom:



STREET EVENT CLEAN-UP 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 clean-up.
- 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 clean-up by City crews will be charged the full cost of clean-up.
- If you need assistance with your clean-up and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

Provide Detailed Trash/Recycling/Clean-Up Plans:

- FUNK FACTORY STAFF WILL CLEAN UP POST EVENT.
- CITY TRASH CONTAINERS WILL BE USED FOR GARBAGE.
8 CITY BINS.
- PRIVATE RECYCLING SERVICE - PELLITTERI WASTE SYSTEMS
608-257-4285
(ONGOING SERVICES WITH THIS COMPANY)