

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Kate Prehn
Wisconsin Alumni Association
650 N. Lake Street
Madison, WI 53703
Email: Kate.Prehn@supportuw.Org
Phone: (608) 301-6414

Contact During Event

Kate Prehn
Wisconsin Alumni Association
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Phone: (608) 301-6414

Event Information

Name of Event: UW Homecoming Block Party

Event Type: One Day

Estimated Attendance: 4000

Is this a new event: No

Event Additional Information

Run/Walk: ☐

Music/Concert: ☐

Festival: ☐

Rally: ☐

Parade: ☐

Posting no parking signs or bagging meters? ☒

Other: ☒

If other, please describe:

Block party takes place in Alumni Park and Memorial Terrace, we are closing the street to help keep pedestrians safe following the parade.

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

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

700-800 Langdon street, between Lake and Park Streets

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
10/19/2018	3 p.m.	10/19/2018	7:00 p.m.	10/19/2018	9:00 p.m.	10/19/2018	10:00 p.m.	

Temporary (Picnic/Beer) Licenses

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

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

No

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

No

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?:

No

Street Use Event Vending License

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?(\$):

No

Estimate number of vendors:

Public Amplification Permit

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.

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

No

Trash Barrels:

0

Recycling Barrels:

0

Dumpsters:

0

Electrical Adaptors:

0

Marketing

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?:

Yes

Acknowledgement

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

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: ☒

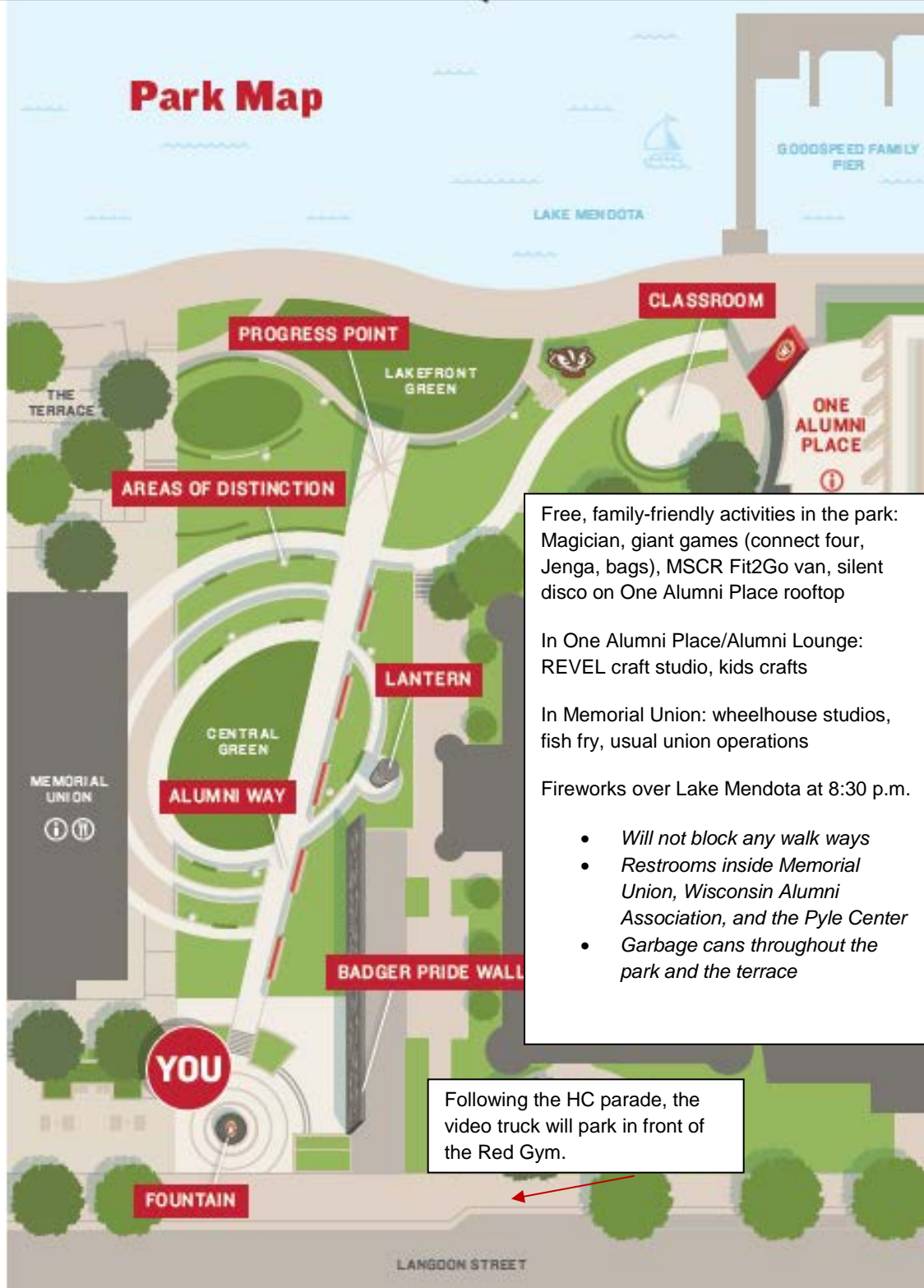
Signature

Signature: Kate Prehn

Date: 09/14/2018

UW Homecoming Block Party

October 19, 2018





UW Homecoming
Parade & Block Party
Friday, October 19
Alumni Park, Union Terrace

DETAILED RUN OF SHOW

Time	Task	Where	Who's Executing	Notes
9 a.m.	James the Magician drops off items in OAP	OAP	Andrea Berns	
10 a.m.	Set-up for Silent Disco	OAP rooftop		
1 p.m.	MC Audio set ups lights	OAP rooftop	MC Audio	
1 p.m.	Video Truck drives around	UW-Campus	Video Truck	
1:15 p.m.	Weather call		Union team	
2 p.m.	Stage and LED screen set up	Union Terrace stage, or Rath if rain	Screen	
3 p.m.	Video truck arrives			
	Video truck AV test	WAA, 650 N. Lake Street	Mike Carlson, Stacy Bruner	
			WAA staff volunteers, Memorial Union staff,	
3:30-4:30 p.m.	Set-up Fish Fry	Tripp Commons	Andrea Berns, Teri Grein	
4 p.m.	Buses rerouted from Langdon/State		WiscoHoCo, Police, City of Madison	
4 p.m.	Landgon & Lake Street Close	Langdon & Lake streets	WiscoHoCo, Police	
	<i>Wisconsin Avenue between Langdon and Gilman Streets, closed 5:45–8 p.m.</i>			
	<i>Gilman Street between Wisconsin Avenue and State Street, closed 5:45–8 p.m.</i>			
	<i>Lake Street between State Street and Mendota Court, closed 5:45–8 p.m.</i>			
	<i>Langdon Street between Lake Street and Wisconsin Avenue, closed 4–9:30 p.m.</i>			
	<i>Langdon Street between Park and Lake Streets, closed 6:30–9:30 p.m.</i>			
TBD	Block party rooms - set up	Memorial union, OAP, OAP rooftop		
4 p.m.	Air stars (lighting) will be set up in Alumni Park			
4 p.m.	Parade staging			
TBD	Weather pending: Music on the terrace	Terrace stage	WUD	
4:30-8:30 p.m.	Fish Fry	Tripp Commons	WAA, Union Catering	
6 p.m.	Parade begins	Gilman and State Streets	WiscoHoCo	
	Set-up Alumni Lounge activities including Badger Pride Wall, TapSnap, Block Party Bingo	Alumni Lounge in the Pyle Center	WAA staff Alumni Lounge	
6:06 p.m.	SUNSET			
6:15-7p.m.	James the Magician set-up	Outdoor Classroom in Alumni Park	James the Magician	
6:30 p.m.	700 block of Langdon closes	Lake to Park street	WAA staff volunteers, Madison PD assist	
6:30-9 p.m.	Block Party activities begin	Memorial Union, OAP, OAP rooftop, Alumni Park, Alumni Lounge	WAA staff, MU staff, vendors for block party activities	
7:05 p.m.	Video content on Terrace screen begins			
~7:10	Video truck completes parade route	Langdon Street		
~7:15 p.m.	Video truck parks in front of the Red Gym (on the street)	Langdon street (truck faces Science Hall)		
7:20 p.m.	Music transition from the video truck to the Terrace stage via members of UW Marching Band and the spirit squad	Union Terrace stage	Mike Carlson, Stacy Bruner, Alumni Band, Sprit Squad	Immediately following the parade
7:30 p.m.	DJ fully transitioned to stage	Union Terrace stage	Mike Carlson, Stacy Bruner	
7:30 p.m.	Band members head to WAA to eat	Higginbottom, 650 N. Lake Street	Members of marching band	
8:10 p.m.	Pep Rally begins	Union Terrace stage	Kate Prehn, Union team, Athletics, Wisconsin Marching Band	
	<i>Members of UW Marching Band perform on and around terrace stage</i>			
8:15	<i>Ben Brust welcomes everyone</i>	Union Terrace stage	Ben Brust	
2 minutes	<i>Sarah Schutt</i>	Union Terrace stage	Sarah acknowledges WiscoHoCo	
	<i>Members of UW Marching Band continue performance</i>			
8:28	<i>Varsity</i>	Union Terrace stage	Members of marching band	
8:30 p.m.	Fireworks	Over lake Mendota	Siegelbauer Fireworks, booked by Heidi Lang	
9 p.m.	Block Party Ends			
8:45-10 p.m.	Clean up	Alumni Park, Memorial Union	ALL	

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Homecoming Block Party" will be held Friday, October 19, 2018 at 700 Block of Langdon Street and Alumni Park (724 Langdon Street).

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Homecoming Block Party" (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
- 3. We ☒ will / ☐ NUMBER) will not have on-site Police or Security (Contact Info TBD)

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 Kate Prehn 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 Kate Prehn 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.

CI. 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: Kate Prehn.
- 6. Parking for vendor and staff vehicles will be: Various Campus Lots.
- 7. Parking for attendee vehicles will be: Campus & City Lots.

V. CONTACT INFORMATION

Primary Contact	Kate Prehn	608-301-6414
Secondary Contact	Andrea Berns	608-234-3407
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345