

PARK EVENT PERMIT APPLICATION

Applicant

Beth Salinger

20395 Windflower Ct
Mundelein, IL 60060

Email: Beth@runmadtown.Com

Phone: (312) 925-6067

Contact During Event

Beth Salinger

20395 Windflower Ct
Mundelein, IL 60060

Email: Beth@runmadtown.Com

Phone: (312) 925-6067

Organizer/Sponsor

Organization Name: Run Madtown

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

Event Information

Are you applying for a NEW park event?:

Are you applying for a returning park event with significant changes?:

Name of Event: Let's Glow 5K

Total Attendance per day: 500

Describe all relevant attendance details (anticipated peak times, activities/times a crowd is anticipated, anticipated times with smaller): This is a brand new 5K to kick off the Magic Pride Festival Packet pick up will be held at Warner Park prior to the start of the 5K (8pm) Packet pick up will be held from 5pm - 8pm, the race will begin at 8pm, with athletes finishing beginning at 8:20pm and the last one finishing at 9:30pm, the post race party will begin at 8pm - 11pm.

Event Category

Run/Walk:

Community Gathering:

Music/Concert:

Wedding/Private Gathering:

Fundraiser:

Athletic Competition:

Festival:

Other:

Rally:

Brief Narrative of Event:

The Let's Glow 5K is a fun run to kick off the Magic Pride Festival in Warner Park, all skill levels are encouraged and welcome to join

Location Information

Park Requested: WARNER PARK

Use of Shelter During Event:

Use of Shelter During Setup:

Event Schedule

Event Recurrence: One Day

SETUP DATE	SETUP START TIME	SETUP END TIME
08/16/2025	12:00pm	5:00 pm
EVENT DATE	EVENT START TIME	EVENT END TIME
08/16/2025	5:00pm	11:00pm
CLEANUP DATE	CLEANUP START TIME	CLEANUP END TIME
08/16/2025	8:00pm	11:00pm

Site Map

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

- Accessible paths for wheelchairs
- Disabled parking spaces
- Dumpsters
- Exit location for fenced outdoor events
- Event perimeter
- Fencing
- Garbage and Recycling receptacles
- Placement of vehicles
- Portable toilets
- Signage
- Stages
- Temporary Structures (include dimensions of each structure)
- Vendors

RUN/WALK EVENTS: For run/walk events that will have a route that stays on sidewalks, bike paths or within a Park, please apply for a [Parade Permit](#).

RUN/WALK EVENTS: For run/walk events or events that will have significant street closures, organizers must also apply for a [Street Use Permit](#) and contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting a Street Use application.

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

I understand I must attach a site map. I understand I must also attach a route map, if applicable:

Explain what impact you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?:

There will be a DJ on-site who will be able to lower the noise level as it gets later, and announcer who will be making announcements from 7pm - 9:30pm or whenever the final finisher comes through.

All Warner Park parking lots will be open and available for participants to park in, I don't anticipate overflow parking

Most athletes will arrive between 6:30pm - 7:30pm Saturday evening and leave between 8:30pm - 11pm. The majority of athletes will park off of N. Sherman or Northpoint, not heading into the neighborhoods. We will send out a notification to alert the neighbors of the upcoming event

Insurance Information

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
 - The determination is based on the risk level of an event.
 - Risk level is determined by such things as, but is not limited to:
 - Activities planned for the event
 - Anticipated attendance
 - Beer/alcohol
 - Potential for injury
 - Size and nature of the event
- If a Certificate of Insurance is required, the event organizer must:
 - Submit a general liability insurance policy certificate
 - **30 days prior to the event date**
 - In the amount of \$1,000,000
 - Naming the City of Madison as Additional Insured.
 - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office

City Risk Manager

210 Martin Luther King, Jr. Blvd., Rm. 406

Madison, WI 53703

Phone: (608) 266-5965

Fax: (608) 267-8705

[Risk Manager Email](#)

I understand I may be required to provide insurance for my event, as determined by the City Risk Manager:



Safety And Security

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, [Madison Fire](#) may review and make recommendations for emergency plan requirements. Please reach out to Madison Fire if your event will include large temporary structures (over 400 ft2), fencing, or an enclosed event perimeter.
- Police and Fire Department representatives may also require Police Officers or Fire Inspector staffing at your event.

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

I understand that I must submit the Emergency Action Plan:



Accessibility Plan

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event.

Accessibility Plan Components [PDF/ MS Word](#)

For information and compliance contact City of Madison Department of Civil Rights and Services Specialist Rebecca Hoyt, at rhoyt@cityofmadison.com or (608) 266-6511.

I understand I may be required to submit an Accessibility Plan, this requirement will be determined upon review of my application:

I understand I should include any accessibility setup in my site map:

Temporary (Picnic/Beer) License and/or Alcohol Sales Permit

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

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

Have you applied for the Temporary Class “B” Retailers License (from the City Clerk’s Office)?:

I understand I must apply for a Temporary (Picnic Beer) License through the City Clerk’s Office to sell or serve beer in a Madison Park:

Vending Permits

Park Vending Permit(\$): Park Event Vending Permits are required to sell anything in a City Park. The fee for this license is dependent on the number of vendors and the number of days vendors will be at the event.

Events on City of Madison property are also required to submit event and food vendor information to [Public Health of Madison and Dane County](#). Contact leadadmin@publichealthmdc.com for requirements. Events with vendors, in the State of Wisconsin, are also required to submit a [S-240](#) form to the [WI Department of Revenue](#). Contact: DORTempEvents@wisconsin.gov.

Will food and/or merchandise be sold at the event?:

How many total vendors?: 5

How many are food vendors?:

How many are merchandise vendors?:

How many are non-profit vendors?: 0

Is this a ticketed event?:

Are entry tickets being sold day-of, in the park?:

I understand I must submit a complete list of vendors and contact information for my event at least two weeks before the event date, if applicable:

Public Amplification

Public Amplification Permit(\$): By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Will there be amplification at the event?:

Type of amplified sound:

Live Music:

Sound System:

Speeches/Announcements:

Other:

If Other, Please Describe:

DJ playing music

Public Amplification Star Date	Public Amplification Star Time	Public Amplification End Date	Public Amplification End Time
08/16/2025	6:30pm	08/16/2025	11:00pm

Cleanup And Recycling

Will you be providing your own receptacles?:

Will you be renting additional Parks receptacles (\$)?:

Trash Barrels:

Recycling Barrels:

Dumpsters:

Temporary Structure Permit

Temporary structures include, but are not limited to, tents larger than 10x10, staging, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are NOT ALLOWED.

If you are erecting a tent in excess of 400 sq. ft. You are also required to apply for a Notification of Operations license through the City of Madison Fire Department. An application is available online: [Notification of Operation](#). Contact fire@cityofmadison.com or (608) 266-4200 with questions.

Will temporary structures be set up at the event?:

Tents: 0

Staging: 0

Inflatables: 0

Trailer: 0

Description: If setting up temporary structures, you must include the description and dimensions of each structure:

I understand I will be required to call Diggers Hotline if I am putting up a temporary structure (this information will be included on the permit):

Marketing

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

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

Is registration required?:

Cost of Registration: 34

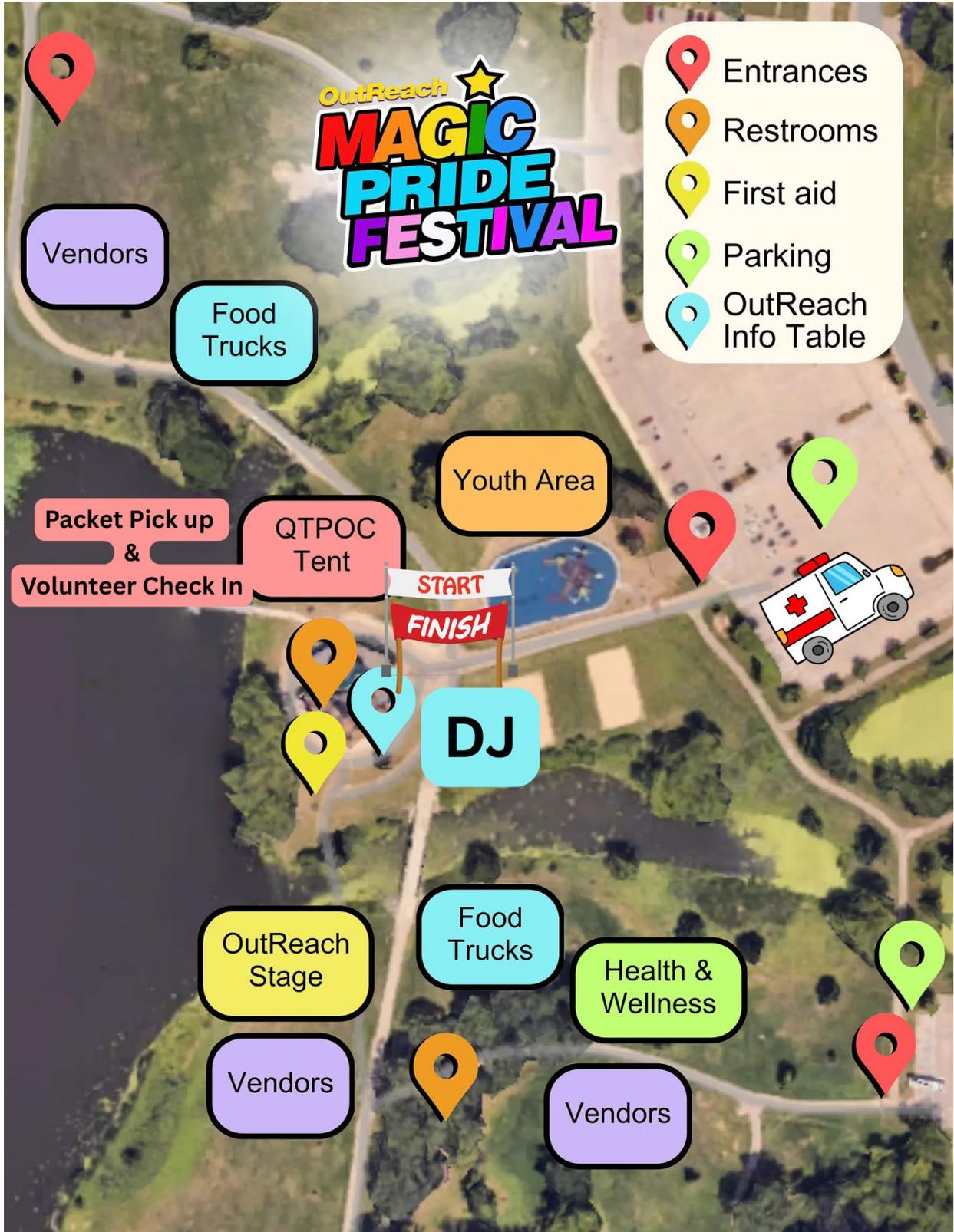
Event Website: <https://runmadtown.com>

Brief description of the event for Parks online Event Calendar:

Let's Glow 5K, a vibrant nighttime fun run taking place in Madison's Warner Park on Saturday, August 16th at 8:00 PM! This glowing event kicks off the Magic Pride Festival in style and supports Outreach, Madison's LGBTQ + community center.

Come dressed in your brightest neon, glow gear, and magical attire as we light up the park with fun, energy, and community spirit. Whether you run, walk, dance, or skip through the course, you'll be part of a celebration filled with color, music, and good vibes. The course is family-friendly—perfect for all ages and abilities.

All participants get a sports bag, race bib and timing device, all finisher's receive a glow in the dark medal, water and snacks!



OutReach MAGIC PRIDE FESTIVAL

-  Entrances
-  Restrooms
-  First aid
-  Parking
-  OutReach Info Table

Vendors

Food Trucks

Youth Area

Packet Pick up
&
Volunteer Check In

QTPOC
Tent

START
FINISH

DJ

OutReach
Stage

Food
Trucks

Health &
Wellness

Vendors

Vendors



2025 Let's Glow 5K Permit Application Supporting Information

CLEAN UP \ RECYCLING PLAN

There will be 1 water station on course for the Let's Glow 5K. Everything will be dropped off to the water station location a few hours prior to the start of the race, including garbage bags and garbage cans. Volunteers will set out the garbage cans past their water station and be asked to clean up their water station and continue a half mile past on the course. All trash bags will be collected on race day as the cleanup crew comes to pick up all course equipment. All cardboard boxes and plastic water jugs will be recycled. Water Station volunteers will be instructed to break down all cardboard boxes (cups & water jugs) and squish all water jugs for recycling.

The water station will be supplied with rakes, shovels, and brooms to assist in cleaning up the path. At the post-race party there will be trash cans all around for trash and recycling.

TRAFFIC PLAN

The course will be on sidewalks and bike paths and will not impact traffic

PORTO-POTTIES

Let's Glow 5K will be using the same portos as the Magic Pride Festival. These will be dropped on Friday within the park and picked up Monday morning.

FIRST AID \ MEDICAL SERVICES

Let's Glow 5K will hire (1) City of Madison ambulance and have medical volunteers to assist with basic first aid on race day.

All staff, volunteers, will be given a medical 1-sheet if medical assistance is needed anywhere on the course.

ACCESSIBILITY PLAN

Let's Glow is open to any and all participants. The course takes place on paved paths and sidewalks. We will make sure that the course is fully wheelchair accessible prior to race day and again on race morning. If need be, we will put in a ramp or some other type of material to make sure everyone who wants to participate are able to participate.

PARKING

It is believed that there are more than enough parking spots for 500 athletes, if this is not the case or something happens to one of the lots, this will be revisited for alternate parking options.

Emergency Action Plan Template Form B

This Emergency Action Plan (EAP) template is designed and intended to assist event organizers in planning and operating a safe community event. This plan template, or custom plan, must be used for events with an estimated attendance of 1,000 people or more. Events with an estimated attendance exceeding 10,000 people may not use this template and must develop a custom Emergency Action Plan.

Every event is different, and an event specific EAP is required.

In accordance with the Street Use Permit process and Madison General Ordinances, an EAP is required.

Name of Event: Let's Glow 5K

Type of Event (check all that apply)

Run/Walk Festival Concert March/Rally Event in a Madison Park

Event on a Madison Street, Sidewalk, and/or Parking Lane Other

If other, please describe: _____

Event Features (check all that apply)

Alcohol Sales Live Music Temporary Structures Food/Vendors

Fencing/Enclosures Heating/LP Use

Emergency Contact Information

Provide the name and phone number for at least one person that will be the emergency contact for first responders before and throughout the duration of the event:

Name: Beth Salinger Phone Number: 312.925.6067

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Event Safety

Name(s) of individual(s) responsible for event safety to include planning, event operations and event clean up: Beth Salinger

Phone Number: 312.925.6067 Email: Beth@runmadtown.com

Event Capacity

State the estimated number of attendees over the duration of the event: 500

State the estimated maximum number of attendees at any one time during the event: 500

Specify the date, time, and describe the reason for the estimated maximum number of attendees at that time:

5K fun run, everyone will start at 8pm

Specify the date and time of scheduled performances or programs that may cause attendees to gather in one area:

Let's Glow is a 5K, the event begins at 8pm

All stage performances require a capacity approved by the Madison Fire Department.

Not applicable Will be submitted

All events where people are confined by fences, barriers, or restricted from unrestricted and open ingress/egress require a capacity approved by the Madison Fire Department.

Not applicable Will be submitted

Crowd Managers

Trained (certified) crowd managers are required for a gathering of more than 1000 people. No fewer than one trained crowd manager for each 250 people (if over 1000 people) in attendance at the event shall be on-site at all times.

Note: Some security services have trained crowd managers

Number of trained crowd managers on-site at all times: 0

Event Pause, Postponement and Cancellation

Specify the name and phone number for the individual that will determine when the event may be paused, postponed, or cancelled.

Note: This is not the Madison Police Department or the Madison Fire Department.

Name: Beth Salinger Phone Number: 312.925.6067

Event Evacuation and Emergency Shelter

Emergency shelter location(s): _____

List emergencies that will cause evacuation or emergency sheltering:

<u>Lightening \ thunder</u>	<u>extreme winds \ rain</u>	<u>shooting onsite</u>
<u>bomb or terror threat</u>	<u>protest that becomes violent</u>	<u>bomb \ explosive</u>
_____	_____	_____

This section should be coordinated and reference the hazards and emergency action section of the EAP.

Emergency Announcements and Notifications

Emergency announcements and notifications must be scripted before the event to ensure uniform and prompt delivery of safety and protective actions. Script Prepared: Yes

Emergency announcements will state:

For weather: "Attention athletes, our weather forecasters from the National Weather Service have informed us that (weather condition) is in our area. Because the safety and wellbeing of our runners, spectators volunteers and safety workers along the course are foremost in our minds, we are delaying the start of the race for X minutes. Please seek shelter immediately." (update conditions at the end of the delay period and announce an additional 

Describe the methods and means to notify all event attendees, vendors, and staff:

Run Madtown has a text messaging system and will also post on social media and have our announcer make announcements at the start and finish area. Depending on what is happening and timing, we can send an email to participants and volunteers and post on our website.

Specify the means of communication between event organizers, staff, volunteers, and personnel responsible for initiating and/or communicating emergency notification and warnings:

We will use cell phones to communicate between one another and volunteers
We also have a text messaging system to communicate with volunteers

Weather Monitoring

All events must have someone tasked with monitoring the weather before and during the event. All threatening and active severe weather requires actions to protect all attendees, staff, volunteers, and vendors.

Name of individual assigned to monitor the weather: Beth Salinger

Name of the contracted weather monitoring service (as applicable): _____

The scope of services include: _____

Event will utilize the Large Event Weather Support program offered by the National Weather Service.

Yes ___ No

- Events must have an anticipated attendance (at one time) over 1000 people.
- The required NWS form is available at <http://www.weather.gov/mkx/eventsupport> and must be submitted by a representative of Madison Emergency Management.
- Madison Emergency Management Coordinator for the City of Madison can be contacted at CityEOCManager@CityofMadison.com

Event Security

Contracted private security (not Madison Police) will be provided: Yes No ___

If security will be contracted, how many personnel will be on-site? 2

Provide the name of the security service: TacSec Solutions

Provide a description of the scope of services to be provided by the security service.

general security for the event and for the beer garden

Provide the means of communications between the security service and event management.

cell phone

Event will include a defined perimeter with fencing or other barrier. Yes ___ No

Coordination with the Madison Police Department

Will the event contract for services with the MPD? Yes ___ No

Describe scope of services requested: N/A

Name and phone number of the individual to meet MPD in the event of an incident/emergency:

Name: Beth Salinger Phone Number: 312.925.6067

Emergency Medical Services

What methods of emergency service(s) will be provided?

Limited to dialing 911 for medical emergencies. ____

First-aid station staffed by:

Volunteers: Yes No ____ Contracted medical professionals: Yes ____ No

Name of contracted service: _____

Number of personnel on-site at all times: _____

Coordination with Madison Fire Department

Will the event contract for emergency medical services with the MFD? Yes No ____

If yes, please complete a Special Event EMS Request Form and submit to Division Chief David Crossen.

Email: DCrossen@CityofMadison.com

Phone Number: 608-266-4256 or 608-266-4420 and ask for Division Chief of Special Events.

Contact Assistant Chief Jeff Larson to discuss coordination for an emergency response and if there will be any requirements for on-site MFD personnel, excluding EMS which is covered by the Special Event EMS Request Form mentioned above.

Email: JtLarson@CityofMadison.com

Phone Number: 608-266-5946 or 608-266-4420 and ask for Assistant Chief of Fire Operations.

Will the event be holding a meeting with organizers, staff, volunteers, or vendors prior to the event?

Yes ____ No

If so, will there be a request or opportunity for the Madison Fire Department to attend and present fire safety information as it pertains to the event (cooking, LP gas and canopy safety)?

Yes ____ No

To schedule a representative of the Madison Fire Department, please contact Scott Strassburg.

Email: SStrassburg@CityofMadison.com

Phone: 608-261-9843 or 608-266-4420 and ask for Scott Strassburg.

Name and phone number of individual assigned to meet the Madison Fire Department in the event of an emergency:

Name: Beth Salinger Phone Number: 312.925.6067

Stages, Raised Platforms, Temporary Structures, and Tents

Contract(s) require vendors to provide a flame-spread certificate for all fabric materials.

Yes No

Contract(s) require vendors to provide an event specific post set-up certificate of structural stability.

Yes No

Contract(s) require vendors to provide a high wind safety plan to outline actions prior to and during high winds. (Ex: retract wing walls, secure hanging lights and sound equipment, lower video screens, evacuate area around stage/structure).

Yes No

Canopies (10 x 10 pop-up style)

Vendor and exhibitor agreements state that all canopies must comply with the Madison Fire Department canopy safety guidelines.

All canopies shall be weighed to withstand 35 MPH winds.

All canopies shall be taken down or the fabric removed when winds exceed 35 MPH, or the NWS issues a high wind advisory or severe thunderstorm warning.

Is there cooking at the event? Yes No

If there is cooking at the event, vendor and exhibitor have an agreement that cooking is not allowed under a canopy. Yes No

Site Map Requirements

The site map submitted with the application includes the following, as required by the fire code:

- ✓ Fire lanes and emergency access into, through and out of the event area.
- ✓ Egress and escape routes for attendees, vendors, staff and volunteers.
- ✓ Location of emergency medical services.
- ✓ Vendor and concession locations.
- ✓ Location of fire extinguishers.
- ✓ Perimeter fencing and access control.
- ✓ Vehicle barriers.

Event Safety Inspections

Within 30-minutes of the start of the event and every 60 minutes throughout the event, OPS Manager (name of individual or operation position) will conduct a safety inspection of the event. The event safety inspection must be specific to the event. The Event Safety Inspection Checklist addendum to this EAP may be used.

EAP Distribution and Training

The EAP must be distributed to all staff, vendors, contractors, participating agencies, and volunteers.

Event Staff Vendors Crowd Managers Security Performers Promoters
Volunteers Contractors EMS Others _____

Event specific training in the use and responsibilities associated with this EAP shall be provided to event personnel. At a minimum, the following personnel will receive training:

Event Staff Crowd Managers Security

Hazard, Prevention Methods, Protective and Emergency Actions

Community events face natural, and human caused hazards. Event planners and operators must be prepared to deal with hazards and safeguard attendees from such hazards. Prevention and protective actions must be event specific.

- Prevention actions are things that you do before the hazard to prepare for an imminent threat or emergency.
- Protective actions are positive steps to protect people and minimize the adverse impact of an emergency or imminent threat.

The individual or operational position responsible for each action must be stated.

Examples:

Hazard – Fire

1. Prevention Actions:
 - a. Invite MFD to vendor training.
 - b. Provide all vendors with fire safety information.
 - c. Pre-event fire safety inspection by: (Name of staff person responsible for safety).
2. Protective and Emergency Actions:
 - a. Call 911
 - b. Evacuate area.
 - c. Deploy fire extinguisher.

Hazard – High winds or severe thunderstorm

1. Prevention Actions
 - a. Continuous weather monitoring.
 - b. Alert all staff and vendors of any weather threats.
2. Protective and Emergency Actions
 - a. Notify ALL staff, volunteers, vendors, and attendees.
 - b. Take down canopies.
 - c. Cancel and evacuate event.
 - d. Direct attendees to shelter locations: (List of locations).

Worksheet for Hazards

High Winds

Prevention Actions

All tents will have weights or be staked
Notify staff & volunteers and continue monitoring weather

Protective and Emergency Actions

take down tents \ start \ finish line and mile markers
Direct athletes to shelter if necessary
cancel if necessary

Medical Emergency

Prevention Actions

have first aid tent onsite
Have ambulance onsite
monitor weather

Protective and Emergency Actions

treat and transport as necessary, request additional support

Extreme Heat

Prevention Actions

monitor weather
have sponges and sprays to cool down athletes
Communicate to athletes and volunteers
have additional water on course and at the finish line

Protective and Emergency Actions

potentially cancel the event
continue to monitor the event

Severe Thunderstorm

Prevention Actions

monitor the weather
communicate plans to athletes & volunteers

Protective and Emergency Actions

Delay start or cancel event

Tornado

Prevention Actions

monitor weather
use weights and stakes for all tents
weights for start \ finish banners and mile markers

Protective and Emergency Actions

remove everything that could take off \ fall over injur someone
Communicate to athletes to shelter in place or stay home
cancel event

Lost Child

Prevention Actions

communicate emergency action plan to all staff and volunteers

Protective and Emergency Actions

Have 2 people stay with lost child and bring to DJ \ announcer to make announcements, if unable to reunite then escalate to Madison Police Department

Fight/Domestic Disturbance

Prevention Actions

Work with security to keep eyes open for fights or people who do not belong
ask them to leave prior to a fight breaking out

Protective and Emergency Actions

Call 911 escalate to the police

Active Shooter/Active Killer

Prevention Actions

Make sure everyone is aware of ways to exit the park

Protective and Emergency Actions

Run, Hide, Fight
Call 911

Fire/Explosion

Prevention Actions

Make sure that there are fire extinguishers in and around tents
See what type of situations may be present that could cause a fire (dry grass) and try to work
with parks to water grass or other groups to prevent fire

Protective and Emergency Actions

call 911
announce to everyone to get away from the fire \ explosion
If possible use extinguishers to put out or lesson flames

Vehicle Through Barricade

Prevention Actions

- fencing and barricades
- no direct roads or line of site for vehicles

Protective and Emergency Actions

- call 911
- tell participants and volunteers to seek shelter
- assist those who are injured

Peaceful Protest (Your Event or Unrelated Issue)

Prevention Actions

- have comments ready for media and protesters
- Have alternate routes planned
- Do not engage unless engaged
- communicate to athletes & volunteers the plan

Protective and Emergency Actions

- If protest is peaceful and does not interfere with event, event goes on
- If protest interferes with event, then potentially escalate to police department for assistance

Civil Unrest

Prevention Actions

- have comments ready for media and protesters
- Have alternate routes planned
- Do not engage unless engaged
- communicate to athletes & volunteers the plan and ask them not to engage

Protective and Emergency Actions

- If civil unrest interferes with event, call 911, ask security to step in
- Tell athletes and volunteers to evacuate to vehicles or another safe location

Power Failure

Prevention Actions

Have generators on hand (we will :))

Protective and Emergency Actions

Since there won't be fencing, participants are able to move out of the way at the start area.

Crowd Crush/Surge

Prevention Actions

Since the paths are narrow we are asking people for their anticipated pace when registering and will assign them to a wave based upon their time and release a limited number of athletes at one time (probably around 100)

Protective and Emergency Actions

Since there won't be fencing, participants are able to move out of the way at the start area.

Bomb, Bomb Threat or Suspicious Package

Prevention Actions

Communicate to staff and volunteers bomb \ suspicious package plan
Keep alert for things that should not be in the park

Protective and Emergency Actions

Move everyone away from the area
Call 911

Air Quality Alert

Prevention Actions

Keep an eye on the weather and communicate with athletes and volunteers

Protective and Emergency Actions

Keep an eye on weather , potentially canceling the event

Event Safety Inspection Checklist Addendum	Enter time when check occurs (see EAP for how often)												
	Before event												During event
Traffic management plan deployed													
Barricades in-place													
Trip hazards removed or covered													
Canopies weighed down													
Electrical cords grounded													
Grills adjacent to and not under canopies													
Propane connections and fittings tight and soap tested for tightness													
Security personnel in-place													
Weather monitoring on-going													
Fire lanes clear and unobstructed													
Capacity count on-going (only if approved capacity required)													
Exits open and unobstructed													
Fire extinguishers accessible													
Emergency medical personnel on-site (as applicable)													
Perimeter secure													
No abandoned or suspicious bags or property													
Perimeter and access control measures in place													

Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event.

**After Street Use Permit Approval Task List
(submit information within 30 days of event)**

Capacity Approval

___ Submit site plans and capacity calculations to the Madison Fire Department for approval.

Approved Capacity: _____

Date Submitted: _____

Crowd Managers

___ Certified crowd managers will be provided through contracted security services.

Date that contracted crowd managers received training in this EAP: _____

___ Event staff will serve as the certified crowd managers.

Date of certification(s): _____

Certifications obtained through: _____

Date event staff crowd managers received training in this EAP: _____

EAP Distribution and Training

___ EAP distributed to all event personnel.

Event Staff ___ Vendors ___ Crowd Managers ___ Security ___

Performers ___ Promoters ___ Volunteers ___ Contractors ___ Others ___

List of others: _____

___ Event specific training in the use and responsibilities associated with this EAP provided to event personnel. The following personnel received training:

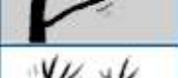
Event Staff ___ Crowd Managers ___ Security ___ Others ___

Date of training: _____

Training provided by: _____

Wind Hazard Reference Document

Beaufort Scale

Beaufort number	Wind Speed (mph)	Seaman's term		Effects on Land
0	Under 1	Calm		Calm; smoke rises vertically.
1	1-3	Light Air		Smoke drift indicates wind direction; vanes do not move.
2	4-7	Light Breeze		Wind felt on face; leaves rustle; vanes begin to move.
3	8-12	Gentle Breeze		Leaves, small twigs in constant motion; light flags extended.
4	13-18	Moderate Breeze		Dust, leaves and loose paper raised up; small branches move.
5	19-24	Fresh Breeze		Small trees begin to sway.
6	25-31	Strong Breeze		Large branches of trees in motion; whistling heard in wires.
7	32-38	Moderate Gale		Whole trees in motion; resistance felt in walking against the wind.
8	39-46	Fresh Gale		Twigs and small branches broken off trees.
9	47-54	Strong Gale		Slight structural damage occurs; slate blown from roofs.
10	55-63	Whole Gale		Seldom experienced on land; trees broken; structural damage occurs.
11	64-72	Storm		Very rarely experienced on land; usually with widespread damage.
12	73 or higher	Hurricane Force		Violence and destruction.

Resource and Reference Addendum

Event Safety Alliance www.eventsafetyalliance.org

International Code Council (Fire Code) www.iccsafe.org

Madison General Ordinances (Chapter 10 for Street Use Permit Requirements and Chapter 34 for Fire Code Requirements) [Code of Ordinances | Madison, WI | Municode Library](#)

National Weather Service Event Support [dssrequest \(weather.gov\)](https://www.weather.gov/dssrequest)

[National Weather Service Event Ready Guide Event Ready Guide \(weather.gov\)](#)

Crowd Manager Training [National Association of State Fire Marshals - Crowd Manager Training / https://crowdmanagers.com](#)

FEMA Special Events Planning Manual [Microsoft Word - SpecialEventsPlanning-JAManual.doc \(fema.gov\)](#)

Madison Fire Department Event Support Links

[USE AND OPERATIONS OF TENTS AND TEMPORARY MEMBRANE STRUCTURES](#)
(tents over 401 ft²)

[FIRE SAFETY FOR CANOPIES & COOKING](#)