

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Revelry Music and Arts Festival

Event Organizer/Sponsor University of Wisconsin-Madison Wisconsin Union

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

If Yes, provide State of Wisconsin Tax Exempt Number 040706

Address 800 Langdon St.

City/State/Zip Madison/Wisconsin/53706

Primary Contact Josh Levin FAX (608) 890-4411

Work Phone (818)518-7600 Phone During Event (818)518-7600

E-mail jlevin4@wisc.edu

Website www.madisonrevelry.com

Secondary Contact Susan Dibbell

Work Phone (608) 263-4009 Phone During Event (608) 219-0295

E-mail smvandeh@wisc.edu

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 7,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10:00AM to 10:00PM  Yes  No

## EVENT CATEGORY

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

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  Podium/700-800 State Street  
 30 on the Square (a.k.a. top of 100 block of State Street)  Other (specific blocks/streets requested below)  
Street Names and Block Numbers: Langdon St. between Park St. and Lake St. Park St. Between Humanities building and Observatory Dr.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/2/14-5/4/14 Rain Date(s) \_\_\_\_\_  
Event Start Date(s)/Time(s) 5/3/14 12:00PM Set-Up Date(s)/Time for Event 5/2/14 8:00PM  
Event End Date(s)/Time(s) 5/3/14 10:00PM Take-Down Time 5/4/14 2:00AM  
Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

[Signature] I/We waive the 21-day decision requirement. [Signature] (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

Signature S.M. Dibbell Date 2-28-14

## Event Timeline

Date	Time	Task	Location
5/2/14	8:00PM	Street Closure	Langdon St.
5/2/14	8:00PM	Begin Setting up staging	Langdon St.
5/3/14	8:00AM	Begin Setting Up Art Areas	Lot 1
5/3/14	12:00PM	Event Start	Langdon St.
5/3/14	10:00PM	Event End	Langdon St.
5/3/14	10:30PM	Venue Cleaning	Langdon St.
5/4/14	2:00AM	Street is Reopened	Langdon St.

# Revelry Event Site Safety Plan

## Event Summary

Revelry is a festival event hosted at Memorial Union on the UW Campus on Saturday, May 3<sup>rd</sup>, 2014. Music will be held on stages in the Terrace area of Memorial Union and on Langdon St. along with an art fair and various student oriented activities in UW's Lot 1. Revelry will be a ticketed event; a ticket will be required for entry and re-entry to the event

## Schedule

### Friday 05/02/14

8:00PM	UW Police restrict Access to Langdon St. and Park St. (power placed)
8:00PM	Stage Setup Begins
8:00PM – 7:00AM	Site secured by contracted security

### Saturday 05/03/14

7:00AM	Site Access
8:00AM	Set up begins in Lot 1
9:30AM	Security and Staff Meeting
10:00AM-11:00AM	Sound Check
12:00PM	Gates Open
12:00PM-10:00PM	Event
10:00PM-2:00AM	Event Strike
2:00AM	Street Reopening

# Capacity

**Ticketed Capacity: 7,000**

**Union Terrace Capacity: 3,500**

**Please refer to the Memorial Union Exterior Capacity Document for a breakdown of the capacities for Memorial Union**

## Demographic

- Ages 18+
- At least 70% UW-Madison Students

## Distribution of Occupancy Load

- There will be activities and events on the Memorial Union Terrace, In Lot 1, and on Langdon St.
- The festival sites, schedule and entertainment are designed to distribute the occupancy load over a large area.
- No permanent fencing will be used for crowd control purposes.
- Blow-through style barricade will be used in front of the stages for crowd control purposes.
- If it is determined by festival organizers that the maximum occupancy load on the Memorial Union Terrace, in Lot 1, or on Langdon St. has been reached, access will be restricted at all entrances to the street, the terrace, or the parking lot.
- There will be a trough restricting crowd flow between Downstage and Front of House

# Entrance and Exits

## Entrances:

There will be 2 main entrances for this event.

- 1) **Langdon St. Entrance:** Located on Langdon St. in front of the Red Gym.
- 2) **Lot 1 Entrance:** located in Lot 1 at the arts area at Langdon St.

## Exits:

Main Entrances and Exits to site:

- 1) **Langdon St. Entrance:** Located on Langdon St. in front of the Red Gym.
- 2) **Lot 1 Entrance:** located in Lot 1 at the arts area.  
\*\*Both the Lot 1 and Langdon St. Entrances will have designated entry/exit points.

An audible announcement of all exit locations will be announced prior to the beginning of the show.

# Medical

- Response time from nearest hospital is three (3) minutes.
- Nearest Hospital is Meriter Hospital on Park Street
- Three (3) teams of First Responders will be assigned to the event.
- Emergency Vehicle access to the site will be via Park St. and Langdon St.

# Traffic:

- University of Wisconsin police will be responsible for all street closings and re-routing associated with this event
- Langdon Street and Park St. will be closed at 8:00PM on Friday May 2<sup>nd</sup> and will reopen at 2:00 AM on Sunday May 4<sup>th</sup>

- UW police will redirect traffic on Langdon St. and Park St. UW Campus Police will provide signage and traffic barriers.
- Buses will need to be rerouted from Langdon St. and Park St.

## **Severe Weather**

- In the event of severe weather, patrons will be directed to shelter in the Memorial Union, The Red Gym, and College Library via stage announcements
- The UW will also provide an onsite Weather Monitor to provide real time information to festival staff.
- In the event of severe lightning Event Site Managers will inform the crowd via stage announcements that they should seek shelter and will provide instructions at that time.
- Festival security staff will be briefed and will also facilitate the evacuation of the site.
- In the event that a shelter in place scenario would be necessary Memorial Union, The Red Gym, and College Library will be accessible.

## **Event Stop Procedure**

- The following individuals will be identified prior to the show and will be responsible for making any show stop decisions.
- Any of the people listed below will have the capacity to call for a show stop or evacuation at any time
- Event Managers will be identified and in radio contact on the day of show

- A communication center will be established, identified, and accessible to all festival organizers, site managers, UW Police and Fire Department in the Memorial Union building.

## **Event Stop Managers**

**UW Site Manager:** Josh Levin

**Memorial Union Site Manager:** Susan Dibbell

**Frank Productions:** Jason Meyers

**UWPD:** Jason Whitney or Mark Silbernagel

**CSC:** Ross Anderson

## **Security**

- UW will contract CSC security for the entire event site
- UW Police will provide traffic control, necessary signage, and removable barricade as needed.
- UW Police will review and approve a security plan submitted by the University organizers
- CSC will work directly UW Police, UW festival organizers and Frank Productions to establish a security plan for this event
- Alcohol will be served at the Memorial Union by the Wisconsin Union
- Alcohol carry ins will not be allowed at this event
- No Alcohol will be permitted on Langdon St.
- Lost and Found will be established at the Essentials Desk at Memorial Union
- The Wisconsin Union will provide credentials to all working staff, volunteers, and artists
- Communications will be established by wireless radio with UW festival Organizers, Frank Productions, CSC Security staff
- Re-Entry will be permitted with a ticket
- No glass will be allowed into the event

## **Fire**

- Extinguishers will be provided at all staging and vending areas.
- No Pyrotechnics will be used during the event
- Emergency Exits will be clearly marked and egress aisles will be maintained
- There will be no cooking or open flames within 15' of a tent
- 20' fire lanes will be kept on Park St. at all times.

## **Credentials**

- Laminated passes will be issued to all working staff, artists, and volunteers.
- Guest Service volunteers will be issued a shirt to distinguish them from other workers

## **Alcohol Sales**

- Only Beer will be served at this event. No spirits.
- All beverages will be decanted
- All alcohol sales will be served on Memorial Union property by the Wisconsin Union
- Alcohol is not permitted on Langdon St.

## **Volunteers**

Will be responsible for the following:

- Guest Services
- Help with setup and tear down of Art Displays
- Provide information at entrances
- Help with pedestrian traffic flow



- Volunteers will be identified by their shirts and working pass laminates.

