

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Let's Eat Out Summer Concert Series
Park Requested: Burr Jones Field Date Requested: June 21st, 28th, July 5th, September 27th

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Lets Eat Out
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: Filing in January
OPTIONAL: Federal Tax Exempt Number: _____

Primary Contact: Christine Ameigh Work Phone: (608)630-4824
Address: 410 Pawling #2 Phone During Event: _____
Email: slidefoodcart@yahoo.com FAX: _____
Organization or Event Website: Facebook.com/Letseatout www.letseatoutwi.org

EVENT SCHEDULE

Date(s) of Event: June 21st, 28th, July 5th, September 27th Event Start and End Times: 11am-6pm
Rain Date (if any): n/a Set-Up Start Time: 8am
Take-Down Start Time and End Times: 6pm

Does this require time in the park the day before your event? Yes No
If Yes, provide details of times and area requested: _____

Are you requesting use of the park shelter? Yes No

PERMITS

Will you have amplified sound at this event? Yes No
(If Yes, please fill out an Amplification Permit Application.)

Will you sell anything in the park? Yes No
(If Yes, please fill out a Park Event Vending Permit Application.)

Will you serve any food or beverage? Yes No
If Yes, what: FOOD CARTS

Will you sell beer/wine? Yes No
(If Yes, please fill out a Beer/Wine Sales Permit Application.)

Will you put up any temporary structures, such as tents, stages, inflatables, dunk tanks? Yes No
(If Yes, please fill out a Park Event Temporary Structure Permit Application.
Note that permits are not required for 10' x 10' pop-up tents.)

APPLICATION SIGNATURE

The applicant for a Park Event Permit shall agree 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.

The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Applicant Signature *CA Ameigh* Date 2-5-15

Let's Eat Out! and Project Kinect Summer Concert Series

Attn: Board of Park Commissioners

Re: Agenda topic for December 10th, 2014 meeting

Christine Arneigh (Let's Eat Out!)
slidefoodcart@yahoo.com
(760)845-4662

Let's Eat Out! is partnering with Project Kinect to plan a four part pilot summer concert series at Burr Jones Field. The series will be three concerts in June and July 2015 (21, 28 & 5) and a final concert, the "Fall Food Cart Festival", on Sunday, September 27th. This event would possibly be a pop-up celebration to bring attention to the future Madison Public Market District. We have also discussed our plans with the Mad-City Bazaar team. Their pilot can possibly be combined with our pilot program in hopes that a greater excitement for the future Public Market can be made. We realize six months advance is needed (per park guidelines) to accomplish such an endeavor. After further discussion with the coordinators of the Bazaar, and if combining our efforts is possible, we would prefer to kick-off the Bazaar and host our first three concerts in May, leaving the final one in September, if any special consideration can be given.

Let's Eat Out! (LEO) is a group of local food carts that started vending in local communities for dinner in 2012. LEO wanted to provide eclectic food in different neighborhoods around Madison, thus creating options for a community "night out". These dinners additionally bring more options to small business owners seeking ways to make enough money to survive the frigid winters. In October 2014, LEO had the first "Fall Food Cart Festival & Fundraiser". This fundraiser inspired LEO to find ways to further strengthen community relationships and create opportunities for local nonprofits to find new funding.

Project Kinect is a new start up company in Madison that focuses on delivering tools and resources to organizations wanting to produce positive social change. Project Kinect's role with the concert series will be to set up logistics for the events while outlining the process for giving donations to local nonprofits. Currently the possible donation will be 10% off the beer sales.

Why Burr Jones Field? After attending different meetings regarding the planning of the "Public Market District", LEO has determined Burr Jones to be the perfect location. The city goal is that people of Madison start seeing the Field as part of this new Public Market district and a prime destination in the city where people want to spend their time.

The concert series would include the presence of local bands (three bands for each date), six food carts representing LEO, A beer trailer representing a local brewery, and a specific nonprofit for each event. We would bring in a stage (or use the basketball courts), signage, generators (power), trashcans, and foot traffic. If combined with Mad City Bazaar, then the addition of their vendors, games, themes, and other accessories would be included, creating an ultimate summer happening for Madison.

Initially our plan for the End of Season Festival was to include not only food carts, but also a number of vendors who can be seen as potential Public Market vendors (farmers, jammers, crafters). Now that we can partner with Mad-City Bazaar, we are hoping to create an amazing pilot-program for the Public Market District. Our unique talents of community building and resource bridging, combined with the city's phenomenal vision, are the perfect preliminary steps to making the Madison Public Market District a place of celebration and community pride.



● = trash

○ = recycling

PARK EVENT SCHEDULE

- The schedule begins when event set-up starts and ends when clean-up of the event area is complete, all equipment is removed and the park is available for regular use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: When will vendors set-up, hours of operation, tear-down, leave park
 - » Music/Performances: Stage set-up, performance schedule, tear-down
 - » Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down, leave park
 - » Run/Walk/Parade, etc.: When does staging start, start time(s), end time(s)

Provide Detailed Event Schedule:

8:00am- Event staff review park. Stage and sound crew begin set up. Port-o-potties will be delivered.

9:00am- Vendors set up. Children's area set up. Trash cans and tables will be set by event staff.

10:30am- All vehicles must be removed from park

11:00am- Vending begins

12:00pm- First band performs

2:00pm- Second band performs

3:45pm- Community event/performance on stage

4:30pm- Third band performs

6:00pm- Music and vending complete/ Clean-up begins

6:30pm- Vehicles are permitted to enter performance and vending space

9:30pm- Entire park will be clean. Vendors/ Stage hands/ and musicians all gone.

PARK EVENT CLEAN-UP AND RECYCLING PLAN

- Each organization is responsible for clean-up of the event area. In accordance with Park Commission policies, a clean-up deposit of \$3,000 may be required.
- 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.
- 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:

Let's Eat Out! will provide the trash & recycling cans for the event. Also, each food cart is required to maintain a trash can at their cart. 2 event volunteers & 3 coordinators will monitor the trash and recycling and empty it throughout the day. Five volunteers at the end of the event will ensure all trash and recycling has been cleaned up.

On the map you will note 8 trash cans and recycle bins. George from the Recycling Office informed us we will need 1 giant trash container (dumpster) and 1 giant recycling container (dumpster) which we will rent from him.

Side note: #1 Plastic Cups will be used for the beverage service so they can be recycled.

AMPLIFICATION PERMIT APPLICATION

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. 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: Let's Eat Out! Concert Series

Contact Person: Christine Ameigh

Park: Burr Jones Field Date: 11/20/14

Type of Amplified Sound:

Band DJ Sound System Speeches/Announcements Karaoke
 Other (please specify): _____

Times of Sound: 11:45am To: 6:15pm

EXCERPTS FROM APPLICABLE CITY ORDINANCES

8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

- (1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.
- (3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.
- (5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Lets Eat Out Concert Series" will be held June 21st, 28th, and July 5th at Burr Jones Field, East Washington Blvd, Madison, WI.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Lets Eat Out Concert Series" (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 Christine Ameigh.

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 (per Chief Ron Schwenn)
- 3. We will / will not have on-site Police or Security (per Lieutenant Dave McCaw. We will have security for beer.)

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 Christine Ameigh 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 Christine Ameigh 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: Per Mar Security.
6. Parking for vendor and staff vehicles will be: Burr Jones' Field Parking Lot.
7. Parking for attendee vehicles will be: Neighboring Street.

V. CONTACT INFORMATION

Primary Contact	Christine Ameigh	760-845-4662
Secondary Contact	Gregg Potter	702-807-1607
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency Fire Inspector Jerry McMullen (608) 266-4420
 Division Chief Ron Schwenn (608) 266-4420

Madison Police Department

Non-Emergency

Field Lieutenant
Executive Captain

David McCaw
Carl Gloede

(608) 261-9694
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