

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Paige Bernhardt  
American Society Of Landscape  
Architects (Asla) - Wisconsin Chapt  
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### Contact During Event

Paige Bernhardt  
Email Pwbernhardt96@gmail.Com  
Phone: (715) 379-9676

### Event Information

**Name of Event:** WI ASLA Park(ing) Day

**Event Type:** One Day

**Estimated Attendance:**

40

**Is this a new event:**

### Event Additional Information

**Run/Walk:**  **Music/Concert:**

**Festival:**  **Rally:**

**Parade:**  **Posting no parking signs or bagging meters?**

**Other:**

**If other, please describe:** Park(ing) Day is a nationwide event where groups take over parking spaces to call attention to the need for more urban open space and improve the quality of urban experience.

### 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

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**Capitol Square:**

**State Street Mall (700/900):**

**30 on the Square:**

**Other:**

**Street Names and Block Numbers:**

## 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
09/15/2023	7:00 AM	09/15/2023	8:30 AM	09/15/2023	3:30 PM	09/15/2023	5:00 PM	

## Temporary (Picnic/Beer) Licenses

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

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

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

**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?:**

## Street Use Event Vending License

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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?(\$):**

**Estimate number of vendors:**

## Public Amplification Permit

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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.

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

No

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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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?:

No

Event Website:

Notes:

## Acknowledgement

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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

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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

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By initialing, I/we  
waive the 21-day  
decision  
requirement :

Signature: Paige Bernhardt

Date: 08/11/2023

9.15 WI ASLA Park(ing) Day - request for 3 meters in this section on 700 Langdon St.



(SIDEWALK)

INFORMATION BOARD

BAG TOSS

WOOD DECKING ON  
PEDESTALS

ADDITIONAL  
SPACE FOR  
PERSONAL CAR

INTERACTIVE  
BOARD

PALLET  
BARRIER

TABLE & CHAIR  
SET

POTTED  
PLANTS

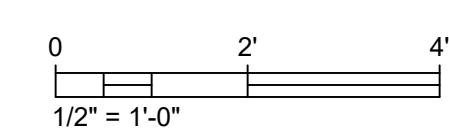
(3) PARKING SPACES

(LANGDON STREET)

1

Park(ing) Day Layout

SCALE: 1/2"=1'-0"



# Street Use Permit Application: Supplemental Information

**Primary Contact:** Paige Bernhardt (WI ASLA) | 715-379-9676 | [pwbernhardt96@gmail.com](mailto:pwbernhardt96@gmail.com)

**Secondary Contact:** Mone't Johnson (WI ASLA / Impact) | 608-581-5057 | [admin@wiasla.com](mailto:admin@wiasla.com)

## Park(ing) Day Summary:

Originated by Rebar, a San Francisco art and design studio, the Park(ing) Day event was designed to call attention to the need for more urban open space and improve the quality of urban experience. The first project started in 2005 by transforming a metered parking stall into a temporary public park in an area of the city most lacking public open space. Much of the open space in urban areas has been dedicated to the movement and storage of vehicles, reducing the amount of usable space available to its inhabitants. The Park(ing) Day event was created to expand upon this idea and explore a broader range of activities and solutions to this short-term borrowed space idea. The hope of the event is to provoke an examination of the quality of our built environment and to raise awareness of the importance of public, usable open space.

## Park(ing) Day Concept:

The intention of the Park(ing) space is to improve the health and wellness of the citizens of the city and to provide a temporary respite that promotes the benefits of usable, public open space. The theme this year from the National American Society of Landscape Architects (ASLA) is "Pollinator Places"

(<https://dirt.asla.org/2023/06/21/parking-day-2023-pollinator-places/>).

We will be using our design to help educate the public on the importance of pollinators and how landscape architects design habitat, even in urban settings. We will engage with people as they pass by the space to spark conversation about the project and the greater urban environment.

We are requesting three parking stalls total. One space will be used to park the safety vehicle and the other two spaces will contain the 'park' space.

## Event Schedule:

Park(ing) Day is a national annual event held in September; this year it is Friday, September 15<sup>th</sup>, 2023. The event is intended to be short in duration – appearing in the morning and gone by evening. Set-up will occur the morning of the event between 7:00 am and 8:30 am. Cleanup will occur between 3:30 and 5:00 pm. The event will occur during the day when pedestrian traffic on and around the UW-Madison campus is at its peak to capture as large an impromptu audience as possible. In past years, there have been 8-10 people gathered at the space at one time. Meter bags will be picked up and installed on Thursday evening to ensure the spaces are available for setup in the morning and then removed immediately after the event.

## Event Site Map:

*Event layout and location plans attached to the permit application.*

The event will take place in downtown Madison near the University of Wisconsin-Madison campus where there is street parking. We propose to locate the Park(ing) Space on Langdon Street near Memorial Union as close to Library Mall as possible. The area will provide adequate exposure for the event while limiting the impact on traffic flow towards State Street. The Park(ing) Day design will require the use of three adjacent parking stalls. Two will become the 'park' and one will become a space to park the safety vehicle. We request that the parking stalls be located adjacent to a curb bump out to improve user safety on the opposite end of the safety vehicle. All materials will be appropriately sized and kept within the parking stalls. Materials used to create the Park(ing) Space will be readily moveable in the event of an emergency and will allow for easy cleanup without special equipment.

**Route Map:**

The Park(ing) Space is a stationary event that does not require any redirection of vehicular or pedestrian traffic. A single vehicle associated with the event (to provide buffer on one end of the space as well as loading and unloading of materials) will be parked adjacent to the spaces. There are no special traffic needs as visitors to the space will be primarily on foot or bicycle and will approach from the sidewalk.

**Safety and Security Plan:**

*Emergency Action Plan attached to the permit application.*

The Park(ing) Space will require two end parking stalls adjacent to a curb bump out and a vehicle will be parked for the duration of the event on the other side of the Park(ing) Space, all with bagged meters. Wood pallet barricades along the street side of the space will provide separation between vehicular traffic and users of the space. The Park(ing) Space will also be organized to discourage users from entering or exiting on the street side. All users of the space will be directed to enter and exit from the adjacent city sidewalk. At least one member of our team will be present in the Park(ing) Space at all times. All team members will have a cell phone in the event of an emergency.

**Notifications:**

There will be limited public notification made prior to the event. The transformation is intended to appear spontaneous and temporary. Notification can be made to businesses in the immediate area if necessary; however, the impact on these businesses will be minimal. It is our hope that there will be some media coverage on the day of the event to help raise awareness through social media and local news sources.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The “WI ASLA Park(ing) Day Event” will be held September 15<sup>th</sup>, 2023 at near the UW-Madison Campus / Memorial Union.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “WI ASLA Park(ing) Day Event” (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: Paige Bernhardt (American Society of Landscape Architects (ASLA) - Wisconsin Chapter).

### 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 (Paige Bernhardt 715-379-9676)
3. We  will /  will not have on-site Police or Security (Paige Bernhardt 715-379-9676)

### 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 Paige Bernhardt 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 Paige Bernhardt 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 throughways.
5. Crowd control will be managed by: Paige Bernhardt.
6. Parking for vendor and staff vehicles will be: Nearby parking ramps or street parking.
7. Parking for attendee vehicles will be: Nearby parking ramps or street parking.

### **V. CONTACT INFORMATION**

Primary Contact	Paige Bernhardt (ASLA - Wisconsin Chapter)	715-379-9676
Secondary Contact	Mone't Johnson (ASLA - Wisconsin Chapter)	608-581-5057
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345