

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Sarah J Elliott
Dane County Farmers' Market
Po Box 1485
Madison, WI 53701
Email: Info@dcmf.Org
Phone: (608) 455-1999

Contact During Event

Jill Carlson Groendyk
Email Asst@dcmf.Org
Phone: (608) 455-1999

Event Information

Name of Event: Dane County Farmers' Market -
Wednesday Market

Event Type: Recurring One Day

Estimated Attendance: 1200

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: Farmers' Market

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:

200 block of Martin Luther King Jr Blvd.

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
04/18/2018	8:00am	04/18/2018	8:30am	04/18/2018	1:45pm	04/18/2018	2:00pm	
07/03/2018	8:00am	07/03/2018	8:30am	07/03/2018	1:45pm	07/03/2018	2:00pm	
04/25/2018	8:00am	04/25/2018	8:30am	04/25/2018	1:45pm	04/25/2018	2:00pm	
05/02/2018	8:00am	05/02/2018	8:30am	05/02/2018	1:45pm	05/02/2018	2:00pm	
05/09/2018	8:00am	05/09/2018	8:30am	05/09/2018	1:45pm	05/09/2018	2:00pm	
05/16/2018	8:00am	05/16/2018	8:30am	05/16/2018	1:45pm	05/16/2018	2:00pm	
05/23/2018	8:00am	05/23/2018	8:30am	05/23/2018	1:45pm	05/23/2018	2:00pm	
05/30/2018	8:00am	05/30/2018	8:30am	05/30/2018	1:45pm	05/30/2018	2:00pm	
06/06/2018	8:00am	06/06/2018	8:30am	06/06/2018	1:45pm	06/06/2018	2:00pm	
06/13/2018	8:00am	06/13/2018	8:30am	06/13/2018	1:45pm	06/13/2018	2:00pm	
06/20/2018	8:00am	06/20/2018	8:30am	06/20/2018	1:45pm	06/20/2018	2:00pm	
06/27/2018	8:00am	06/27/2018	8:30am	06/27/2018	1:45pm	06/27/2018	2:00pm	
07/11/2018	8:00am	07/11/2018	8:30am	07/11/2018	1:45pm	07/11/2018	2:00pm	
07/18/2018	8:00am	07/18/2018	8:30am	07/18/2018	1:45pm	07/18/2018	2:00pm	
07/25/2018	8:00am	07/25/2018	8:30am	07/25/2018	1:45pm	07/25/2018	2:00pm	
08/01/2018	8:00am	08/01/2018	8:30am	08/01/2018	1:45pm	08/01/2018	2:00pm	
08/08/2018	8:00am	08/08/2018	8:30am	08/08/2018	1:45pm	08/08/2018	2:00pm	
08/15/2018	8:00am	08/15/2018	8:30aam	08/15/2018	1:45pm	08/15/2018	2:00pm	
08/22/2018	8:00am	08/22/2018	8:30am	08/22/2018	1:45pm	08/22/2018	2:00pm	
08/29/2018	8:00am	08/29/2018	8:30am	08/29/2018	1:45pm	08/29/2018	2:00pm	
09/05/2018	8:00am	09/05/2018	8:30am	09/05/2018	1:45pm	09/05/2018	2:00pm	
09/12/2018	8:00am	09/12/2018	8:30am	09/12/2018	1:45pm	09/12/2018	2:00pm	
09/19/2018	8:00am	09/19/2018	8:30am	09/19/2018	1:45pm	09/19/2018	2:00pm	
09/26/2018	8:00am	09/26/2018	8:30am	09/26/2018	1:45pm	09/26/2018	2:00pm	
10/03/2018	8:00am	10/03/2018	8:30am	10/03/2018	1:45pm	10/03/2018	2:00pm	
10/10/2018	8:00am	10/10/2018	8:30am	10/10/2018	1:45pm	10/10/2018	2:00pm	
10/17/2018	8:00am	10/17/2018	8:30am	10/17/2018	1:45pm	10/17/2018	2:00pm	
10/24/2018	8:00am	10/17/2018	8:30am	10/24/2018	1:45pm	10/24/2018	2:00pm	
10/31/2018	8:00am	10/31/2018	8:30am	10/31/2018	1:45pm	10/31/2018	2:00pm	
11/07/2018	8:00am	11/07/2018	8:30am	11/07/2018	1:45pm	11/07/2018	2:00pm	

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?(\$):

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?: 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?(\$):

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?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

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?:

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

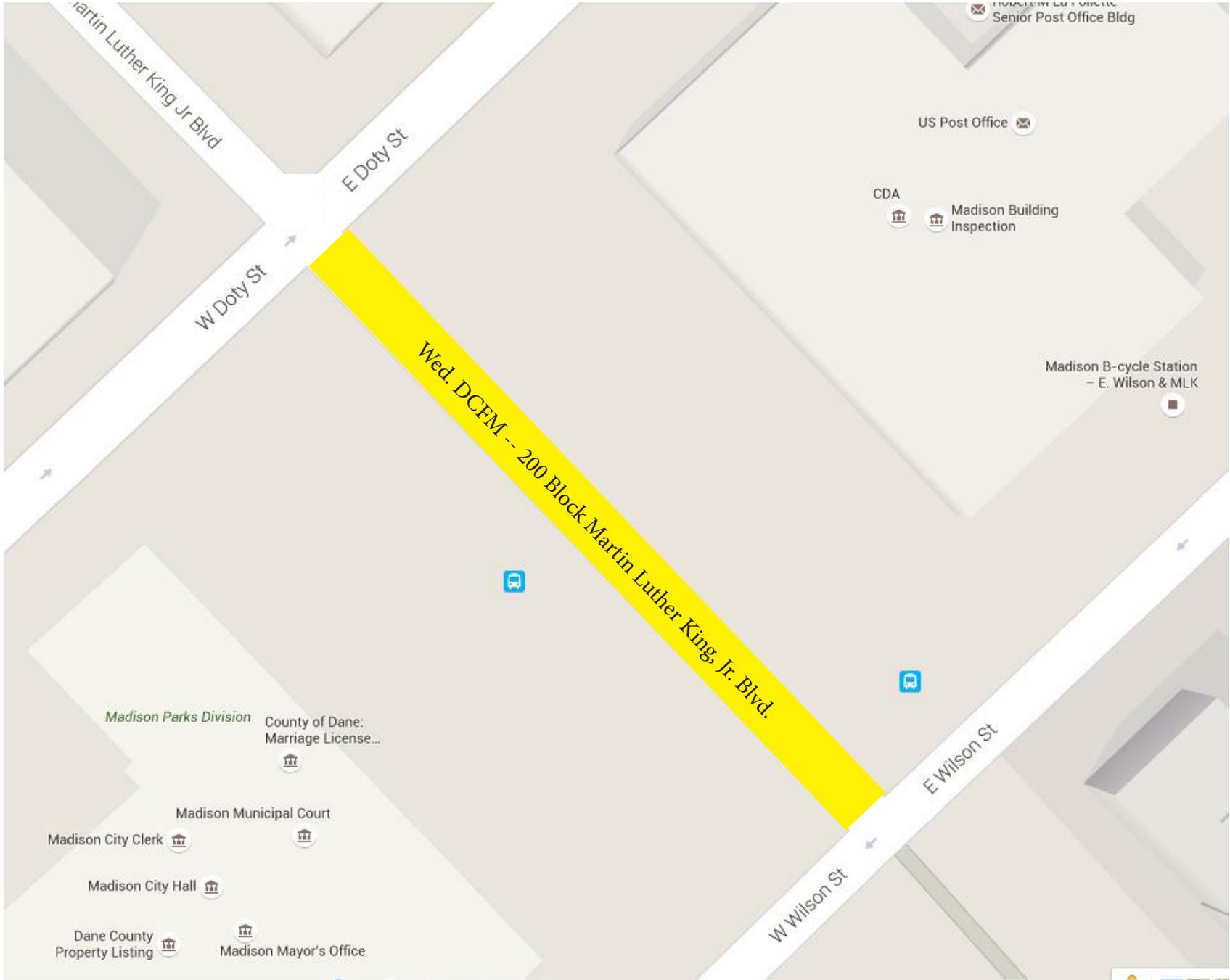
THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement:

Signature

Signature: Sarah J Elliott

Date: 02/02/2018



Martin Luther King Jr Blvd

E Doty St

W Doty St

Wed. DCEM -- 200 Block Martin Luther King, Jr. Blvd.

Senior Post Office Bldg

US Post Office

CDA

Madison Building Inspection

Madison B-cycle Station - E. Wilson & MLK

Madison Parks Division

County of Dane: Marriage License...

Madison Municipal Court

Madison City Clerk

Madison City Hall

Dane County Property Listing

Madison Mayor's Office

E Wilson St

W Wilson St

P.O. Box 1485
Madison, WI 53701
608-455-1999
www.dcfm.org
info@dcfm.org

Date: February 2, 2018

To: Kelli Lamberty
City of Madison

From: Sarah Elliott
Dane County Farmers' Market

Re: Safety & Security Plan – Wed Market

Safety Plan

First Aid and Emergency Response – Call 911

Primary Contact: Sarah Elliott, Manager Office: 608-455-1999
Cell: 608-455-1999

Jill Carlson, Asst Manager has the same phone number and is the primary contact on-site at the Wednesday Market.

Alternative Contact: Tom Murphy Cell: 608-606-0172

“Lost Child” area: Murphy Farms tent – middle of Market, at the base of the steps to the Madison Municipal Building.

Vendors receive written instructions before the events, including a reminder to slow down when existing the area, as there are many pedestrians present. Key people are also verbally briefed.

Security Plan

Private security is not necessary.

No alcohol allowed. No cooking allowed.

Vendors will be at or near their vehicles if they need to be moved.

Approved fire lanes and sidewalk widths will be maintained.