

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Madison Winter Festival

Event Organizer/Sponsor Central Cross Country Ski Association

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

If Yes, provide State of Wisconsin Tax Exempt Number 39-2008660

Address P.O. Box 930442

City/State/Zip Verona, WI 53593

Primary Contact Yuriy Gusev

FAX \_\_\_\_\_

Work Phone 608.385.8864

Phone During Event 608.385.8864

E-mail yuriy.gusev@ccskiing.org

Website www.winter-fest.com

Secondary Contact Andrew Poffenberger

Work Phone 651.325.7884

Phone During Event 651.325.7884

E-mail \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

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

Estimated Attendance 4,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8am to 10pm  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: 100 E & W Washington, Wisconsin Ave & Blk

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) \_\_\_\_\_

Rain Date(s) \_\_\_\_\_

Event Start Date(s)/Time(s) 2.13.2015

Set-Up Date(s)/Time for Event 10am

Event End Date(s)/Time(s) 2.15.2015

Take-Down Time 11pm

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

\_\_\_\_\_/We waive the 21-day decision requirement.

YG (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, statues and laws.

Signature [Signature]

Date 1.2.2015

## 2015 SET-UP SCHEDULE

### Friday, February 15

10:00am – 10:30am		Findorff trailer w/scaffolding delivery (200 block MLK)
11:00am – 12:00pm		Pisten Bulley delivery (Inn on the Park parking lot)
12:00pm – 2:00pm		Secretariat set-up (Concourse Hotel)
12:00pm – 8:00pm	N	Snowboard ramp set-up
3:00pm – 3:30pm	1/5	Portable toilets delivery
3:00pm – 5:00pm		Parking meters bagging (around the Capitol Square)
3:00pm – 4:00pm		Podium, v-boards, signage delivery (Inn on the Park parking lot)
3:00pm – 4:00pm		Snowmobile and Tidd Tech (Inn on the Park parking lot)
4:00pm – 8:00pm	N	Tubing ramp set-up
6:00pm – 7:00pm	N	Hay bails drop-off (around the Capitol Square)
6:00pm – 11:00pm	3/7	Private security at access control points
6:00pm – 11:00pm		Square Closing for snow delivery
6:00pm – 11:00pm		Snow delivery
6:00pm – 9:00pm	1/5	Sounds system set-up
8:00pm – 10:00pm	2/8	Snow forms set-up
8:00pm – 10:00pm	A/N	Banners, signage and soft fencing installation

## 2015 TAKE-DOWN SCHEDULE

### Sunday, February 17

4:00pm – 8:00pm	N	Tubing ramp take down
4:00pm – 6:00pm		Banners, signage, hard and soft fence take-down
4:00pm – 9:00pm	3/7	Private security at access control points
4:00pm – 10:00pm		Snow removal
4:00pm – 7:00pm		Sounds System take-down
4:00pm – 5:00pm		Hay bails pick-up
5:00pm – 6:00pm		Snowmobile and Tidd Tech loading
5:00pm – 6:00pm		Podium, v-boards, signage loading
5:00pm – 9:00pm		Secretariat take-down
10:00pm – 11:00pm		Square clean-up
10:00pm – 11:00pm		Square opening
11:00pm – 12:00am		Parking meter bags removal

Schedule subject to change. Visit [www.winter-fest.com](http://www.winter-fest.com) for the latest schedule updates. All times local Madison time, Central Time (CT).  
Updated on 2/2/2015.

# 2015 Madison Winter Festival Schedule

## SATURDAY, FEBRUARY 14

### Happening around the Square

9:30am – 4:30pm	8	Rooftop Skating Rink at the MADISON CHILDREN'S MUSEUM
10:00am – 4:00pm	7	DREAMBANK Winter Village – Experience Ice Hockey, Curling and Ski Jumping
10:00am – 4:00pm	3	MSCR Imagination Playground Station with FIT2GO Van
10:00am – 4:00pm	2/8	Snow Carving
10:00am – 11:00am	1	MOVIN' SHOES Frosty 1.5 Mile Dog Jog/Walk presented by WPS BANK
10:30am – 10:50am	1	MOVIN' SHOES Frosty Kids Fun Run
11:00am – 12:00pm	1	MOVIN' SHOES Frosty 5K Run/Walk presented by WPS BANK
12:00pm – 4:00pm	2	Ice Carving presented by BID and GSSBA
12:00pm – 2:00pm	8	Winter Games on the Rooftop at the MADISON CHILDREN'S MUSEUM

### On-Snow Events

10:00am – 4:00pm	N	FINDORFF Tubing Hill
10:00am – 4:00pm	D	FONTANA SPORTS Snowshoe Station
10:00am – 4:00pm	E	FONTANA SPORTS Nordic Fun Zone – Experience Cross-Country Skiing
10:00am – 2:00pm	1	Public Cross-Country Skiing presented by UW HEALTH & UNITY HEALTH INSURANCE
2:30pm – 7:30pm	1	SUBARU Wisconsin High School State Championships – Cross Country Ski Race
8:00pm – 9:00pm	1	U.S. Fat Bike Criterium National Championships

## SUNDAY, FEBRUARY 15

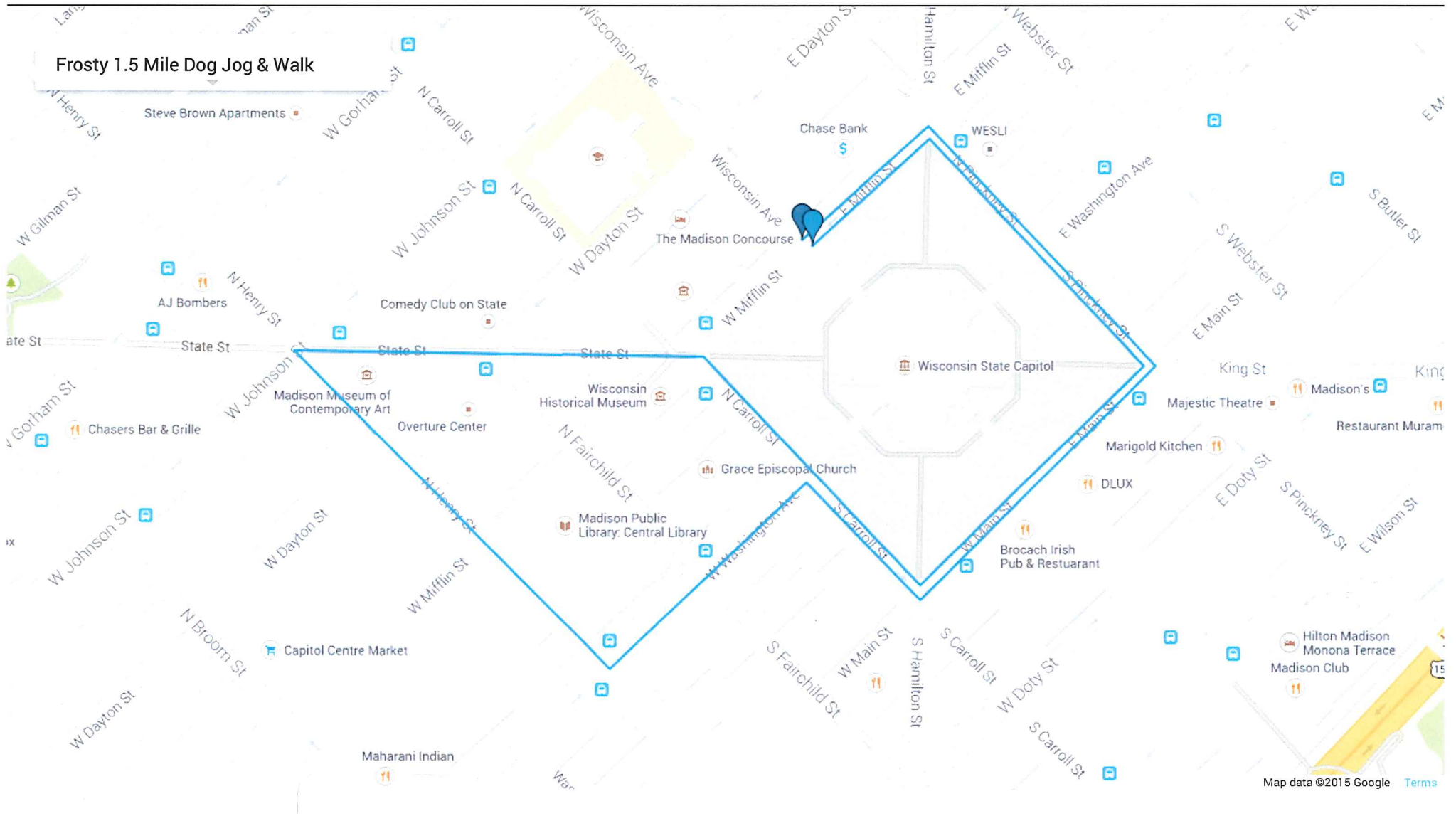
### Happening around the Square

9:00am – 2:00pm	2/8	Snow Carving presented by BECKER LAW OFFICE
9:30am – 4:30pm	8	Rooftop Skating Rink at the MADISON CHILDREN'S MUSEUM
10:00am – 3:00pm	3	MSCR Imagination Playground Station with FIT2GO Van
11:00am – 1:00pm	8	Rooftop Icicle Festival at the MADISON CHILDREN'S MUSEUM
11:00am – 4:00pm	7	DREAMBANK Winter Village – Experience Ice Hockey, Curling and Ski Jumping

### On-Snow Events

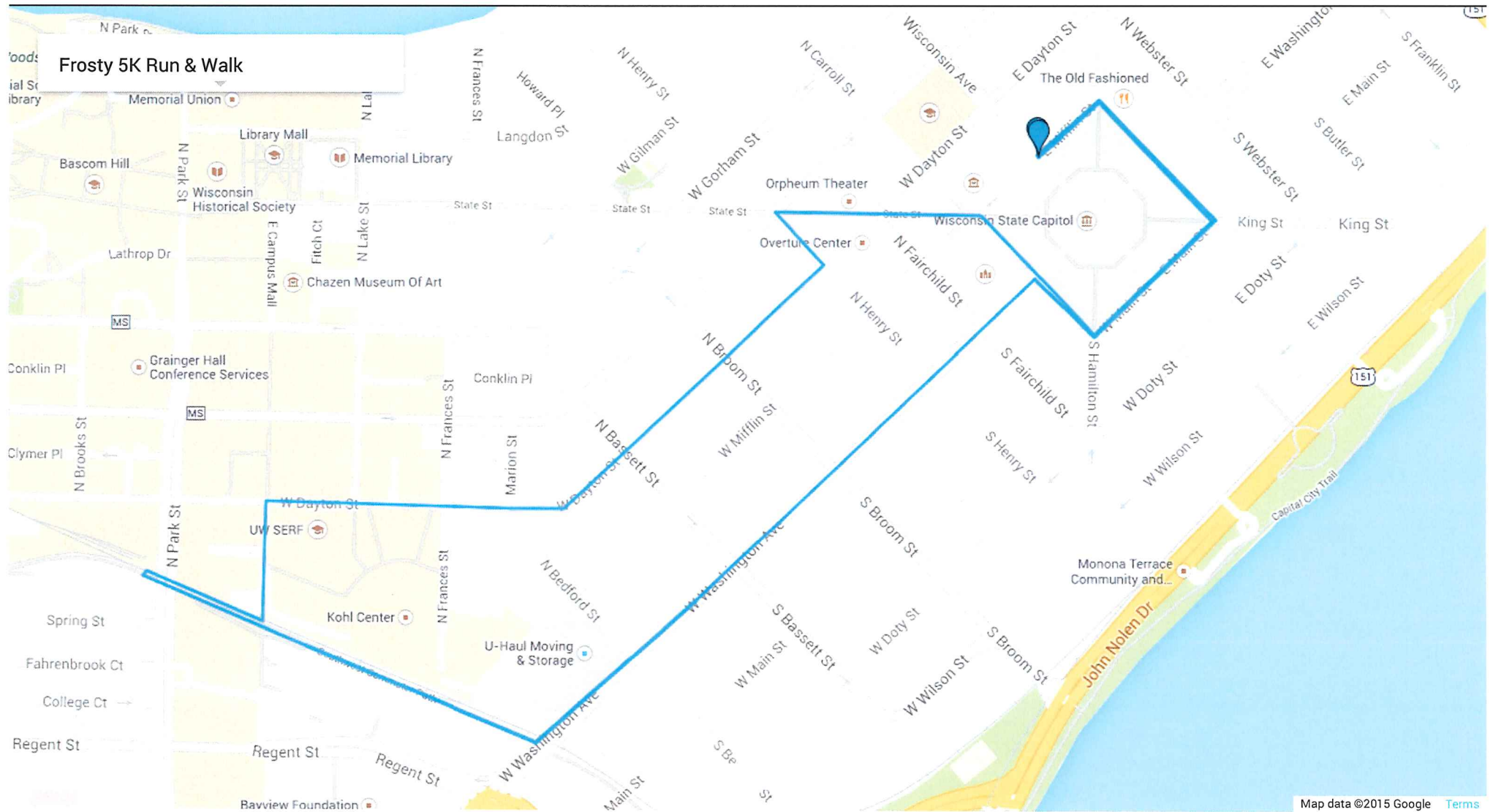
8:30am – 9:30am	1	Skijoring Race – Experience Cross-Country Skiing with your Dog
10:00am – 10:15am	1	SUBARU Wisconsin High School State Championships – Cross Country Ski Race
10:15am – 10:30am	1	SUBARU Wisconsin Middle School State Championships – Cross Country Ski Race
10:00am – 2:00pm	N	FINDORFF Tubing Hill
11:00am – 3:00pm	D	FONTANA SPORTS Snowshoe Station
11:00am – 3:00pm	E	FONTANA SPORTS Nordic Fun Zone - Experience Cross-Country Skiing
11:00pm – 12:00pm	N	Snowshoe Scurry on the Square - Snowshoe Race presented by FONTANA SPORTS
11:00am – 12:00pm	1	Public Cross-Country Skiing presented by UW HEALTH & UNITY HEALTH INSURANCE
12:30pm – 1:00pm	1	SUBARU Wisconsin Middle School State Championships Sprint Finals
1:00pm – 3:00pm	1	SUBARU Wisconsin High School State Championships Sprint Finals
3:00pm – 4:00pm	1	Public Cross-Country Skiing presented by UW HEALTH & UNITY HEALTH INSURANCE

### Frosty 1.5 Mile Dog Jog & Walk



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Yuriy Gusev







## **Safety and Security Plan**

### **City Police, Capitol Police, Private and Volunteer Security**

Madison Winter Festival coordinates safety and security of the event with the City and Capitol Police by having on-duty officers during the time of the event. Private security is provided through the Friday and Saturday nights and trained volunteers provide support at the Capitol Square access points.

Since its inception, Madison Winter Festival provided safe, secure, yet enjoyable & fun venue through extensive planning, strong leadership, and exceptional interagency cooperation.

## **Recycling Plan**

Madison Winter Festival provides information to event participants and spectators in the form of personal communication. Volunteers help to get the word out about recycling at the event, and help to promote recycling more generally as well.

# OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

## I. GENERAL

The “**Madison Winter Festival**” will be held **February 13-15, 2015** at the **Capitol Square**.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “**Madsion Winter Festival**” (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: Yuriy Gusev**.

### 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 not** have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)
  3. We **will** have on-site Police or Security (Yuriy Gusev 608.385.8864)

**C. Severe Weather**

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 (**Yuriy Gusev**) 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 (**Yuriy Gusev**) 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 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 Duncan Bathe
6. Parking for vendor and staff vehicles will be Wisconsin Ave 100 block
7. Parking for attendee vehicles will be City Parking Ramps

**V. Contact Information**

<b>Primary Contact</b>	<b>Yuriy Gusev</b>	<b>608.385.8864</b>
<b>Secondary Contact</b>	<b>Duncan Bathe</b>	<b>608345.1161</b>
<b>Emergency</b>	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	David McCaw	(608) 261-9694
Executive Captain	Carl Gloede	(608) 261-9694

**VI. Event Area Map (attached next page)**



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## Madison's Central Business Improvement District (BID)

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February 1, 2015

**RE: Madison Winter Festival, February 14-15, 2015**

Dear Capitol Square Area BID Business and Property Owners,

The Madison Winter Festival event will take place in the Capitol Square area Friday, February 14 through Sunday, February 16.

The BID and the Greater State Street Business Association (GSSBA) are pleased to partner with Madison Winter Festival to co-sponsor an ice sculpting exhibition (a favorite for kids and families) from noon to 4pm on Saturday, February 14, on "30 on the Square" (near the Wisconsin Veterans Museum).

In addition, a Downtown Madison Ambassador Information table at the Wisconsin Historical Museum will run Sat.-Sun. February 14-15 from 11:00am-4:00pm in the lobby.

**Street Closures and Parking:**

Note: the following information reflects last year's arrangements. Updates will be posted to [www.winter-fest.com](http://www.winter-fest.com), "Spectator Information" link, as they come.

Per Madison Winter Festival organizers, the Capitol Square, 100 block of West and East Washington, Wisconsin Avenue, will be closed from 6 pm on Friday 2/13 through 1 am on Monday, 2/16 and 100 block of Martin Luther King Boulevard will be closed from 12 pm on Friday 2/13 through 1 am on Monday, 2/16. Madison Winter Festival organizers have provided the attached map.

**Please Note:** During this time, those driving to the Capitol Square area are advised to use the parking ramps around the Square. For locations of city parking ramps, please see the BID Downtown Map & Guide or the parking page on the BID website: <http://www.visitdowntownmadison.com/parking/index.php>.

If you do not have a BID Downtown Map & Guide, you can contact Mitch Freund, BID Programming Coordinator at 443-1976 or [mfreund@downtownmadison.org](mailto:mfreund@downtownmadison.org).

For Madison Winter Festival updates, see [www.winter-fest.com](http://www.winter-fest.com).

Sincerely,

A handwritten signature in black ink that reads "Mary Carbine".

Mary Carbine  
Executive Director  
Madison's Central Business Improvement District (BID)  
(608) 443-1973  
[mcarbine@downtownmadison.org](mailto:mcarbine@downtownmadison.org)