

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Greek Fest 2016

Event Organizer/Sponsor: Assumption Greek Orthodox Church

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 4648

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: 11 North Seventh Street

City/State/Zip: Madison, WI 53704

Primary Contact: Georgiana Wilton Work Phone: 608-843-4702

Email: georgiana.wilton@gmail.com Phone During Event: 608-843-4702

Website: agocwi.org FAX: \_\_\_\_\_

Secondary Contact: Fr. Michael Vanderhoef Work Phone: 608-244-1001

Email: frmichael@agocwi.org Phone During Event: 608-244-1001

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: Assumption Greek Orthodox Church

Estimated Attendance: 5,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: 11:00 am to 8:00 pm

## EVENT CATEGORY

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

Other: \_\_\_\_\_

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  State St. Mall/800 State Street  
 30 on the Square (aka top of 100 block of State Street)  Other (specific blocks/streets requested below)

Street Names and Block Numbers: North Seventh Street, First Block

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: July 30-31, 2016 Event Start and End Times: July 30 12-8 pm/July 31 11-6pm

Rain Date (if any): N/A Set-Up Start Time: 8:00 am each day

Take-Down Start Time and End Times: July 30 8pm-10 pm; July 31 6pm - 8pm

TAKE-DOWN TIME: START TO STREETS REOPENED

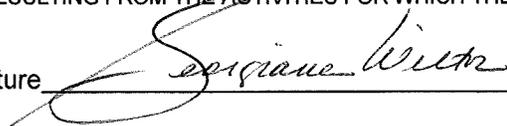
Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No

If class B license is denied, will the event(s) occur?  Yes  No

\_\_\_\_\_ By initialing, I/we waive the 21-day decision requirement.

## APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES 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.

Applicant Signature 

Date 4/22/2016

## STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
  - » Vending: food, beverages and/or merchandise
  - » Music/Performances
  - » Displays, Exhibits, Demonstrations
  - » A moving event such as a rally, parade, etc.

### ***Provide Detailed Event Schedule:***

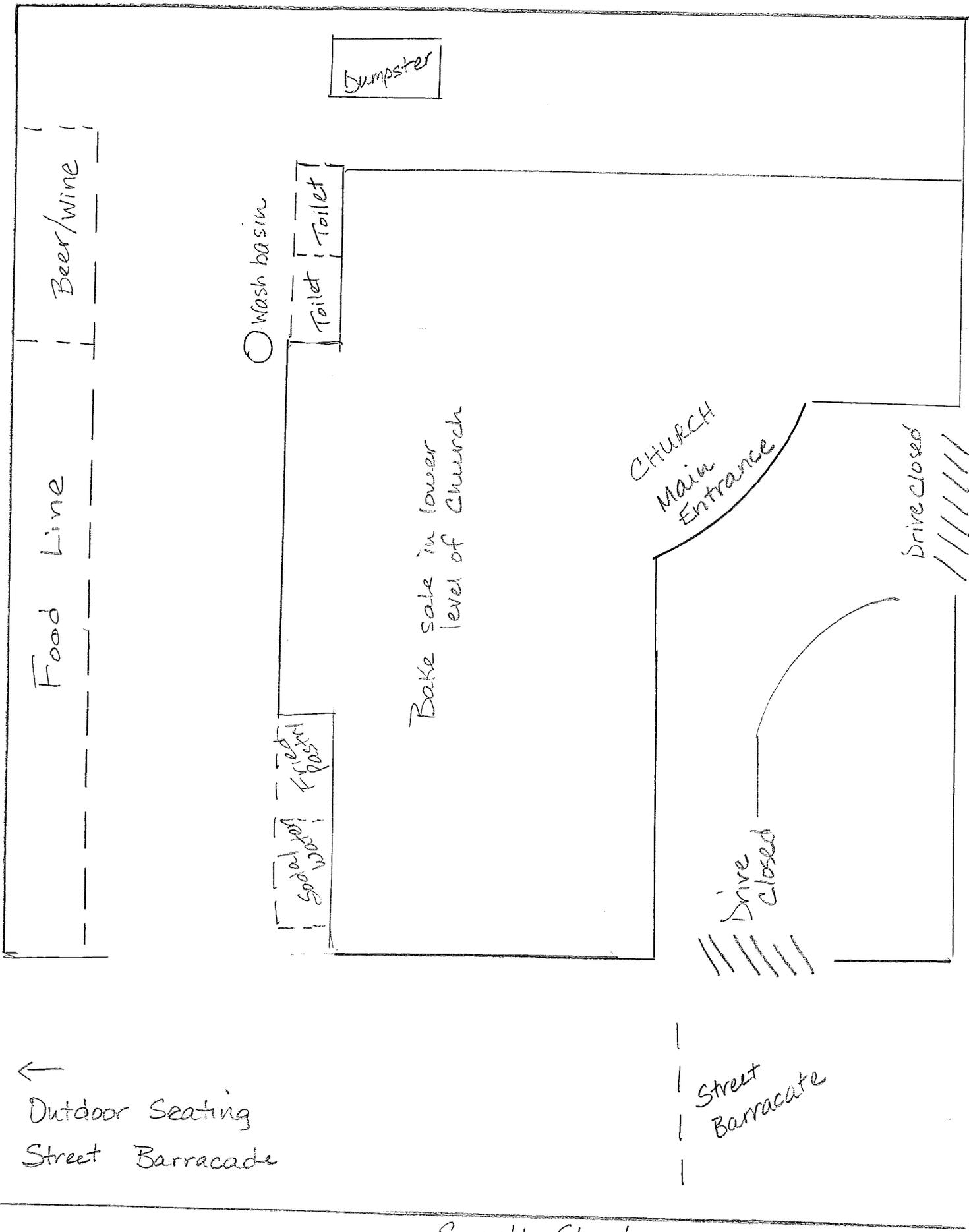
Greek Fest Plus: July 30-31, 2016/First block of North Seventh Street  
Assumption Greek Orthodox Church/Hellenic Orthodox Community  
11 North Seventh Street  
Madison, WI 53704  
608-244-1001

#### Saturday, July 30, 2016:

8:00 am Set-Up (Tables and chairs delivered from Event Essentials, 1<sup>st</sup> block of Seventh Street is closed to traffic)  
12:00 pm Greek Fest opens for business (food line, bake sale, beer/wine/soft drinks, music begins continuous service)  
8:00 pm Festival closes for evening ceasing all food and beverage sales, music ends  
9:00 pm Seventh Street reopens

#### Sunday, July 31, 2016

8:00 am Set-Up (Tables and chairs delivered from Event Essentials, 1<sup>st</sup> block of Seventh Street is closed to traffic)  
11:00 am Greek Fest opens for business (food line, bake sale, beer/wine/soft drinks, music begins continuous service)  
6:00 pm Festival closes ceasing all food and beverage sales, music ends  
6:00 pm Tear-down begins  
8:00 pm Seventh Street reopens, all signs removed



←  
Outdoor Seating  
Street Barracade

Seventh Street

East Washington Avenue

**OUTDOOR SPECIAL EVENT  
EMERGENCY ACTION PLAN (EAP)  
GREEK FEST 2016  
ASSUMPTION GREEK ORTHODOX CHURCH**

**I. GENERAL**

The "GREEK FEST 2016" will be held July 30-31 at the Assumption Greek Orthodox Church (11 North Seventh Street) and the first block of North Seventh Street, Madison, Wisconsin 53704.

**II. PURPOSE**

- A.** This emergency action plan predetermines actions to take before and during the "GREEK FEST 2016" (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 will 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.
- C.** Special risks have been considered that may affect the required fire/medical resources needed including (but are not limited to):
  - 1. Night vs. Daytime
  - 2. Location/Geography
  - 3. Alcohol availability/use
  - 4. Weather/Time of Year
  - 5. Length of Event
  - 6. Problems encountered w/Event in past
  - 7. Type of Event
  - 8. Audience demographics

**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 as well as the need for shelter for severe weather.

#### IV. BASIC PLAN

##### A. Emergency Action Plan (EAP) Event Representative

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as **Georgiana Wilton**, Chair of the event.

##### B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller will 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.  
We will have on-site Police during operating hours and security during the overnight (July 29 pm – July 31 am).

##### C. Severe Weather

1. Weather forecasts and current conditions will 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. 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 will monitor the weather conditions before and during the event.
3. If severe weather occurs during the event, the EAP event representative will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter via the public address system
  - a) An announcement will be made over the public address system should a severe weather WATCH be announced. The announcement will include any suggestions/warning given by the weather service.
  - b) Should a WARNING be issued, an announcement will be made that recommends seeking appropriate shelter immediately.
  - c) In the event that a Tornado WARNING is issued, and patrons are still on-site after WATCH warnings were given, an announcement will be made over the public address system and patrons will be offered shelter in the Church Basement or other appropriate options in

consultation with the Madison Police Department contractor on site.

4. This event will follow the required 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the outside activities associated with the event will be delayed until 30 minutes have passed since thunder was last heard within 30 seconds of a lightning strike.

#### **D. Fire**

1. No specific hazard has been identified as an increased risk of fire at this event outside of normal cooking within a kitchen setting or though warming items using Sterno-style heat sources.
2. Several event staff have been instructed on the safe use of Portable Fire Extinguishers and at least two will be on-site during all operating hours of the event.
3. Cooking is intended, and the fire department has been contacted.
  - a) Valid fire extinguishers, 2A10BC, are located in several areas of the Church, including the kitchen. In addition, a fire blanket is located in the narthex of the Church to minimize the risk of candle fire during Church tours.
  - b) No cooking will take place under a tent. Cooking will be a minimum of 20' away from tents/canopies.
  - c) Cooking must be on a non-combustible surface.
4. The Fire Department has been contacted to determine if an inspection is required.
5. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller will have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
6. The Fire Department has been consulted regarding placement of tables on Seventh Street, and recommendations for access will be followed.

#### **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. No on-site Emergency Medical Services (EMS) personnel are required based on the size of the event.

3. An AED device is stored in an accessible location in the Church Hall. During all hours of the event, at least one volunteer will be on-site who has been trained in its use.
4. 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
5. The Assumption Greek Orthodox Church is not a HIPAA-covered entity and therefore protection is not required. However, event staff will treat each incident confidentially to the extent that it is practical. Any Emergency Medical Services personnel will follow their employer's HIPAA rules and procedures in the transmittal or disclosure of any private health information.

**F. Law Enforcement**

1. The need for constant Law Enforcement presence at this event **has** been identified. Event manager has submitted a "Madison Police Department Application for Special Duty." Follow up with City of Madison employee Emily Hardiman will be conducted to determine the status of this application.
2. Should an incident occur that requires additional 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. Fire Lanes will be kept open at the event as required by the Fire Department.
3. No tents or any signs will go over a street or fire lane.
4. No parking is available on-site.
5. One vehicle will be parked perpendicular to Seventh Street on each end (E. Washington Avenue and E. Mifflin Street intersections) to reduce the risk of a motor vehicle inadvertently attempting to drive down the street during the

event.

6. Crowd control will be managed by Fr. Michael Vanderhoef.
7. Parking for attendee vehicles will be neighborhood street parking, and the empty lot across the street on E. Washington Avenue.

#### **H. Lost/Missing Person**

1. In the event that a missing person is reported, the Event Representative will immediately notify the on-site Madison Police Officer and make an announcement over the PA system. The 'Grounds Management' volunteer workers will have a specific search plan that covers the entire grounds and starts with the highest safety risk areas (i.e., dumpster, storage shed, porta-potties, etc.).
2. The main entrance of the Church has been designated as the location preselected a lost/missing person can wait to be reunited with their friends/family.

#### **V. CONTACT INFORMATION**

Primary Contact	Georgiana Wilton	608-843-4702
Secondary Contact	Maria Molzahn	608-835-0184
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345