

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Festival Foods Shake the Lake
Park Requested: Law Park Date Requested: 7/27-7/28 Estimated Attendance: 500-1000

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Madison Mallards
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: 39-2020341
OPTIONAL: Federal Tax Exempt Number: _____
Primary Contact: Conor Caloia Work Phone: 608-509-3367
Address: 2920 N Sherman Ave. Madison, WI 53704 Phone During Event: 608-509-3367
Email: conor@mallardsbaseball.com FAX: _____
Organization or Event Website: shakethelake.org

EVENT SCHEDULE

Date(s) of Event: June 27 Event Start and End Times: 5:00PM-11:00PM
Rain Date (if any): Fireworks rain date June 28 Set-Up Start Time: 9:00AM June 26
June 28 Take-Down Start Time and End Times: Following event and

Does this require time in the park the day before your event? Yes No
If Yes, provide details of times and area requested: June 26-June 28
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: _____
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  Date 7/11/2015

PARK EVENT NARRATIVE

Are you applying for a new community event?

Yes No

If Yes, please continue. If No, skip this form.

If the application is for a new event, approval by the Board of Park Commissioners may be required. Please include a one page narrative with the application and materials submitted for the event. The application and narrative will be reviewed by Parks staff and presented to the Board. The Board of Park Commissioners meet on the second Wednesday of the month and agenda items must be submitted by the last Friday of the previous month. Proposals submitted less than six months prior to an event will not be considered.

The Madison Mallards are requesting use of Law Park located on Blair Street from June 26-June 28 including the parking lot from 5PM Friday, June 26- 12PM Sunday, June 28.

The furthest East point of the Law Park will be used to host an event with tents, tables, chairs, and food and beverage available. Food and beverage will not be for sale at this location and will be a catered event. The event will be private with no public access.

The Mallards plan to use the current beer and wine license, but may apply for an additional license if needed. There will be no music or amplification in Law Park.

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:

9:00AM Friday, June 26: Tent, tables, chairs set up begins.

9:00AM Saturday, June 27: Food and beverage set up begins.

5:00PM Saturday, June 27: Event begins.

Sunday, June 28: Clean-up.

EVENT MAP



FIREWORKS

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "FESTIVAL FOODS SHAKE THE LAKE" will be held JUNE 27, 2015 (Rain Date June 28) at John Nolen Drive between Broom Street and Blair Street.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "FESTIVAL FOODS SHAKE THE LAKE" (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: CONOR CALOIA.

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 (CITY OF MADISON FIRE EMS)
3. We will / will not have on-site Police or Security (CAPTAIN CARL GLOEDE, CITY OF MADISON, PLUS RTM AND MALLARDS SECURITY)

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 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 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: CITY OF MADISON POLICE, RTM, AND MADISON MALLARDS.
6. Parking for vendor and staff vehicles will be: IN THE MONONA TERRACE TUNNEL FOR LARGE VEHICLES. STAFF WILL BE BUSSED IN FROM WARNER PARK.
7. Parking for attendee vehicles will be: PUBLIC AND RAMP PARKING IN DOWNTOWN MADISON.

V. CONTACT INFORMATION

Primary Contact	CONOR CALOIA	608.509.3367
Secondary Contact	VERN STENMAN	608.575.4267
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

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:

The Mallards have contacted Superintendent of Madison Streets, Chris Kelly for assistance with trash and recycling. On the morning of the event, Madison Streets will drop approximately 150 receptacles for trash and recycling. The Mallards will disperse these containers throughout the event zone. Following the event all of the containers will be returned their original location and dumped. There will several large dumpsters to be used during the event and also a dumpster placed at the Olin Boat Launch for fireworks refuse.

The Mallards will employ a third party cleaning company to clean the event zone throughout the day and clean up following the event.

Bicycle Parking Plan

In addition to available bike parking throughout downtown Madison, the Mallards will designate space in the tunnel under the Monona Terrace for bicycle parking.

PARK EVENT TEMPORARY STRUCTURE PERMIT APPLICATION

Permit fee is \$210.00/structure, plus \$35.00/day for each successive day.

Do you plan on using any temporary structures?
If Yes, please continue. If No, skip this form.

Yes No

Event Name of Group: Festival Foods Shake the Lake

ORGANIZER INFORMATION

Contact Person: Conor Caloia

Address: 2920 N. Sherman Ave. Madison, WI 53704

Work Phone: _____

Phone During Event: 608 509 3367

EVENT INFORMATION

Event Name: Festival Foods Shake the Lake

Park Requested: Law Park

Event Date: June 27

Number of People: 500-1000

TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have? How many? Indicate size and/or dimension.

2-5 Tent: Around 20'x40'

Inflatable: _____

Dunk Tank: _____

Trailer: _____

Staging: _____

Other (specify): _____

- Time duration this structure will be in the park: June 26-June 28

- Diggers Hotline Ticket Number: _____

(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Parks Division at least 5 days prior to the event. You may call (608) 266-4711 or fax (608) 267-1162 the ticket number to the Parks Division.)

- Location of the structure in the park. You must attach a park map. Park maps can be downloaded from the [Parks Division website](#) or obtained in the Parks Division.

- Is the structure going in a designated area?

Yes No

- Company installing the structure: Event Essentials

- Do you or the tent installer have insurance to cover the placement of this structure for your event?

Yes No

Temporary structures, such as tents, staging, trailers, dunk tanks, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the Parks Division no later than 5 days prior to the event.