

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: FETE DE MARQUETTE 2022
Event Organizer/Sponsor: WIL-MAR NEIGHBORHOOD CENTER
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: 008-0000082419-05
OPTIONAL: Federal Tax Exempt Number: 39-1796793
Address: 504 S. BREARLY ST
City/State/Zip: MADISON, WI 53703
Primary Contact: GARY KALLIAS Work Phone: 608-257-4576
Email: garyk@wil-mar.org Phone During Event: 608-235-2925
Website: wil-mar.org FAX: 608-257-1052
Secondary Contact: TONY ANDERSON Work Phone: 608-213-4735
Email: hundyman.tony@gmail.com Phone During Event: 608-213-4735
Annual Event? Yes No
Charitable Event? Yes No
If Yes, Name of charity to receive donations: Wil-Mar Neighborhood Center
Estimated Attendance: 10000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): Yes No
Hours: SEE to application details

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: see application details

EVENT DATE(S)/SCHEDULE

Date(s) of Event: SEE APPLICATION DETAILS Event Start and End Times: _____
Rain Date (if any): NONE Set-Up Start Time: _____
Take-Down Start Time and End Times: _____
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

AK 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 AK

Date April 1, 2022

2022 FETE DE MARQUETTE—STREET USE PERMIT APPLICATION:

LOCATION(S) REQUESTED:

We have **three (3)** street use requests:

- 1) The first is to close S. Ingersoll Street between the railroad tracks **beginning Wednesday morning, July 13 at 9 am and reopening at 9 am Monday morning, July 18.**
- 2) The second is to close the 200 block of S. Brearly Street between E. Main and Williamson Street **beginning Friday, July 14 at Noon and reopening 10 pm Sunday evening July 17**
- 3) The third request asks for no parking for the 300 block of South Few between E. Wilson and Williamson **beginning Thursday, morning July 14 through 12 am Monday morning, July 18.**

STEP 3

EVENT DATE(S)/SCHEDULE

DATE	ACTIVITY	HOUR(S)	NOTES:
Wednesday, July 13	Street Closes at Ingersoll	9 am	No Parking Signs posted on S. Few Security Retained to allow access for MG&E service trucks and direct traffic at Main Street to turn left from southbound lanes
	Event Set-Up	9 am to 9 pm	
	Overnight	9 pm to 8 am	Security retained to allow (if needed) emergency vehicle access
Thursday, July 14	Set-up Continues 1 st Day of Event	8 am to 4 pm	Event Hours
		4 pm to 10 pm	
Friday, July 15	2 nd Day	Noon	S. Brearly Street Closed Event Hours
		4 pm to 11 pm	
Saturday, July 16	3 rd Day	11 am to 11 pm	Event Hours
Sunday, July 17	4 th Day	11 am to 10 pm	Final Event Day and Hours
Sunday, July 17	Streets Re-Open Parking on Few	10 pm	Brearly Street Reopens No Parking on Few Street Lifted
Monday, July 18	Street Re-Open	9 am	Ingersoll Street Reopens

STEP 4

SITE MAPS ATTACHED



**FETE DE MARQUETTE—
BARRICADE PLAN**

16 Barricades
4 Road Closed Signs

4 Barricades and 1 Sign each to:
Ingersoll and Main
Ingersoll and Wilson
Brearly and Main
Brearly and North side of Williamson

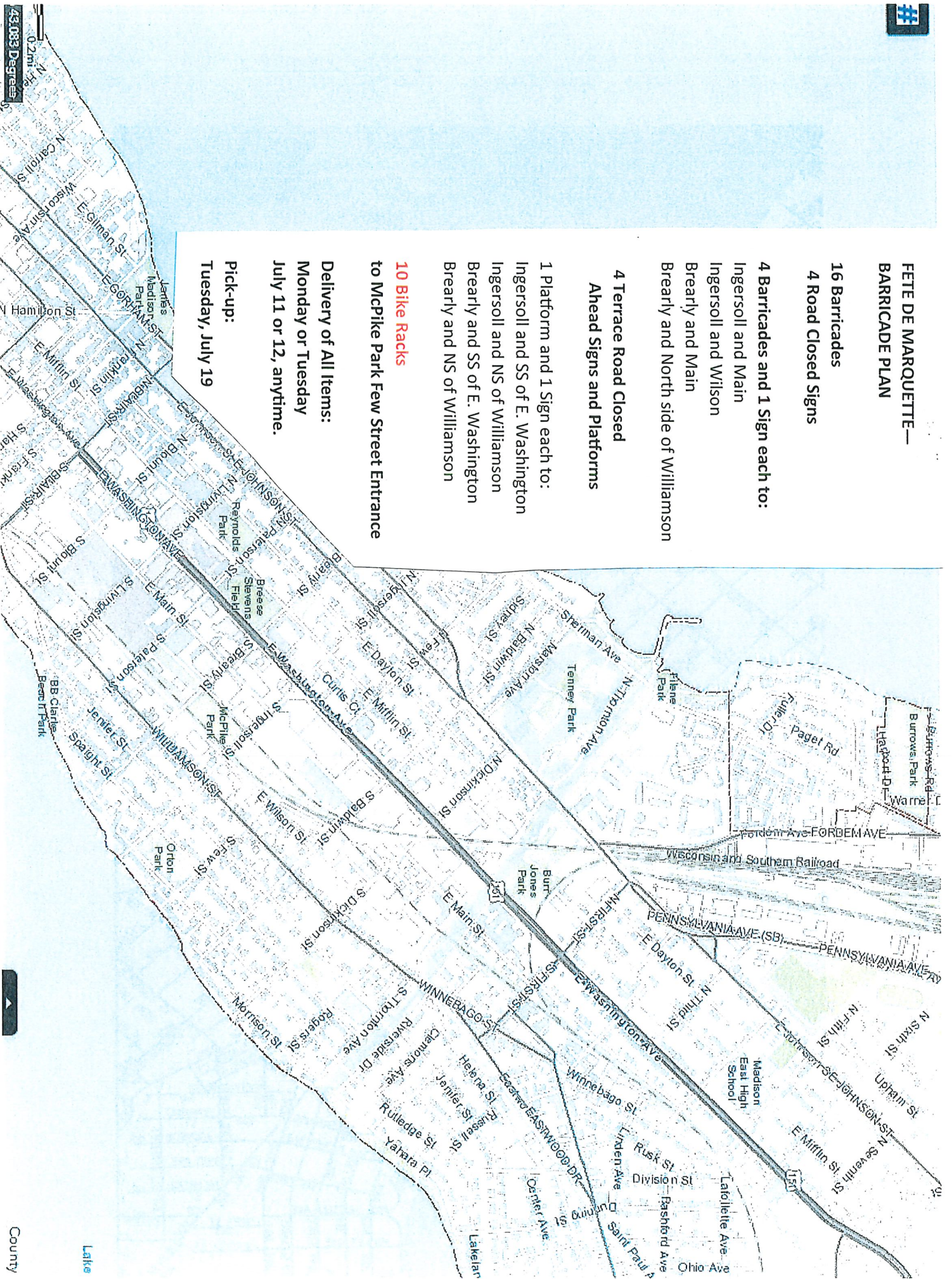
4 Terrace Road Closed
Ahead Signs and Platforms

1 Platform and 1 Sign each to:
Ingersoll and SS of E. Washington
Ingersoll and NS of Williamson
Brearly and SS of E. Washington
Brearly and NS of Williamson

10 Bike Racks
to McPike Park Few Street Entrance

Delivery of All Items:
Monday or Tuesday
July 11 or 12, anytime.

Pick-up:
Tuesday, July 19



STEP 5

EMERGENCY ACTION PLAN (EAP) i.e. SAFETY AND SECURITY

Event Name: Fete de Marquette
Event Dates: July 14 through July 17
Location: McPike Park

Primary Contact:	Secondary Contact:	EMS (on Site All Times)
Gary Kallas (608) 235-2925	Tony Anderson (608) 213-4735	Luke Kuehling (608) 259-6513

Notification:

We will have an EMS (often 2) on Site at all times.

We will have uniformed security on site at all times.

We will have designated EMS event staff and 1 Off-Duty Police Officer always equipped with two-way radios

Severe Weather or Other EAP announcements:

This event will follow the 30/30 rule for lightning and will make public announcements as needed.

This event will maintain emergency 20' lanes throughout the event site by closing public access to the paths surrounding the park.

Finally, we retain both public (off-duty officers) and private security staff. At all times a minimum combined 9 uniformed security staffs are on-site. In addition, our Fete committee consists of over 50 community members, and most are experienced with previous events. Every featured activity is staffed by experienced, seasoned Fete community members. Most security matters are addressed by these community members.

STEP 6

CLEAN-UP AND RECYCLING PLAN

We have been recycling at Fete de Marquette since inception and have found that having an appropriate number of receptacles is crucial to any effective plan.

To that end, we provide our own receptacles the number of which is listed next:

Recycling Bins: 25
Trash Bins: 50

Additionally, we retain six (6) 20-yard dumpsters from the City of Madison and site them across the event grounds for easy access.

STEP 7

NOTIFICATION SCHEDULE

As of this application, the area alder, businesses, and the few residents in the immediate site of the event have already been informed of Fete de Marquette. An additional reminder will take place in June.

STEP 8

INSURANCE FOR YOUR EVENT

Required insurance is on file in the City's Risk Management Office.

STEP 9

BICYCLE PARKING FOR YOUR EVENT

We have invested in bike racks over the years and will site as many of our racks as feasible possible.

STEP 10

MARKETING YOUR EVENT

Official Name of Event: Fete de Marquette

Park Location: McPike Park

Public Contact Phone: Wil-Mar Neighborhood Center / 608-257-4576

Website: wil-mar.org

Admission: FREE

Date(s) of Event: Thursday, July 14
4 pm to 10 pm

Friday, July 15
4:30 to 11 pm

Saturday, July 16
Noon to 11 pm

Sunday, July 17
Noon to 10 pm

Fete de Marquette is Madison's largest FREE admission celebration of place where music, food, drinks and kid's activities all come together to offer something for everyone!

STEP 11**EVENTS WITH AMPLIFICATION**

Fete de Marquette is a City of Madison Park event. Amplification application submitted through Parks.

STEP 12**VENDORS AT YOUR EVENT**

Fete de Marquette is a City of Madison Park event, i.e. no vendors are located on City streets. Vendor application submitted through Parks.

STEP 13**BEER AND WINE SALES AT YOUR EVENT**

Fete de Marquette is a City of Madison Park event, i.e. all sales will take place in the Park. Application for a Class B license submitted on Friday, April 1.

STEP 14**BUDGET PLANNING****FINAL STEP****STREET EVENT APPLICATION SUBMISSION AND FOLLOW-UP**

EMERGENCY ACTION PLAN (EAP)

I. GENERAL *FETE DE MARQUETTE*

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (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. *AK*

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: FIRST/LAST NAME. *on application AK*

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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
3. We will / will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER) *we will contact off duty scheduler AK*

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 FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event. *AK*
3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME 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. *AK*
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 *All*
 - c) contact person with callback number

F. Law Enforcement

we will contract with the madison Police Department

- 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. *All*
- 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: NAME.
- 6. Parking for vendor and staff vehicles will be: LOCATION(S).
- 7. Parking for attendee vehicles will be: LOCATION(S).

V. CONTACT INFORMATION

Primary Contact	FIRST/LAST NAME	CELL PHONE
Secondary Contact	FIRST/LAST NAME	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

on application All