

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Outreach Pride Parade

Event Organizer/Sponsor Outreach, Inc

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 24051

Address 600 Williams on Street

City/State/Zip Madison WI 53703

Primary Contact Steve Starkey FAX 608 255 0018

Work Phone 608 255 8562 Phone During Event Y

E-mail Steve.se@lgbtoutreach.org info@lgbtoutreach.org

Website www.lgbtoutreach.org

Secondary Contact Derwin K Leigh Phone During Event 608 395 5235

Work Phone 608 395 5235

E-mail mrgarp25@gmail.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: NA

Estimated Attendance participation 2000 / 30 vehicles (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 2pm to 5pm Yes No

EVENT CATEGORY

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

Other Parade

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: see attached event list of street closures & times schedule

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8/10 Rain Date(s) NA

Event Start Date(s)/Time(s) 8/10 9am Set-Up Date(s)/Time for Event 8/10 9am

Event End Date(s)/Time(s) 8/10 5pm Take-Down Time 8/10 5pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

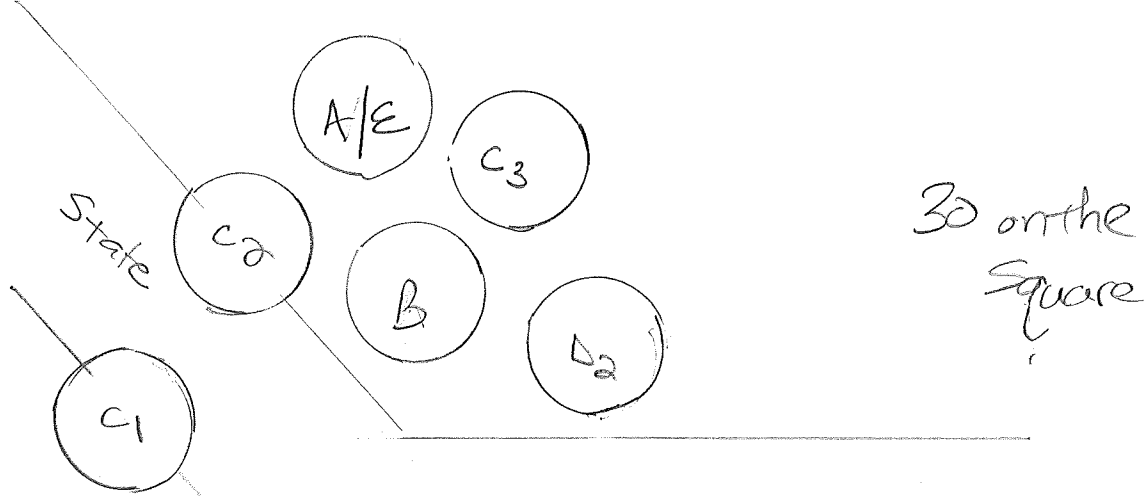
I/We waive the 21-day decision requirement.

DKL (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 6/20/14



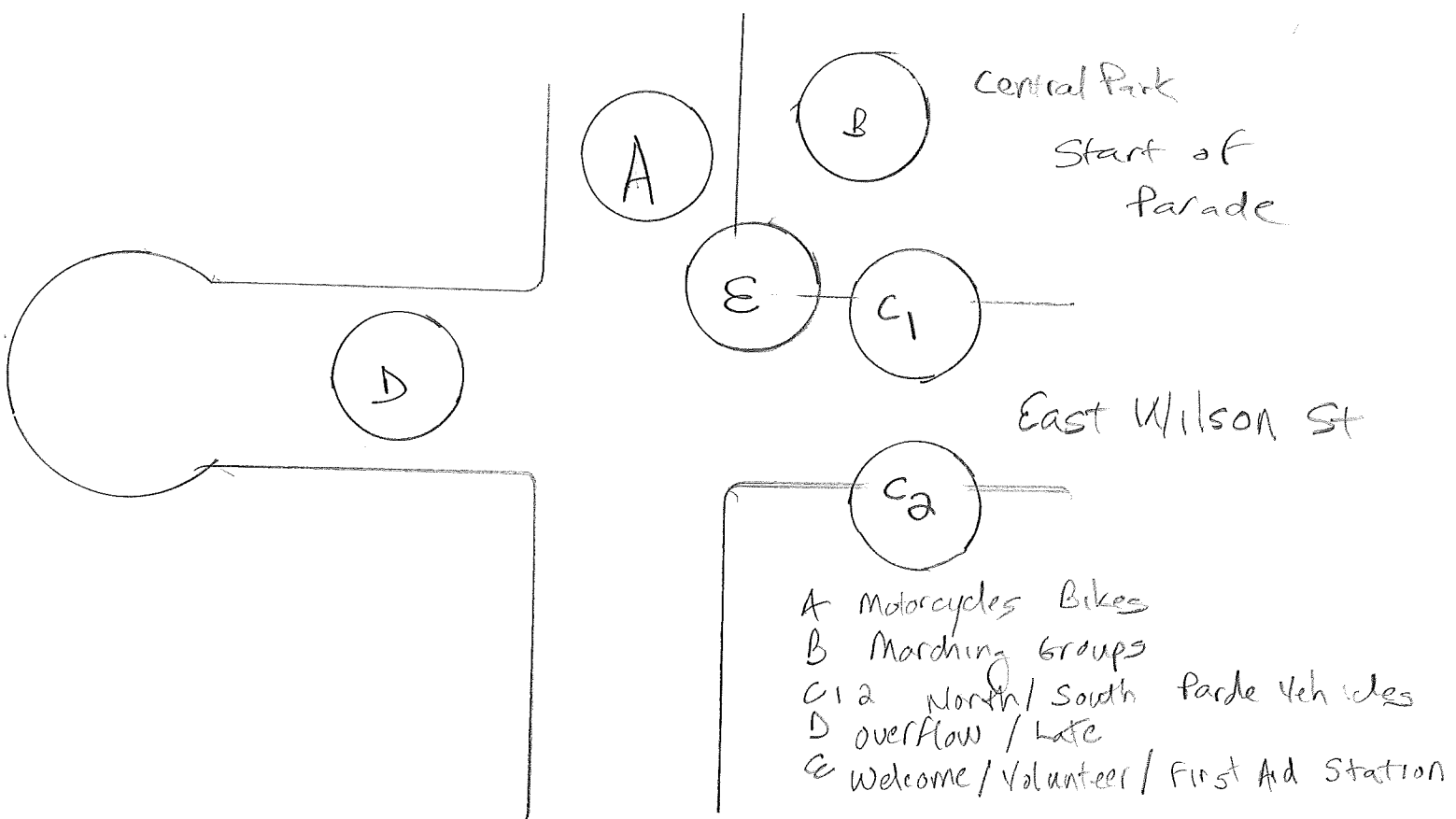
30 on the Square

West Mifflin

Carroll

- A Stage area
- B Flatbed
- C1 & 3 vendor tables
- D1 & Food vendors
- E Outreach/Volunteer/First Aid Station

Outreach Pride Parade 8/10/14



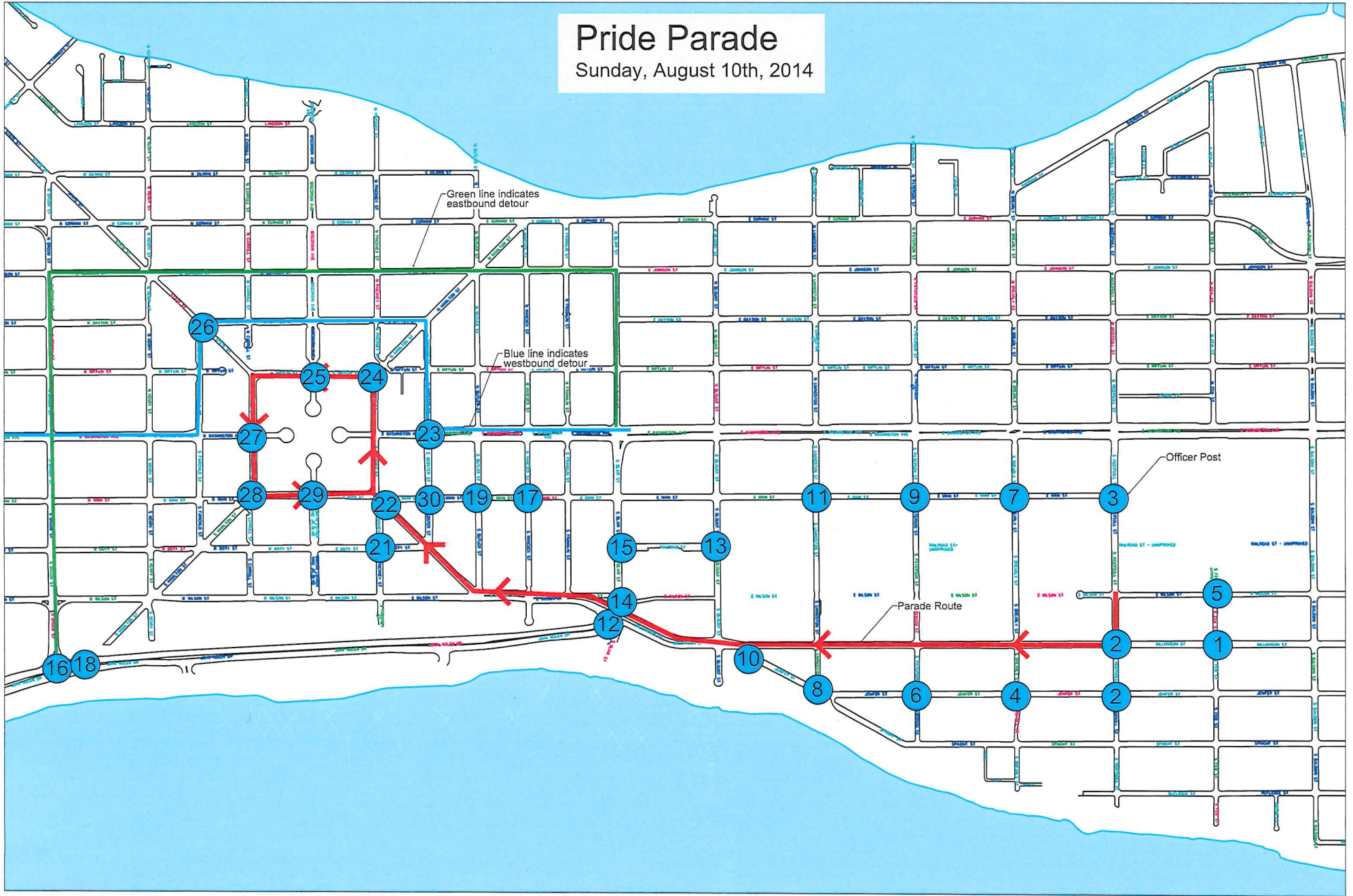
Central Park
Start of Parade

East Wilson St

- A Motorcycles Bikes
- B Marching Groups
- C1 & 2 North/South Parade Vehicles
- D overflow/Late
- E Welcome/Volunteer/First Aid Station

Pride Parade

Sunday, August 10th, 2014



Amplification Permit Application:

Application to allow for amplification at 30 on the Square 8/10/2014 3:00 pm till 5:00 pm.

Event Schedule:

8/9/14

Signs posted and meters bagged per instructions from City Parking.

8/10/14

9:00 am The entire closure of the Square will happen at this time and remained closed entirely till 5:00 pm– bags on the meters the night before.

12:00 am Initial setup and evaluation at Central Park, 30 on the Square & along parade route. Ingersoll Street from Main Street to Williamson Street to be closed. Partial closure of Wilson Street from bike path entrance to garage entrance for Commonwealth apartments.

12:30 pm Start of line up on East Wilson. Vehicles/ motorcycles/ bikes/ marches can begin to claim their designated spot in the parade.

1:30 pm Closure of Williamson Street from Ingersoll Street to Blair Street – 1000 block to 600 block -signs for parking from earlier night – side streets blocked and traffic rerouted from Main Street & Jenifer Street of 100, 200, 300 & 400 blocks of S Ingersoll/ S Brearly/ S Paterson/ S Livingston/ S Blount. There would be an exception /allowance for condo owners to pass on S Blount. There is a roadblock set up on Railroad Street on S Blount and S Blair, S Broom and John Nolen Drive to reroute 151 HWY traffic. Route form Blair includes 500/ 400/ 300 of E Wilson and 200/ 100 of King Street – meters to be bagged on the north side only on Wilson and both sides on King – side streets blocked and traffic rerouted from Blair Street of 100 block of Franklin/ Hancock/ Butler & Webster, There will be exception/ allowance for vehicle pass thru on S Hancock Street for rear of buildings.

2:00 Parade begins Ingersoll and East Wilson to Williamson to Blair up to King to one and half times around to 30 on the Square. Vehicles and marchers have pre parade instructions of their participation beforehand including exiting the parade, parking of floats, and special instructions.

3:00 pm Rally at 30 on the Square till 4:45 pm

4:45pm Shutdown and exit of participants.

Note the roadblocks will be put on the street and removed by Outreach Pride Volunteers but the delivery and pickup will be arranged by the City

Safety & Security

Check EAP packet.

We will have a first aid station & lost child station located at the Outreach Booth at Central Park & 30 on the Square thru out time of set, parade and during time of the rally. Our medical personnel at this time include an RN from the ICU unit at St Mary's Hospital and a person whom trains as a profession, first aid to people. We can provide their personal information as needed. Emergency Contact at this time is Derwin Leigh [608.395.5235](tel:608.395.5235).

Each block will have a Block Captain and they will watch for issues with crowd, injured person to lost child, suspicious package/ person, vehicle issues before and during parade, correct communication procedure proper person or agency to deal with each issue. Information will be relayed via walkie talkie/ and or cell phone between volunteers and parade personnel – tree to be added as volunteer roster becomes established. A special training for all volunteers, block captains and staff will include instruction for how to deal with injured person/ lost child. Vehicle issues before and during parade, suspicious person/ package and proper communication procedure of issues.

Thru our parade code of conduct we have established a safe environment.

Packet enclosed.

This is an alcohol free event.

Trash & Recycling:

We will use existing trash and also require parade participants, vendors and merchants to provide for their own collection and removal. We will remove any trash/ recycle from Central Park and 20 on the Square.

We will be conducting a zero waste best practices program with help from the Sierra Club as well.

Event Bicycling:

We will be directing bike traffic thru E Wilson Street along the safety

Bike corrals will be established at each of the parking areas designated for Pride use – check map.

We will also be cooperating with The Bike Federation with establishing needed bike parking.

Parking Plan:

First we will provide parking information for downtown Madison of the city web site on our flyers, posters, web and any pertinent media information. We will be encouraging parade participants to park downtown since this is where the parade will end with a rally. We will encourage participants to walk, bike, carpool, bus and even shuttle to beginning point of the parade.

Parking in Williamson Street neighborhood-

Gateway Mall, 600 Williamson Street, has 78 parking places and 4 disability spots

Plan B, 924 Williamson – 75

211 S Patterson – 150 to 200

Immanuel Lutheran Church/ Wilmar Center- 50

We will also be establishing with our volunteers and participants that the Metro Parking lot is off limits to personal parking.

Notification Plan:

Copy of the Street Use Permit to:

Contact List:

Alderpeople:

Ledell Zellers-

510 N Carroll St

Madison, WI 53703

608-417-9521

District2@cityofmadison.com

Michael E. Veveer

614 W. Doty #407

Madison, WI 53703

District4@cityofmadison.com

Marsha A. Rummel

1029 Spaight St #6C

Madison, WI 53703

District6@cityofmadison.com

Business Associations:

Downtown Madison Inc. -

122 W. Washington Avenue, Suite 250

Madison, WI 53703

Email: info@downtownmadison.org

Phone: 608-255-1008

Website: www.downtownmadison.org

Greater Williamson Area Business Association -

608 294-8668

c/o Ground Zero, 744 Williamson Street
Madison, WI 53703

Marquette Neighborhood Association-

Michael Jacob, President, 410 Russell St, Madison, WI 53704, (Mobile) 608-712-5475,
michaeljacobdc@gmail.com, President@marquette-neighborhood.org

Chris Lukas, Vice President, 321 Riverside Dr, Madison, WI 53704, (H)608-245-0273, clukas@luhala.com,
VicePresident@marquette-neighborhood.org

Neighborhoods:

Capitol Neighborhood –

info@capitolneighborhoods.org

Mailing address:

Capitol Neighborhoods, Inc.
P.O. Box 2613
Madison, WI 53701-2613

Scott Kolar, Webmaster

[Schenk-Atwood Revitalization Association](#)

Connie Maxwell, 2002 Atwood Av Ste 212, Madison, WI 53704, (W) 608-241-5790,
connie@globaldialog.com

[Schenk-Atwood-Starkweather-Yahara Neighborhood Association](#)

Lou Host-Jablonski, c/o Design Coalition, Inc. , 2088 Atwood Av, Madison, WI 53704, (H)608-249-9686,
(W) 608-246-8846, (Fax)608-246-8670, lou@designcoalition.org

Catherine Stephens, 204 Division Street, Madison, WI 53704, (H)608-244-2673, lastephe@chorus.net,
catherine@sasyna.org

Wil-Mar Neighborhood -

953 Jenifer Street
Madison, WI 53703

Phone: (608) 257-4576

Fax: (608) 257-1052

wil-mar@wil-mar.org

Executive Director:
Gary Kallas
garyk@wil-mar.org

Development/Program Director:
Beatrice Hadidian
beatriceh@wil-mar.org

Written notice of event to each occupant on the streets to be closed:

Flyer of Event – Check

Record of all public comments:

Media Plan – Limited thus far to Web page announcements on the Outreach Page and Out Lives Magazine. A summer edition of Our Lives will include a map with the route and parking along with a schedule of the weekend events and a list of pertinent contacts. There will be flyers and posters of the event displayed in businesses around the community. A media plan is being developed at this time to publicize the event.

Notify any merchants or building occupants:

Initial contact and follow up planned for Inn On the Park and Grace Episcopal Church.

STATE STREET AMPLIFICATION PERMIT APPLICATION

AMPLIFICATION PERMIT APPLICATION

(Per MGO 24.04 only hours and locations indicated below are available)

Complete the application below and submit to:
 MADISON PARKS DIVISION
 210 MLK JR. BLVD STE 104
 PO BOX 2987
 MADISON, WI 53701-2987
 PHONE: (608)266-4711
 FAX: (608) 267-1162
madisonevents@cityofmadison.com

Time	Podium/700 State	ROTARY PLAZA (100 N. Hamilton - next to Children's Museum)	30 ON THE SQUARE (top of State St. - next to Veteran's Museum)
12:00-1:00p		Daily	Daily
12:30-1:30p	Daily		
5:00- 7:00p	Daily	Daily	Daily
9:30-11:00a		Sa Only	Sa Only
11:30a-1:00p		Sa Only	Sa Only

Please enter date for time and location requested.

Days	Time		PEACE PARK (452 State St.)		
M - W	12:00-1:00p	5:00-7:00p			
Th - Su	12:00-1:00p	1:30-2:30p	3:00-4:00p	4:30-5:30p	6:00-7:00p

Please enter date for time requested.

Type of Event (Circle One): Performance (music, speaking) Rally Other

Cost: \$15.00 permit fee + \$0.25/hr. electrical fee

✓ Contact Name Steve Sharkey
 Address 600 Williamson Street City Madison State WI Zip 53703
 Phone 608 255 8582 (during event) Email ✓ info@lightoutreach.org
 Approved by: _____ Date: _____ Amt. Pd. _____

Permit verification may be required at any time during an event.

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "Outreach Pride Parade" will be held August 10th, 2014 on Williamson Street to the 30 on the Square.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Outreach Pride Parade" (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 Derwin K. Leigh.

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 not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

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 Derwin Leigh 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 Angie Rehling 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 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 Derwin Leigh
6. Parking for vendor and staff vehicles will be Plan B – parking lot.
7. Parking for attendee vehicles will be Plan B parking lot/Badger candy Kitchen parking lot Gateway Mall parking lot.

V. Contact Information

Primary Contact	Derwin Leigh	608.395.5235
Secondary Contact	Angie Rehling	608.314.7176
Emergency	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)