

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Tristan Straub

Big Top Events, Llc

917 E Mifflin St.

Madison, WI 53703

Email: Tristan@breesestevensfield.Com

Phone: (608) 338-8739

### Contact During Event

Tryg Chinander

Email Tryg@breesestevensfield.Com

Phone: 754976928

### Event Information

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Name of Event: Breese Stevens Field Event  
Season - 2023

Event Type: Recurring One Day

Estimated Attendance: 5000

Is this a new event:

### Event Additional Information

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Run/Walk:

Music/Concert:

Festival:

Rally:

Parade:

Posting no parking signs or bagging meters?

Other:

If other, please describe:

### Site Map

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Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable:

## Location Information

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Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

Breese Stevens Field and Surrounding Streets (E. Washington Ave., E. Mifflin St, N. Paterson St., N. Brearly St.)

## Event Dates

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Event Start Date: 05/19/2023

Event Start Time: 5:00 PM

Event End Date: 10/29/2023

Event End Time: 10:00 PM

Event Setup Time: 6:00 AM

Event Cleanup Time: 11:59 PM

## Temporary (Picnic/Beer) Licenses

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Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

No

Will beer/wine be served (Free of charge)?:

No

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \*

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

If the Temporary (Picnic/Beer) License is denied will the event occur?:

No

## Street Use Event Vending License

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If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

Will food and/or merchandise be sold?(\$):

No

Estimate number of vendors:

## Public Amplification Permit

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If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
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### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

### Equipment Rental - Downtown events only.

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Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Event Website: <https://www.breesestevensfield.com/upcomin-events>

Notes:

## Acknowledgement

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If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement:

## Signature

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By initialing, I/we  
waive the 21-day  
decision  
requirement :

Signature: Tristan Straub

Date: 02/16/2023



## EMERGENCY OPERATIONS ACTION PLAN

ENTITY: BIG TOP EVENTS, LLC. and BIG TOP EVENTS CONCERTS, LLC. d.b.a. BREESSE STEVENS FIELD

### BREESSE STEVENS FIELD EVENT MANAGEMENT STAFF

- Conor Caloia - Chief Operating Officer - 608-509-3367
- Tristan Straub - General Manager - 608-338-8739
- Tryg Chinander - Director of Facility/Operations - 715-497-6928
- Peter Nickel - Assistant General Manager - 920-819-9470

### PURPOSE

- This emergency action plan predetermines actions to take before and during the Breese Stevens Field Event Series (hereinafter referred to as the event(s) 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.
- 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.

### 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.

### SECURITY

- Security staff will conduct bag checks upon entry and Breese Stevens Field staff will check each person into the stadium with metal detecting wands. Event management staff will be positioned throughout the grandstand and field monitoring the crowd and maintaining the outlined capacities and protocols.

### WEATHER

- The Breese Stevens Field event manager will be tracking the weather forecast. If there appears to be a chance of inclement weather, Breese Stevens Field has access to the meteorologists at WeatherOps for up to date, detailed weather information. Breese Stevens Field event manager will receive alerts of any lightning strikes within five (5) miles of the stadium via Earth Networks.
- Before the event - If severe weather is predicted prior to the event, the event manager will evaluate the conditions and determine if the event will remain scheduled.
- The event will go on with the exception of lightning directly in the area, within five (5) miles of the facility, or winds in excess of 60 miles per hour. In these instances, the event will be delayed and guests will be encouraged to take cover in indoor common areas, underneath the west grandstand roof, or via nearby, open businesses. There are very limited provisions for sheltering participants in the event of severe weather.
- When applicable, the stage will be cleared. These measures and procedures will be communicated via the public address system.



## **MPD/MFD/EMTs**

- 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.
- Event manager will contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
- The Breese Stevens Field event manager will meet with the MPD command officer to run through the event upon arrival. At this time, any MPD, MFD, and EMT staff will receive a radio for direct communication and will be on a separate channel for clear communication.
- When applicable, the Emergency Onsite Command will be located in the Press Box on the E. Washing Ave. side of the facility. In the instance of an emergency needs/incidents MPD, MFD, Breese Stevens Field event manager(s) will meet, at a location designated in the pre-event security briefing, to address next steps.
- In the event of an emergency, the event manager will take command of the staff and all emergency operations. The event manager will be responsible for communicating with 911 and interfacing with MPD and MFD. The preferred entrance for MFD and MPD in the event of an emergency is the large access gate, Gate 8, on the Breatly St end of East Mifflin Street. In the event of an emergency, Breese Stevens Field event management staff will direct fire and police into the facility. Access for Emergency Vehicles will be maintained at all times.
- The Breese Stevens Field event manager will control all communication with the public and Breese Stevens Field event staff. If necessary, the event manager will communicate with the two EMT's on-site. The medical and guest services tent(s) for the event will be located in the west end zone on the East Mifflin street side of the stadium. The event manager will communicate with the Breese Stevens Field managers on radio and this message will be communicated to the event staff throughout the facility.
- In addition to previous event management training, there will be a security meeting on-site, prior to opening gates to the public, with all crowd management personnel to review positioning and procedures. Prior to this meeting, the event management staff will meet to review emergency management protocol.
- Contact Information:
  - Non-Emergency - Madison Fire Department: 608-266-4420
  - Non-Emergency - Madison Police Department: 608-255-2345
  - Emergency - Dane County 911 Center: 911

## **EMERGENCY MANAGEMENT PROTOCOL**

- Step 1: Situation is assessed by event manager, Conor Caloia.
- Step 2: Caloia notifies on-site EMT's (2) and appropriate local authorities, as necessary.
- Step 3: Caloia enacts the emergency management plan on-site and relays instructions to the Breese Stevens Field event managers via two-way radio.
- Step 4: The event managers then communicate this message to the Breese Stevens Field event staff on-site that are not on radio.
- Step 5: The emergency is addressed by the event management team and local authorities.
- Step 6: Caloia communicates a second message to the event managers indicating to return to standard operations.
- In the case of an evacuation, guests will be asked to seek shelter in their cars. Guests without cars will be directed to the Galaxie parking garage across the street and/or other nearby businesses. Staff will cover in the concessions stand on the Paterson end of the Stadium, or in other designated, covered areas below the grandstands along Mifflin St..