



STREET USE PERMIT APPLICATION



CONTACT INFORMATION

Name of Event: AtwoodFest
 Event Organizer / Sponsor: SASY Neighborhood Association
 Organization / Sponsor Address: PO Box 7483
 Organization / Sponsor website: https://sasyna.org/
 Day-of contact info:
 Primary Contact: Ryan Koglin Email: 608Ryan@gmail.com
 Work Phone: 1-262-719-3121 Phone During Event: 1-262-719-3121
 Secondary Contact: Steve Sperling Email: Barrymore@BarrymoreLive.com
 Work Phone: (608) 241-8864 Phone During Event: (608) 334-3323

EVENT INFORMATION

Annual Event? Yes No Public Amplification? Yes No
 Vending? Yes No Selling or serving beer/wine? Yes No
 Will sponsor apply for [temporary class B license](#) to serve or sell beer/wine for this event? Yes No
 If the class B is denied, will the event(s) occur? Yes No

OCCURRENCE:

One-Day Event
 Multi-Day Event (consecutive days)
 Recurring Event (weekly, monthly)

TYPE OF EVENT (select all that apply):

Run/Walk
 Music/Concert
 Festival
 Rally
 Other: _____

EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): July 27 Time(s): 8AM
 Street Closure - Date(s): July 27 Time(s): 8AM
 Event Start - Date(s): July 27 Time(s): Noon-10PM
 Event End - Date(s): July 28 Time(s): Noon-8PM
 Street Reopen - Date(s): July 28 Time(s): 10PM
 Clean Up - Date(s): July 28 Time(s): 8-10PM

LOCATION INFORMATION

(Select all that apply)

Requesting sidewalk space
 Requesting parking stalls (meter or on-street)
 Requesting closure of a parking lane
 Requesting closure of a traffic lane
 Requesting full street closure

List street name(s), block number(s), and/or meter number(s)

2000 Atwood Ave

2000 Atwood Ave, Eastwood to Atwood, Amoth Court

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: 4/5/2024
 RK _____ By initialing, I/we waive the 21-day decision requirement.



STREET USE PERMIT APPLICATION



ATTENDANCE AND SCHEDULE FORM

ESTIMATED ATTENDANCE

Estimated average daily attendance for event: 4000 Estimated total attendance for event: 6000

DAILY ATTENDANCE INFO:

Date: <u>July 27</u>	Estimated attendance (total): <u>4000</u>	Peak time / attendance: <u>1000</u>
Date: <u>July 28</u>	Estimated attendance (total): <u>4000</u>	Peak time / attendance: <u>1000</u>
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____

EVENT SCHEDULE (include all information below, as applicable)

- SETUP DATE(S)/TIMES – provide date(s) and time(s) for when setup will begin in the public space.
- STREET CLOSURE(S) – provide detailed timing for when the street(s) will be closed & re-opened.
- PARKING METER/STALL(S) – provide detailed timing for when the parking request(s) will begin and end.
- OTHER SCHEDULE DETAILS SHOULD INCLUDE – vendor setup/take down, concert setup/set times/take down, run/walk start & end times (last runner), parade/march start time, specific advertised activities that will draw a crowd, etc.
- EVENT DATE(S)/TIMES – provide date(s)/times for when the event is open and closed to the public, each day.
- CLEANUP DATE(S)/TIMES – provide date(s) and time(s) for cleanup, indicate when everything will be out of the public space.

(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) *INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*
July 27 8AM	Street closures
July 27 11AM	4 pedestrian parades begin towards Atwood Ave
July 27 Noon	Music begins
July 27 10PM	Music/event concludes, street remains closed
July 28 Noon	Music begins
July 28 8PM	Music concludes, clean up begins
July 28 10PM	Street reopens to traffic

ATWOODFEST SITE PLAN

NOTE: AtwoodFest reps will pick up and return equipment
Total: 14 Barricades, 6 RC Signs, 2 RC Ahead

On Corscot at Atwood
1 Barricade
1 Road Closed

On Rusk at Atwood
2 Barricades
1 Road Closed
1 Road Closed Ahead

On Atwood at Winnebago
4 Barricades
1 Road Closed

On Atwood N Side
Maintain Fire Access
Allow Traffic from East to South
3 Barricades
1 Road Closed

On Amoth at Atwood
2 Barricades
1 Road Closed
1 Road Closed Ahead

On Division at Eastwood
SB Lane Open
2 Barricades
1 Road Closed

Key:

- Barrier/RC
- Stage
- Fencing
- Bike Parking



ATWOODFEST SITE PLAN

Beer + Vendor Tents
No tents exceed 400 sq ft, 12' fire break between
20' access lane maintained along Atwood Ave

Dumpsters



Key:

- Beer Tent
- Vendors
- Toilets

Safety Plan for AtwoodFest

Include laminated map with cover letter for 911/MPD/MFD

Emergency staging and access locations:

Winnebago at Atwood

Rusk at Atwood

Division at Atwood

Corscot Ct. at Atwood

Amoth Ct. at Eastwood

Send maps and narrative to:

Dane County 911 Center

MPD Central District

MFD Admin, and:

OIC

Medics 3, 5, 8, 10

Engines 1, 3, 5

Ladders 1, 8




Discuss with radio personnel:

If situation seems urgent, call 911, and/or call Williamson (AF Safety Leader) to assess. MPD on scene will have an AF radio set to a different channel. Williamson will contact PD and they in turn will initiate emergency response through Comm Center. Williamson will attempt to coordinate call in terms of access location for units. Ideally, 2 volunteers meet rig(s), 1 stays with rig and one guides personnel to call.

AtwoodFest 2023



Legend

-  Beer Caddy
-  Porta-Potty
-  Street Barricade



STREET USE PERMIT APPLICATION



PUBLIC AMPLIFICATION FORM

Will you be using public amplification at your event?

Yes No

If No, you can skip this form.

If Yes, you must complete this form.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

AMPLIFICATION INFORMATION

Name of Event: AtwoodFest

Type of Amplified Sound:

- Sound System
- Speeches/Announcements
- Karaoke
- Band(s) (names): _____
- DJ (names): _____
- Other (please specify): _____

Hours of Amplification:

- Amplification is not allowed past 11pm
- You must include any sound checks or equipment testing, in the amplification schedule.

Date: <u>July 27</u>	Start Time: <u>Noon</u>	End Time: <u>10PM</u>	Type: <u>Live Music</u>
Date: <u>July 28</u>	Start Time: <u>Noon</u>	End Time: <u>8PM</u>	Type: <u>Live Music</u>
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____

CONFLUENCE AT LIBRARY MALL (800 STATE STREET) AMPLIFICATION ADDITIONAL REQUIREMENTS

The Confluence at Library Mall, 800 block of State Street, has additional requirements if an event in this location is requesting amplification on a weekday between the hours of 8:00 a.m. - 6:00 p.m. Events, requesting sound between these hours, are required to notify the agencies surrounding the area of their activities.

A Confluence at Library Mall contact list can be obtained from the Parks Division. Contact Madisonevents@cityofmadison.com or (608) 264-9289 for more information.



STREET USE PERMIT APPLICATION



ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the public.
 - o An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (may need to include opportunity for request of interpreters, multiple ways to access festival information)
 - o For some events interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
 - o At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event.

Possible information to include:

 - o Accessible parking locations
 - o Accessible seating locations
 - o Accessible restrooms
 - o Available interpretation services
 - o Available quiet areas
- Cluster portable toilets in groups of no more than 6 and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures.
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

Describe your event’s accessibility plan. Include any accessibility setup in your site map.

The street and sidewalks remain open to pedestrian traffic. Event access for drop-offs on surrounding streets remains plentiful. ADA toilets are included in each bank of toilets provided.

For more information contact the City of Madison Disability Rights and Services Specialist, Rebecca Hoyt at rhoyt@cityofmadison.com or (608) 266-6511.



STREET USE PERMIT APPLICATION



STREET USE EVENT VENDING LICENSE FORM

Will you be having vending at your event?
If No, you can skip this form.
If Yes, you must complete this form.

Yes No

Name of Event: AtwoodFest
Event Organizer / Sponsor: SASY Neighborhood Association
Contact Person: Ryan Koglin Phone: 1-262-719-3121 Email: 608Ryan@gmail.com

Event organizers/sponsors are responsible for submitting a list of event vendors at least two weeks prior to the event to the City of Madison.

NEW EVENTS requesting to have vending in the Mall Concourse, may need to get a Special Event Resolution. If your event needs a Special Event Resolution, you must submit this form and your full application at least 60 days in advance. Contact madisonevents@cityofmadison.com to see if you need to go through this process.

Events on City of Madison property are also required to submit event and food vendor information to [Public Health of Madison and Dane County](#). Food vendors are required to have a [Transient Food Stand License](#) or [Mobile Food Establishment License](#) from PHMDC, contact leadadmin@publichealthmdc.org for requirements or questions.

Events with vendors, in the State of Wisconsin, are also required to submit a [S-240](#) form to the [WI Department of Revenue](#).

VENDOR LIST

(Submit separate list as needed – include all info below for each vendor)

Legal Business Name	Address	Contact (name)	Email	WI sellers permit #	Food OR Merchandise	Nonprofit
Will schedule	through July				<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No

SELECT THE APPROPRIATE # OF VENDORS

- 1-25 Vendors \$400.00
- 26-100 Vendors \$675.00
- 101-300 Vendors \$975.00
- 301 or more Vendors \$1,700.00



STREET USE PERMIT APPLICATION



STREET EVENT BEER/WINE SALES PERMIT FORM

Will you be serving or selling beer/wine at your event? Yes No
If No, you can skip this form.
If Yes, there is important information on this form about City of Madison licensing requirements, continue reading.

Temporary B Picnic License – APPLICATION DUE AT LEAST 60 DAYS BEFORE EVENT
A Temporary B Picnic License is required if you plan on serving or selling beer/wine at your event.

Any Temporary Class “B” Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See [Madison General Ordinance Sec. 38.05\(9\)\(e\)2](#).

A Certificate of Insurance with liquor liability is also due with the Temporary B Picnic License at least 60 days before the event.

[Temporary B Picnic License](#)
[Temporary B Picnic License FAQ](#)

Submit to:
City of Madison Clerk’s Office
210 MLK Jr Blvd, Room 103
Madison, WI 53703
licensing@cityofmadison.com
608-266-4601

Will you be selling beer/wine at your event? Yes No
If No, you can skip this rest of this form.
If Yes, you must complete this form.

Street Use Event Beer/Wine Selling Permit
Permit fee is \$700.00.

Name of Event: AtwoodFest
Event Organizer / Sponsor: SASY Neighborhood Association
Contact Person: Ryan Koglin Phone: 1-262-719-3121 Email: 608Ryan@gmail.com

I understand I must obtain a Temporary B Picnic License in order to sell beer/wine at my event. (initial) RK

I understand I must submit a Certificate of Insurance with Liquor Liability along with the Temporary B Picnic License application at least 60 days before the event date to the Clerk’s Office. (initial) RK

If the Temp B Picnic License is denied, the event will be:
 Canceled
 Not Canceled



STREET USE PERMIT APPLICATION



STREET USE EVENT CLEANUP AND RECYCLING PLAN

Events are required to submit a clean-up and recycling plan with their application. Plans should include number and location(s) for garbage/recycling containers and dumpsters, collection during event, disposal after the event and any other relevant information.

Events located in the [Mall Concourse](#) can request City trash barrels.

City of Madison has 4, 20-yard dumpsters available for events. We cannot guarantee availability. Please confirm with madisonevents@cityofmadison.com if the number you are requesting are available.

Will you be renting City of Madison receptacles? Yes No
*Trash & recycling barrels and dumpsters are only available from the City of Madison for **downtown events**.*

Event/Name of Group: AtwoodFest

Location: 2000 Atwood Ave

Please indicate quantity of trash barrels: 0 8 barrel minimum: Each increment of up to 8 barrels \$150 (\$142.18 no tax)

Please indicate quantity of dumpsters: 2 per dumpster, and per tip: \$375 (\$355.45 no tax)

If you are not requesting City equipment, please provide the name and contact information of the collection agency providing equipment or services for the event. Will privately contract if city dumpster(s) are not available.

Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.

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 information (please submit as a separate document if needed):

AtwoodFest has provided separate recycling and trash containers since its inception. Our non-profit partners coordinate volunteers and paid staff to keep our event clean and sanitary throughout the 2 day festival.



STREET USE PERMIT APPLICATION



STREET USE EVENT MARKETING INFORMATION

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

Do you want your event listed on the City of Madison Online Event Calendar? Yes No
If No, skip this form.
If Yes, please continue.

CITY OF MADISON CALENDAR OF EVENTS

If you want your event to be listed on the City of Madison online event calendar, please complete the Marketing Information form. Your event will only be included on the calendar if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendar.

**required info*

*Official Name of Event: AtwoodFest

*Location: 2000 Block Atwood Ave

Public Contact Phone: _____

*Website: https://atwoodfest.com/

*Admission Cost: Free

*Date of Event: July 27 Noon-10PM July 28 Noon-8PM

*Beginning Time of Event: Noon *End Time of Event: 10PM

*Two sentence description of event (short promotional description of the event):

AtwoodFest kicks off with four parades to Atwood Ave led by Handphibians members, starting at 11 a.m. from Cir
Hawthorne parks, the Goodman Center, and the corner of Riverside and Winnebago streets. The three music sta
include a cross-generational blend of Madison music, plus a few well-chosen visitors for two straight days. Come
but stay to explore the art and craft vendors as well as a plethora of food options.

Poster Kiosks on the Capitol Square and State Street

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are placed in the kiosks approximately every 1-2 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, max size 12"x17", up to one month in advance of your event. Drop off at the Parks Division, 330 E Lakeside St, Madison, WI 53715, Monday – Friday, 8:00am – 4:30pm.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The “ _____ ” will be held _____ at _____.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “ _____ ” (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 _____

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 _____
3. We will / will not have on-site Police or 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.

CI. 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 thoroughways.
- 5. Crowd control will be managed by: _____
- 6. Parking for vendor and staff vehicles will be: _____
- 7. Parking for attendee vehicles will be: _____

V. CONTACT INFORMATION

Primary Contact		
Secondary Contact		
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345