

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Jamie Bugel  
Dane County Farmers' Market  
Po Box 1485  
Madison, WI 53701  
Email: Info@dcmf.Org  
Phone: (608) 455-1999

### Contact During Event

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### Event Information

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Name of Event:

Event Type:

Estimated Attendance:

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:

200 Block MLK Jr. Blvd.

## Event Dates

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Event Start Date: 04/24/2024

Event Start Time: 8:30 AM

Event End Date: 11/06/2024

Event End Time: 1:45 PM

Event Setup Time: 8:00 AM

Event Cleanup Time: 2:00 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?(\$):

Yes

Estimate number of vendors:

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## 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.dcfm.org/markets/wednesday-market>

**Notes:** The Wednesday Dane County Farmers' Market is located on the 200 block of Martin Luther King Jr. Blvd, in between the Madison Municipal Building and the City County Building. While more intimate than the Saturday Market, you will still find many of your favorite Dane County Farmers' Market members, as well as a full array of fruits and vegetables, eggs, cheeses, honey, maple syrup, bakery items, cut flowers, plants, and many specialty items.

## 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 :

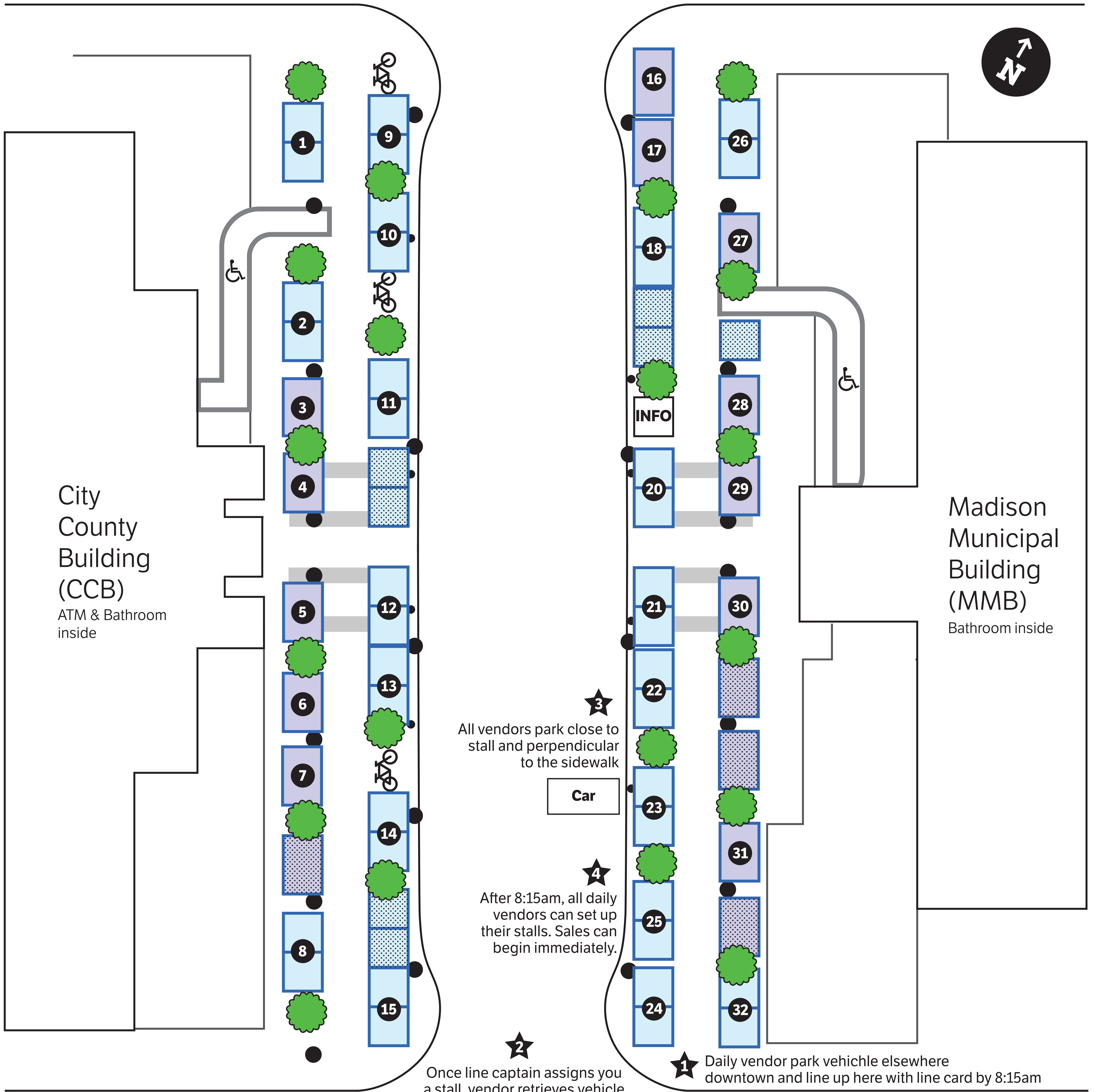
JRB

Signature: Jamie Bugel

Date: 01/26/2024

# Dane County Farmers' Market Wednesday Market Stall Map

*Doty St.*



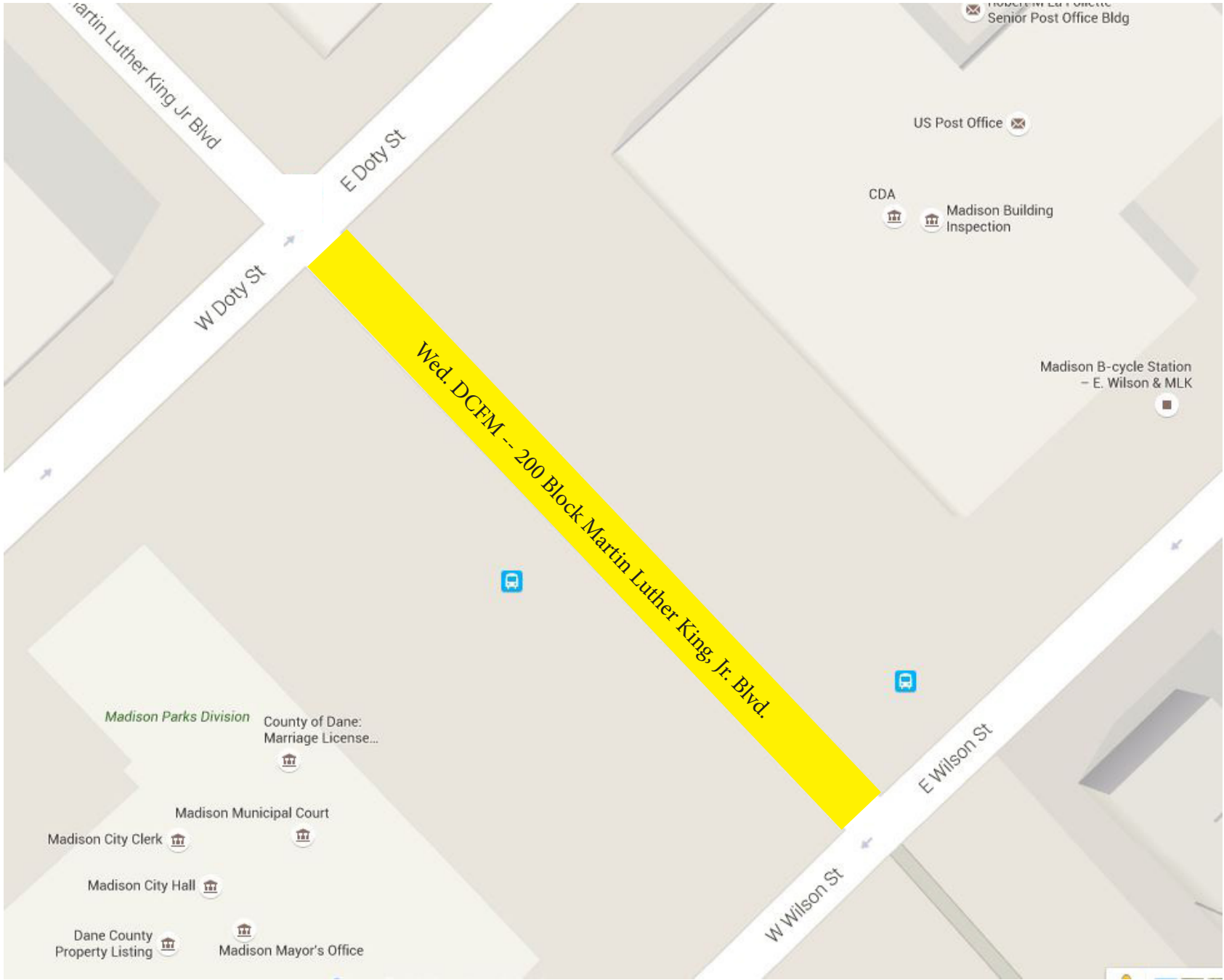
**LEGEND**

	Bike Rack		Season Stall		15'-16'
	Tree		Daily Stall		10'
	Light Pole				
	Street Sign				

*Wilson St.*

Email [info@dcmf.org](mailto:info@dcmf.org) or call 608-455-1999 if you have any questions.

updated January 2024



Martin Luther King Jr Blvd

E Doty St

W Doty St

Wed. DCCEM -- 200 Block Martin Luther King, Jr. Blvd.

US Post Office

CDA  
Madison Building Inspection

Madison B-cycle Station  
- E. Wilson & MLK

Madison Parks Division  
County of Dane:  
Marriage License...

Madison Municipal Court

Madison City Clerk

Madison City Hall

Dane County  
Property Listing

Madison Mayor's Office

W Wilson St

E Wilson St



Date: January 26, 2024

To: Kelly Post, City of Madison

From: Jamie Bugel, Rachel Figueroa, Hannah Menzel – DCFM Staff

Re: Emergency Action Plan

Wednesday Markets – 200 block of MLK, Jr. Blvd.

Harvesting Wisconsin Goodness

**Safety Plan**

First Aid and Emergency Response – Call 911

Primary Contact:	DCFM Staff	Office/Cell: 608-455-1999
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On-site Contact:	DCFM Staff	Cell: 608-455-1999
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Alternative Contact	Kate & Tyler Rowe	Cell: 608-234-0674
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“Lost Child” area	Green Information tent – base of steps to MMB
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Vendors receive written instructions before the events. Key people are also verbally briefed.

**Security Plan**

Streets will be closed to vehicles. Private security is not necessary.

No alcohol allowed. No cooking allowed.

Vendors will be at or near their vehicles if they need to be moved.

Approved fire lanes will be maintained.

**Other Attachments**

- See comprehensive EAP using required template ‘**DCFM Wednesday Market Emergency Action Plan 2024**’
- See supplementary ‘**EAP Instructions to DCFM Vendors**’

## Dane County Farmers' Market – Wednesday Market

### Emergency Instructions Provided to DCFM vendors

Primary Contact: DCFM Staff – 608-455-1999

Alternate Contact: Kate & Tyler Rowe (Line Captain) – 608-234-0674

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**Road Closure:** Market Management will use barricades to close the 200 block of MLK Jr. Blvd to public vehicular traffic at 8am. At this time, you may pull on to the block. You must always maintain a 20ft fire lane.

**Road Reopen:** Market Management will remove the barricades at 2pm to reopen the 200 block of MLK Jr. Blvd to public vehicular traffic. If you are still in the area at this time, move your vehicles into a regular parallel parking spot and pay the parking meter.

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**Inclement Weather:** The DCFM does not officially close the Market in the case of inclement weather; however, we urge you to be safe and use your best judgement regarding your safety, the safety of your workers, and the safety of your customers. You are permitted to pack up and go home at any time or wait out inclement weather from your vehicle.

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**Lost Child:** If you find a lost child or have parents missing their child, please notify the Manager-On-Site immediately.

Then direct the child/parent to the green Information tent, in the center of the Market at the base of the steps to the Madison Municipal Building.



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The “Wednesday Dane County Farmers' Market” will be held each Wednesday from April 24, 2024 thru November 6, 2024 at 200 block of Martin Luther King Jr. Blvd.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “Wednesday Dane County Farmers' Market” (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: Jamie Bugel, Rachel Figueroa, Hannah Menzel, (DCFM Staff) 608.455.1999.

### 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 DCFM Staff 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 DCFM Staff 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: DCFM Staff.
6. Parking for vendor and staff vehicles will be: on the 200 block of Martin Luther King Jr. Blvd.
7. Parking for attendee vehicles will be: off-site.

**V. CONTACT INFORMATION**

Primary Contact	DCFM Staff	608-455-1999
Secondary Contact	Kate or Tyler Rowe	608-234-0674
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694