

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

BandSwap

Name of Event _____

Event Organizer/Sponsor City of Madison, Madison Arts Commission

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

If Yes, provide State of Wisconsin Tax Exempt Number 39-6005507

Address 215 Martin Luther King Blvd.

Madison, WI 53703

City/State/Zip _____

Primary Contact Karin Wolf FAX _____

Work Phone 608-261-9134 Phone During Event 608-279-1846

E-mail kwolf@cityofmadison.com www.cityofmadison.com/MAC

Website Chris Taylor, Vice Chair, Madison Arts Commission

Secondary Contact _____

Work Phone 608-237-8334 Phone During Event 414-339-5191

E-mail Ctaylor@MediaInstitute.edu

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 200 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 1P to 5P Yes No

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)
3 meters on 100 N Carroll St

Other _____

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: 100 STATE ST.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) Sat 9/20 Rain Date(s) Same date at The Frequency

Event Start Date(s)/Time(s) 1:00 pm Set-Up Date(s)/Time for Event 11:00 am

Event End Date(s)/Time(s) 5:00 pm Take-Down Time 5:00 - 7:00 pm

STATE ST streets can be reopened @ 5:00 Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____ I/We waive the 21-day decision requirement. _____ (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 Karin Wolf Date 9-9-14

COMPLETE EVENT SCHEDULE

Saturday, September 20 (In the event of rain BandSwap will be moved in doors to The Frequency at 121 W Main St, Madison, WI 53703

Set Up 11:00am – 1:00pm (2 hours)

1PM to 5PM Bands will Play with amplification

Take-Down 5:00pm – 7:00pm (2 hours, 1 hour take down 1 hour clean up)

Sound on the square will be handled by **Randall Stewart**(608) 214-5543
rlstewart@mediainstitute.edu

Stage management will be handled by **Jesse Roque**(920) 728-3054

Band Schedule 30 On The Square (100 Block of State Street)

1PM The Wells Division

2PM I Saw The Creature

3PM Sam Lyons

4PM Mojo Radio

Displays: There will be one or two MAMA tents or tables with merch, w/ MAMA early registration and place to hand out awards that people haven't picked up yet. (this will have two volunteers at the table at any given time). We may have a BandSwap Banner.

Staff: City Arts Administrator Karin Wolf will be on-site throughout the day

Madison Arts Commissioners Chris Taylor & Rick Tvedt will also there all day

Vending: Bands will be allowed to display their new CD's with information about how to purchase them. (Donations may be accepted)

Sponsors will have information at tables – the Madison Area Music Awards and the Madison Media Institute will have tables.

TRASH AND RECYCLING PLAN

Volunteers from MMI will handle any trash pick-up.

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The “[BandSwap](#)” will be held [Saturday, September 20, 2014](#) at [30 on the Square \(100 Block of State Street\)](#).

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “[BandSwap](#)” (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 [Chris Taylor, Madison Arts Commission Vice Chairperson \(414.339.5191 mobile\)](#).

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 (**Chris Taylor**) 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 (**Chris Taylor**) 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 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 Chris Taylor
 6. Parking for vendor and staff vehicles will be 2 Meters on N Carroll St and Public Parking Garage State Street Capitol Garage at 214 N. Carroll St.
 7. Parking for attendee vehicles will be Public Parking Garage State Street Capitol Garage at 214 N. Carroll St & the Overture Center Garage at 318 W. Mifflin St.

V. Contact Information

Primary Contact	Chris Taylor	414.339.5191
Secondary Contact	Rick Tvedt	608.250.2565
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)