

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Let's Eat Out! Neighborhood food cart dinners

Park Requested: Meadowood Date Requested: 5/4/15-8/27/15 Estimated Attendance: 200-300

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Let's Eat Out! Inc

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Primary Contact: Christine Ameigh Work Phone: 608-630-4824

Address: 410 Pawling St #2 Madison, WI 53704 Phone During Event: 608-630-4824

Email: christine@letseatoutwi.org FAX: _____

Organization or Event Website: www.leteatoutwi.org

EVENT SCHEDULE

Date(s) of Event: Thursdays, 5/4/15-8/27/15 Event Start and End Times: 5:30pm-7:30pm

Rain Date (if any): N/A Set-Up Start Time: 4:30pm

Take-Down Start Time and End Times: 7:30pm-8pm

Does this require time in the park the day before your event? Yes No
If Yes, provide details of times and area requested: _____

Are you requesting use of the park shelter? Yes No

PERMITS

Will you have amplified sound at this event? Yes No
(If Yes, please fill out an Amplification Permit Application.)

Will you sell anything in the park? Yes No
(If Yes, please fill out a Park Event Vending Permit Application.)

Will you serve any food or beverage? Yes No
If Yes, what: Food Carts - variety

Will you sell beer/wine? Yes No
(If Yes, please fill out a Beer/Wine Sales Permit Application.)

Will you put up any temporary structures, such as tents, stages, inflatables, dunk tanks? Yes No
(If Yes, please fill out a Park Event Temporary Structure Permit Application.)

Note that permits are not required for 10' x 10' pop-up tents.)

APPLICATION SIGNATURE

The applicant for a Park Event Permit shall agree 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.

The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Applicant Signature 

Date 4-30-15

PARK EVENT VENDING PERMIT APPLICATION

A Park Event Vending Permit is required for anyone who sells anything in a City park. (MGO 8.17)

Do you have plans to sell anything in a City park?
If Yes, please continue. If No, skip this form.

Yes No

EVENT ORGANIZER INFORMATION

Name of Group: Let's Eat Out! Inc.

Contact Person: Christine Ameigh

Address: 410 Pawling St #2 Madison, WI 53704

Work Phone: 608-630-4824 Phone During Event: Same

Today's Date: 4/25/15

PRODUCT OR SERVICE SOLD

Please list every item sold or service provided. Attach an additional list, if necessary.

Food Item: Multiple food carts serving items, list below

If selling food, please indicate your Temporary Restaurant License #: _____

Non-Food Item: _____

DETAIL OF VENDOR SET-UP

Please include what your vending site will contain (tables, tents, electricity, etc.):

Food carts, tables and generators

INSURANCE

All vendors must supply a certificate of insurance for product and premises insurance in the amount of \$1,000,000 in the aggregate naming the City of Madison as Additional Insured.

Insurance Company: EMC Insurance Policy No.: I will send separately

SIGNATURES

Vendor Signature 

Date 4-30-15

PERMIT TYPE

- | | |
|---|---------------|
| <input type="checkbox"/> Single Vendor | \$275.00 (NT) |
| <input type="checkbox"/> Single Non-Profit Vendor | \$75.00 (NT) |
| <input checked="" type="checkbox"/> Multiple Vendors* (up to 7 vendors) | \$845.00 (NT) |

*A permit for Multiple Vendors may be purchased by the Event Organizer and will cover up to 7 vendors. The Event Organizer's insurance must cover all vendors.

On the following page, please provide the list of vendors for your event.

PARK EVENT SCHEDULE

- The schedule begins when event set-up starts and ends when clean-up of the event area is complete, all equipment is removed and the park is available for regular use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: When will vendors set-up, hours of operation, tear-down, leave park
 - » Music/Performances: Stage set-up, performance schedule, tear-down
 - » Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down, leave park
 - » Run/Walk/Parade, etc.: When does staging start, start time(s), end time(s)

Provide Detailed Event Schedule:

4:30pm-5:30pm set-up

Food Cart Vending from 5:30pm-7:30pm

Clean-up 7:30pm-8pm

All other activities will be simple jump rope, hula-hooping or arts and crafts limited to one area of the park, active at the same time as the food cart vendors.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Let's Eat Out! Neighborhood Food Cart Dinners" will be held Thursday nights May 4th-August 27th at Meadowood Park.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "LEO Neighborhood Food Cart Dinners" (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 Christine Ameigh.

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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
3. We will / will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

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 Christine Ameigh 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 Christine Ameigh 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 thoroughways.
5. Crowd control will be managed by: Christine Ameigh / Jessica Wartenweiler.
6. Parking for vendor and staff vehicles will be: On the street.
7. Parking for attendee vehicles will be: On the street.

V. CONTACT INFORMATION

Primary Contact	Christine Ameigh	760-845-4662
Secondary Contact	Jessica Wartenweiler	608-228-6658
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

PARK EVENT CLEAN-UP AND RECYCLING PLAN

- Each organization is responsible for clean-up of the event area. In accordance with Park Commission policies, a clean-up deposit of \$3,000 may be required.
- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean-up.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- 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 Plans:

Each food cart is required to come equipped with a trash can and remove the trash and the trash can when they leave the park.

PARK EVENT MARKETING INFORMATION

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

Do you have marketing information?

Yes No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Social media, press releases, neighborhood flyers

Will there be live media coverage during the event and where will the media vehicles be parked?

No

PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event: Let's Eat Out! Neighborhood Food Cart Dinners

Park Location: Meadowood

Public Contact Phone: 608-630-4824

Website: www.letseatoutwi.org

Admission Cost: FREE

Date of Event: Thursdays, May 4th-August 27th

Beginning/End Time of Event: 5:30pm-7:30pm

Two sentence description of event (for internet calendar):

Dinners featuring a rotating line-up of Madison's best food carts!

VENDOR LIST

List the vendors for your event:

No more than 7 vendors on one night, here is a list of vendors that will be there at some point throughout the season:

Slide
Toast, Gili's Paninis
Sabor
Fortune Cafe
Fried & Fabulous
Raffy's
Haynes Kitchen
Bubble's Doubles
SoHo
Masarap
Taquitos Marimar
Melted
Fibs
Pots N Tots
Looking Glass Bakery
Cupcakes a GoGo