

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Make Music Madison 2018  
Event Organizer/Sponsor: Make Music Madison  
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No  
**MANDATORY: State Sales Tax Exemption Number:** ES#: 46-2276454  
**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_  
Address: PO Box 5311  
City/State/Zip: Madison, WI 53705  
Primary Contact: Natasha Sattin Work Phone: 608-216-6189  
Email: director@makemusicmadison.org Phone During Event: same  
Website: www.makemusicmadison.org FAX: \_\_\_\_\_  
Secondary Contact: Elizabeth Simcock Work Phone: \_\_\_\_\_  
Email: elizabethsimcock@makemusicmadison.org Phone During Event: 608-239-1461  
Annual Event? ☒ Yes ☐ No  
Charitable Event? ☐ Yes ☒ No  
If Yes, Name of charity to receive donations: \_\_\_\_\_  
Estimated Attendance: 15,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)  
Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No  
Hours: 8:00 AM to 9:00 PM

## EVENT CATEGORY

☐ Run/Walk ☒ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)  
☐ Other: \_\_\_\_\_

## LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ State St. Mall/800 State Street  
☐ 30 on the Square (aka top of 100 block of State Street) ☒ Other (specific blocks/streets requested below)  
Street Names and Block Numbers: See attached list

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: June 21, 2018 Event Start and End Times: 8:00 AM - 9:00 PM  
Rain Date (if any): n/a Set-Up Start Time: 7:00 AM  
Take-Down Start Time and End Times: 10:00 PM  
TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☐ Yes ☒ No  
If class B license is denied, will the event(s) occur? ☐ Yes ☐ No

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

## 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 5/30/2018  
Natasha Stevens Sattin

## STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
  - » Vending: food, beverages and/or merchandise
  - » Music/Performances
  - » Displays, Exhibits, Demonstrations
  - » A moving event such as a rally, parade, etc.

### ***Provide Detailed Event Schedule:***

#### 1. No Parking Request for 3:00 PM - 10:00 PM -

Requesting that the south side of 900 block of East Mifflin Street be blocked off from parking so the Madison Scouts Drum and Bugle Corps, a 150 piece band, can park busses and unload equipment for their performance at Breese Stevens Field.

The contact for this request is Jeff Spanos, 608-332-2870, spanos.jeff@gmail.com. Jeff has indicated that local residents of that block would hopefully still have access to their residences. Please contact Jeff for any further details. Thank you.

#### 2. Request to block off parking all day in front 406 Clemons Avenue.

3. Requesting to block off traffic at the intersection of Clemons Avenue and Helena to the 414 Clemons Avenue from 5:00-9:00 PM. The contact for this is Bob Queen, 608-241-7143, madmax406@gmail.com

|                        |          |                                |                                                                                                                                             |                 |                 |
|------------------------|----------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| The Old Fashioned      | Sidewalk | 23 N Pinckney St               | Located on the Capitol Square, The Old Fashioned is Madison's "must visit" restaurant and bar. Musicians will play on the sidewalk in front | 6/21/2018 10:45 | 6/21/2018 13:00 |
| Monona Terrace Comr    | Sidewalk | 1 John Nolen Drive             | The iconic Frank Lloyd Wright-designed community and convention center situated lakeside in beautiful downtown Madison, WI.                 | 6/21/2018 8:00  | 6/21/2018 20:00 |
| Hive of Madison        | Sidewalk | 1904 Monroe Street             | We are located on the corner of Harrison and Monroe Streets, directly across from Trader Joe's. We have a wide sidewalk, and easy access.   | 6/21/2018 10:00 | 6/21/2018 20:00 |
| Madison Public Library | Sidewalk | 201 W. Mifflin St. Madison, WI | This is the central Madison Public Library, located at 201 W. Mifflin St.                                                                   | 6/21/2018 9:15  | 6/21/2018 20:00 |
| Lakeview Library       | Sidewalk | 2845 N Sherman Ave             | Perform in front of Lakeview Library next to Willy Street Co-op North! Our large sidewalk with roof overhang is your stage!                 | 6/21/2018 10:30 | 6/21/2018 19:30 |
| Underground Butcher    | Sidewalk | 811 Williamson                 | Sidewalk in front of storefront weather permitting - inside if needed                                                                       | 6/21/2018 16:00 | 6/21/2018 17:30 |
| Wisconsin Title & Escr | Sidewalk | 119 W. Washington Ave          | Corner of W. Washington Ave and Carroll Street                                                                                              | 6/21/2018 10:00 | 6/21/2018 20:00 |

|                                  |                                                          |                                                                                 |                 |                 |
|----------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|-----------------|-----------------|
| Fromagination (special Sidewalk  | 12 South Carroll Street                                  | 12 South Carroll, facing the State Capitol, between Capitol Kids and Park Hotel | 6/21/2018 10:00 | 6/21/2018 18:00 |
| The Rigby Pub and Grill Sidewalk | 119 East Main Street                                     | Out door venue, classic rock themed venue.                                      | 6/21/2018 12:00 | 6/21/2018 21:00 |
| WSUM Radio Stage (East Sidewalk  | 333 East Campus Mall                                     | Small courtyard on East Campus Mall near the station.                           | 6/21/2018 16:00 | 6/21/2018 20:00 |
| First Congregational U Sidewalk  | 1609 University Avenue (corner of University and Breese) | Church located at the corner of University Avenue and Breese Terrace            | 6/21/2018 10:00 | 6/21/2018 19:00 |
| Overture Center for the Sidewalk | 201 State Street                                         | The Fairchild Street sidewalk in front of Overture Center's front doors         | 6/21/2018 10:00 | 6/21/2018 14:00 |
| Lisa Link Peace Park     Park    | 452 State Street                                         | City of Madison park in the heart of downtown Madison.                          | 6/21/2018 11:00 | 6/21/2018 20:00 |

## STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

### EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, [tknight@cityofmadison.com](mailto:tknight@cityofmadison.com).

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

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

***Provide Detailed Event Site Map:***

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (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: FIRST/LAST NAME.

### 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 FIRST/LAST NAME 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 FIRST/LAST NAME 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: NAME.
- 6. Parking for vendor and staff vehicles will be: LOCATION(S).
- 7. Parking for attendee vehicles will be: LOCATION(S).

#### **V. CONTACT INFORMATION**

|                   |                           |                |
|-------------------|---------------------------|----------------|
| Primary Contact   | FIRST/LAST NAME           | CELL PHONE     |
| Secondary Contact | FIRST/LAST NAME           | CELL PHONE     |
| Emergency         | Dane County 911 Center    | 911            |
| Non-Emergency     | Madison Fire Department   | (608) 266-4420 |
| Non-Emergency     | Madison Police Department | (608) 255-2345 |

## STREET 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, Isthmus, WORT, Fox47, Wisconsin Public Radio, WSUM, bands and venues will also use their own sources to advertise

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

Fox 47 is hosting a stage at the Edgewater from 4:30 until 8:00 and will cover the event live.

### PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. 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 form is not completed, the event will not be included on the calendars.

Official Name of Event: Make Music Madison

Location: 100 venues throughout Madison

Public Contact Phone: 608-216-6189

Website: www.makemusicmadison.org

Admission Cost: FREE

Date of Event: Thursday, June 21st 2018

Beginning/End Time of Event: 8:00 AM - 9:00 PM

Two sentence description of event (for internet calendar):

Make Music Madison is part of Make Music Day, a global celebration of free outdoor music with 800 participating cities in 120 countries. Madison will host 300 concerts at 100 venues all over town on the first day of summer.