

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Drive Electric ~~Week~~ - Madison 2019 *Celebration*

Event Organizer/Sponsor: Powers Productions, LLC

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

MANDATORY: State Sales Tax Exemption Number: \_\_\_\_\_ ES#: \_\_\_\_\_

OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_

Address: 612 John Adams St

City/State/Zip: Sauk City WI 53583

Primary Contact: Eric Powers Work Phone: 608 729-4082

Email: Eric@EVPowers.com Phone During Event: 608-729-4082

Website: www.EVPowers.com FAX: NA

Secondary Contact: Rebecca Powers Work Phone: 608-383-8137

Email: Info@EVPowers.com Phone During Event: 608-383-8137

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 2,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: \_\_\_\_\_ to \_\_\_\_\_

## 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: 100 Block of Martin Luther King Jr Blvd

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: September 21, 2019 Event Start and End Times: 9:00 am - 12:00 noon

Rain Date (if any): \_\_\_\_\_ Set-Up Start Time: 6am

Take-Down Start Time and End Times: 12:00 noon - 2pm  
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

EP 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 Eric Powers Date 6/12/19

## 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:

6am Set up Begins

6am-9am Cars and displays set up. In parking spaces and appropriate terraces. Street Barriers in place.

9am-Noon Event is held. Displays and cars present

















Noon-2pm Cars and displays removal

2pm All cars and displays removed and street is reopened for normal use

2019

# 2018 Madison Drive Electric Celebration

## Traffic Barricades

-  Traffic Barricade
-  Traffic Barricade
-  Display Vehicles
-  Display Vehicles
-  Display vehicles
-  Emergency Vehicle Lane
-  BMO Harris Lane
-  Trash
-  Trash
-  Trash
-  Trash
-  Trash
-  Trash
-  Trash
-  Trash
-  Trash

Sep 21st

~~Sep 15th~~  
 100 Block Martin Luther King Boulevard. Open to Public from 9am-Noon. Emergency Vehicle lane in center of the street. Additional lane for BMO Harris.



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Drive Electric Celebration - Madison" will be held September <sup>21, 2019</sup>~~15th, 2018~~ at 100 Block Martin Luther King Blvd, Madison, Wisconsin.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Drive Electric Celebration - Madison" (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 Eric Powers.

### 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 (Eric Powers 608-729-4082)
- 3. We  will /  will not have on-site Police or Security (Eric Powers 608-729-4082)

### 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 Eric Powers 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 Eric Powers 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: Eric Powers.
- 6. Parking for vendor and staff vehicles will be: Parking Ramp at E Doty and S Pickney.
- 7. Parking for attendee vehicles will be: Parking Ramp at E Doty and S Pickney.

**V. CONTACT INFORMATION**

Primary Contact	Eric Powers	608-729-4082
Secondary Contact	Rebecca Powers	608- <del>643-7296</del> 383-8137
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

## STREET EVENT MARKETING INFORMATION

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

Do you have marketing information? *(yes, not created yet)*  
If Yes, please continue. If No, skip this form.

Yes  No

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

*Online, through Facebook Event, DriveElectricWeek.org*

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

*Unknown. Not ~~to be expected~~ at this time.  
expected*

### 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: *Drive Electric <sup>Celebration</sup> ~~Week~~ - Madison 2019*

Location: *100 Block of Martin Luther King Jr Blvd Madison, WI*

Public Contact Phone: *608-729-4082*

Website: *Driveelectricweek.org*

Admission Cost: *\$0*

Date of Event: *September 21, 2019*

Beginning/End Time of Event: *9:00am - 12:00 noon*

Two sentence description of event (for internet calendar):

*Drive Electric <sup>Celebration</sup> ~~Week~~ is your chance to find out about electric vehicles. Owners, dealerships and more will be on hand displaying their electric vehicles and sharing ~~information~~ information.*