

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Capitol View Farmers' Market

Event Organizer/Sponsor "

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

If Yes, provide State of Wisconsin Tax Exempt Number n/a

Address _____

City/State/Zip _____

Primary Contact Lauren Chare FAX _____

Work Phone 235-9179 Phone During Event _____

E-mail speckson@charter.net

Website capitolviewfarmersmarket.com

Secondary Contact Krysta Massyan

Work Phone ← Phone During Event 218-4732

E-mail info@capitolviewfarmersmarket.com

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 _____ to _____ Yes No

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)

Other Farmers market

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: Sharpsburg Dr. (between Northstar Dr.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/28 - 10/8 Rain Date(s) _____

Event Start Date(s)/Time(s) 3pm 5.28 Set-Up Date(s)/Time for Event 3pm

Event End Date(s)/Time(s) 7pm 10.8 Take-Down Time 7:30pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

ll (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 Lauren Chare

Date 4-29-14

↑
North

CAPITOL VIEW FARMERS MARKET



2014 Capitol View Farmers' Market Permit Application Materials

Event Schedule

Wednesdays, May 28 to October 8, 2014

3 pm to 7 pm

Streets Closed from 2 pm to 7:30 pm

Event Site Map (attached)

Safety and Security Plan

Streets are barricaded after vendors are parked. On-site manager will have a cell phone and first aid kit to respond to first aid needs. Agreement in place with nearby restaurant for running water and shelter.

Trash Plan

We collect garbage and transport. Nothing in cans or bottles consumed on site is sold at the market, thus we expect no or few recyclables.

Notification Schedule

Neighborhood-wide notice via e-mail, and neighborhood newsletter. Nearest street and businesses will receive letter (attached.)



Capitol View Farmers Market

Wednesdays • June - October • 3:00 - 7:00 pm

[Home \(/\)](#) | [Map \(/pages/map\)](#) | [Products \(/products\)](#)
 | [Sponsors \(/sponsors\)](#) | [Vendors \(/vendors\)](#)

The Capitol View Farmer's Market operates from May 28 - October 8 from 3:00PM - 7:00PM.

The market will close at 6:30PM closer to Fall.

The farmers market is located on the south side of Sharpsburg Drive starting at the corner of North Star Drive on the east side of Madison across from the new Great Dane Pub within the Grandview Commons Neighborhood and visible from Cottage Grove Road.

The overall goal of the market is to bring quality, fresh foods at an affordable price to East Madison by providing an outlet for purchasing locally grown produce, farm fresh meats, dairy products, and baked goods.

Documents

[2014 Vendor Application \(/files/cvfm2014vendorapp.pdf\)](#)

[2014 Rules and Bylaws \(/files/CVFM_2014_Rules_and_ByLaws.pdf\)](#)

Special Events for 2014

Events take place from 4-6pm

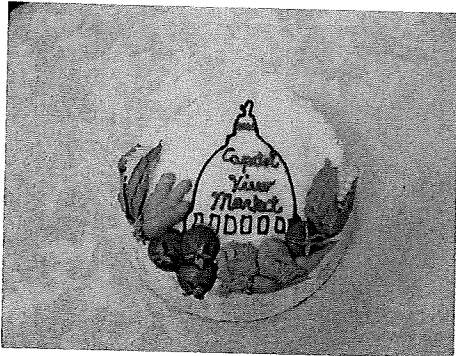
- May 28 - Opening Day with the Madison Fire Department.
- June 4 - June Dairy Month. Free ice cream and worm discovery! Plant your own bean seed with worm dirt to take home to grow and eat.
- July 2 - Stars and Stripes.
- August 6 - Back to School.
- September 3 - Corn Boil - Date subject to change based on corn availability.

Market Manager: Krista Gullick

608-218-4732 (608-21V-IPEA) info@capitolviewfarmersmarket.com
<mailto:info@capitolviewfarmersmarket.com>

Board of Directors

Laurie Benda • Tom Breister • Lauren Cnare • Kris Dockter • Tonya Nye • Becky Paris



Pause

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OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "Capitol View Farmers Market" will be held Wednesdays from May 28 to October 8 from 3 to 7 pm on Sharpsburg Dr. (Corner of Northstar to Gemini).

II. PURPOSE

- A.** This emergency action plan predetermines actions to take before and during the "Capitol View 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 Krista Massian at 608-218-4732.

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

3. We 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 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 Krista Massian 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 Krista Massian 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 thoroughways.
5. Crowd control will be managed by Krista Massian
6. Parking for vendor and staff vehicles will be on Northstar Dr., Sharpsburg Dr. and Gemini Dr. NOT in the area of the market.
7. Parking for attendee vehicles will be same as above

V. Contact Information

Primary Contact	<u>Krista Massian</u>	608-218-4732
Secondary Contact	Lauren Cnare	608-235-9179
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)