

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Summer Palooza

Event Organizer/Sponsor Madison Children's Museum

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

If Yes, provide State of Wisconsin Tax Exempt Number ES22920

Address 100 W. Hamilton St.

City/State/Zip Madison, WI 53703

Primary Contact Kia Karlen

FAX 268-1398

Work Phone 354-0541

Phone During Event ~~608~~ 658-1109

E-mail kkarlen@

Website madisonchildrensmuseum.org

Secondary Contact Deb Gilpin

Phone During Event 256 6445

Work Phone 354-0553

E-mail dgilpin@

Annual Event?  Yes  No

Charitable Event?  Yes  No

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

Estimated Attendance 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10 am to 3 pm  Yes  No

## EVENT CATEGORY

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

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: Rotary Centennial Plaza

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/14/14

Rain Date(s) NA

Event Start Date(s)/Time(s) 10 am

Set-Up Date(s)/Time for Event 8 am

Event End Date(s)/Time(s) 3 pm

Take-Down Time 4 pm

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

KK (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, statutes and laws.

Signature [Signature]

Date 4/14/14

Downtown family fun returns with SummerPalooza 2014, June 14, 10 a.m.-3 p.m. Hosted by Madison Children's Museum (MCM) and Rotary Club of Madison, SummerPalooza features free museum admission, exciting activities inside and outside the museum walls, a community parade on the Capitol Square, and family-friendly live entertainment.

8 am-1 pm

Free Safety Saturday activities on Capitol Square 8 am-1 pm

9:30 am-5 pm

Free admission at MCM

10 am-noon

Live entertainment at Rotary Centennial Plaza

Inflatable Obstacle Course on N. Hamilton Street

Float-making and vehicle decorating for parade

Bike decorating and helmet fittings

Pioneer fun at the Brand Log Cabin

Noon-12:30: Parade on Capitol Square

Dozens of community organizations join MCM and Madison Rotary for a family parade around the square, with live music, acrobats, home-made parade floats, and more! Families are encouraged to decorate strollers, wagons, and bikes to join the parade fun.

12:30-3 pm

Live entertainment at Rotary Centennial Plaza

Inflatable Obstacle Course on N. Hamilton Street

## Madison Children's Museum & Madison Rotary SummerPalooza Street Use Permit Application

- Street use: Rotary Centennial Plaza/100 block N. Hamilton Street/100 block N. Pinckney Street
- Parade permit application submitted 4/16/14 with MPD
- SummerPalooza will officially collaborate with Safety Saturday this year on logistics, activities, and promotion

### Event schedule:

Madison Children's Museum, 10 a.m.–3 p.m.

(608) 256-6445, [www.madisonchildrensmuseum.org](http://www.madisonchildrensmuseum.org)

Free activities outside the museum, weather permitting (rain location: inside museum)

Free museum admission all day (9:30 a.m.–5 p.m.)

Madison Children's Museum and Madison Rotary present the second annual SummerPalooza, a free family festival and parade on Capitol Square.

Complete schedule and marketing plan will be available in May 2014

### Schedule & setup

#### Rotary Centennial Plaza

- Performance stage (adjoining MCM): performances with amplification:
  - Ken Lonquist 10-10:45 am
  - Black Star Drumline, 11-11:45 am
  - TBA, 12:30–1:30 pm
  - TBA, 2-3 pm
- Will request alternate location for the food cart stationed at the Rotary Plaza on 6.14.14

#### MCM upper parking lot

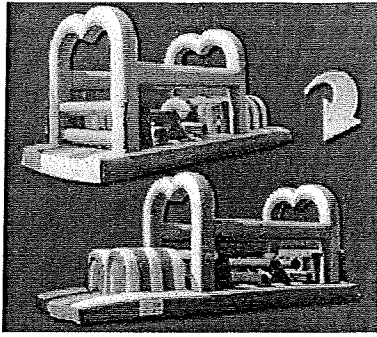
- Vehicle decorating 10–11 a.m.
- Ed-ZOO-Cation (Henry Vilas Zoo animals) 10 am-noon
- Parade assembly, 11 am–noon
- Parade dispersal, 12:30–1:30 p.m.

#### 100 block N. Pinckney

- 3 tables for face painting, and arts & crafts activities
- Wayne the Wizard: strolling magic/balloon sculptures 1-3 pm
- Can be opened if needed for fire/emergency access
- Will follow Street Use committee's recommendations for signage and traffic direction for cars exiting the ULI ramp on Pinckney.

#### 100 Block N. Hamilton

- Street activities (games, obstacle course), 10 a.m.–2:30 pm; will leave one lane open for emergency vehicle access. Hamilton Street will be cleaned up and ready to reopen to vehicles by 3 p.m.
- **100 N. Hamilton Street activity detail:**
  - Obstacle Course 10 a.m.–2:30 (no bouncy house/slides); will leave an emergency traffic lane open. Staffed/monitored by MCM staff experienced in play-supervision and certified in First Aid.



### **Safety and Security plan**

10 MCM staff and 20 MCM/Rotary volunteers will be on site during the event to ensure safety and security of participants and others. MCM has established safety and security procedures for public events, including use of two-way radios for communication and on-site staff certified in First Aid and CPR.

**Severe Weather:** in the event of inclement weather, outdoor activities will be relocated inside the museum to the extent possible (or cancelled if not feasible to move indoors). In the event of a sudden weather emergency, attendees will be directed to move inside the museum, which has public entrances on both sides of the building and will be free to the public all day. Should severe weather arise during the parade portion of the event, participants will be directed to the nearest Capitol building entrance. Motor vehicles will be advised to pull over/stop if needed for safety, and then proceed back to the museum parking lot using standard traffic routes.

**First Aid emergencies:** MCM staff certified in First Aid and CPR will be accompanying each section of the parade. First Aid kits for the event will be located in the museum van (parade vehicle), the event information tent (MCM parking lot), and at the museum's front desk. In addition, Madison Fire Department may be participating in the parade with a vehicle.

**Emergency communication:** during the parade, MCM staff will be accompanying the parade on foot and will be in communication via two-way radio and cell phone with one another, the museum front desk, and vehicle drivers. The museum's emergency PA system has both interior and exterior speakers, and any emergency announcements/alarms can be heard in the block surrounding the museum.

### **Recycling plan**

MCM will add trash and receptacles to existing city receptacles as needed. MCM has trash and recycling dumpsters on site.

## SummerPalooza event site/route map

Madison Children's Museum and Madison Rotary

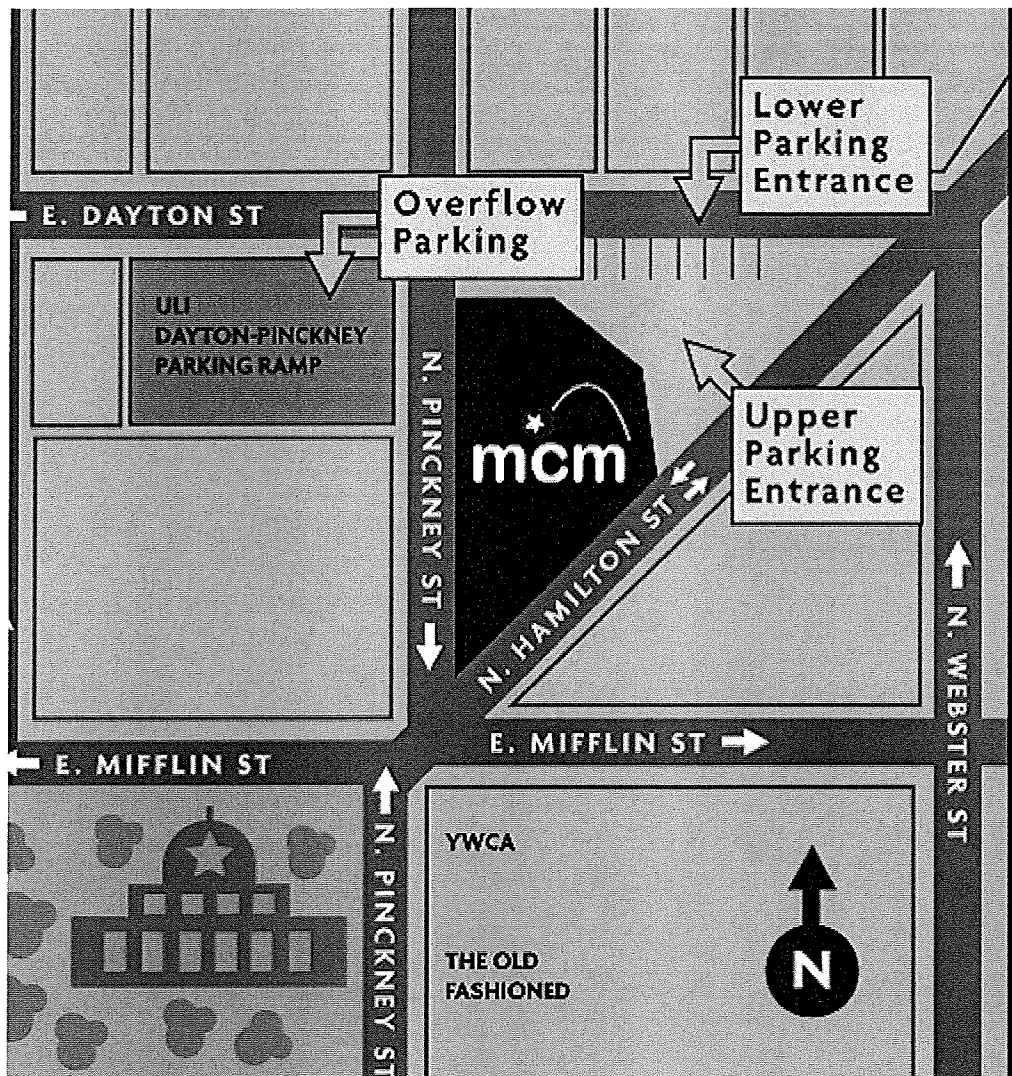
June 14, 2014

### Event Stage (10 am-3 pm)

- Use of Rotary Centennial Plaza with Public Amplification
- Closure of N. Pinckney at marked spot from 8 am-4 pm
- 100 block N. Hamilton Street closed from 8 am to 3 pm, reopens to Metro buses at 3 pm (regular Saturday detour schedule)

### Parade route (noon-1 pm)

- Staging area and dispersal area: MCM Upper Parking Lot
- Route: exit lot onto N. Hamilton, circle Capitol Square once, return on H. Hamilton to MCM Upper Parking
- 100 block N. Hamilton Street closed from 8 am to 3 pm, reopens to Metro buses at 3 pm (regular Saturday detour schedule)



# OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

## I. GENERAL

The "SummerPalooza" event will be held June 14, 2014 at Madison Children's Museum, 100 N. Hamilton Street.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "SummerPalooza" (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: Kia Karlen.

### 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 HERE). We will be adjacent to Safety

Saturday Event and will coordinate EMS access with Lori Wirth of Madison Fire department.

3. We will (for parade) have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER HERE). Have requested 3 Special Duty Officers from MPD

**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 (Kia Karlen) 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 (Kia Karlen) 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 NAME
6. Parking for vendor and staff vehicles will be LOCATION(S)
7. Parking for attendee vehicles will be LOCATION(S)

**V. Contact Information**

<b>Primary Contact</b>	<b>FIRST/LAST NAME</b>	<b>CELL PHONE</b>
<b>Secondary Contact</b>	<b>FIRST/LAST NAME</b>	<b>CELL PHONE</b>
<b>Emergency</b>	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)**