

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Concerts on the Square

Event Organizer/Sponsor: Wisconsin Chamber Orchestra

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number:

ES#: 019619

OPTIONAL: Federal Tax Exempt Number: _____

Address: 321 E Main St

City/State/Zip: Madison, WI 53575

Primary Contact: Matt Wilshire

Work Phone: 608-257-0638

Email: mattwilshire@wcoconcerts.org

Phone During Event: 608-535-2206

Website: wcoconcerts.org

FAX: 608-257-0611

Secondary Contact: Sue Ellen Maguire

Work Phone: 608-257-0638

Email: sueellenmaguire@wcoconcerts.org

Phone During Event: 608-347-1241

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: Wisconsin Chamber Orchestra

Estimated Attendance: 30,000-35,000 per concert

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☒ Yes ☐ No

Hours: 5:00 pm to 9:30 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: The 10 blocks of N & S Pinckney, the 10 blocks of E & W Main, the 100 blocks of E. Wash, MLK, and King St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 6/26, 7/3, 7/10, 7/17, 7/24, 7/31

Event Start and End Times: 5:00 pm

Rain Date (if any): 6/27, 7/4, 7/11, 7/18, 7/25, 8/1

Set-Up Start Time: State 10:00 am, City 3:00 pm

Take-Down Start Time and End Times: 9:00 pm - Midnight

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

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: 3/8/18

Wisconsin Chamber Orchestra

Concerts on the Square[®]

Event Schedule

- **Wednesday, day of concert:**
 - Porta-Potties arrive in the early morning hours.
 - Between 9am – Noon: deliveries of tables, chairs, etc. begin arriving on the Capitol and City side of the street in approved areas.
 - 10:00am: WCO Staff begins setting out signs on the Capitol lawn.
 - 10:00am: East Washington meters bagged for event vehicles
 - Noon: Crew, staging, and audio arrives on square and begin set up.
 - 3pm: RAIN DETERMINATION IS MADE.
 - If there is a postponement, City and State agencies are notified first, contingency plans discussed and put into motion. Vendors are notified. Crew readies area for impending weather situation.
 - If there is no postponement, Table area set up completed, street closings begin. Crew begins setting up vendors in streets.
 - 4:30pm: Vendors arrive on the Square, unload, and park vehicles.
 - 5:00pm: Vending opens. Table area opens. Kids Area opens.
 - 5:30pm: If needed, Guest Artist sound check. Begin announcements every 15 minutes or so until concert time.
 - 7:00pm: Concert begins.
 - 8:45pm ish: Concert ends, vending ends. Crowd begins to disperse.
 - 9:00pm: Crew begins to tear down, clean up grounds.
 - 12am: Anticipated end of clean up. Traffic reopens to the public.
- **Thursday, if concert was postponed, follows the same schedule as Wednesday.**

The map illustrates the festival's layout with the following features:

- State Capitol Building:** Located at the top left, with a **Stage** area adjacent to it.
- East Wash:** A large green area to the right of the Capitol Building.
- Media Parking:** Indicated by an arrow pointing upwards from the East Wash area.
- Pinckney St.:** A vertical street running along the right side of the festival grounds.
- Main St.:** A horizontal street running across the middle of the festival grounds.
- King St.:** A diagonal street running from the bottom right towards the center.
- Table Area:** A white diagonal path within the large green area.
- Restrooms:** Multiple restrooms are marked with black squares throughout the festival grounds.
- Food Vendors:** Numerous food vendors are indicated by orange squares, primarily along Pinckney St. and Main St.
- Merchandise and Information:** Specific areas for merchandise and information are marked along Pinckney St.
- Kids Area:** A designated area for children's activities is located near the top right.
- Beverage Booth:** A booth for beverages is located near the bottom right, adjacent to King St.
- Caterer Kitchen Trailer:** Located at the bottom left, near the intersection of Main St. and King St.

State Capitol Building

East Wash

Media Parking

Restrooms

Stage

MILK Blvd.

Table Area

Pinckney St.

Kids Area

Food Vendor

Food Vendor

Food Vendor

Food Vendor

Food Vendor

Merchandise

Information

Food Vendor

Main St.

Caterer Kitchen Trailer

Restrooms



**Beverage
Booth**

Restrooms

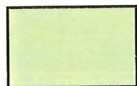
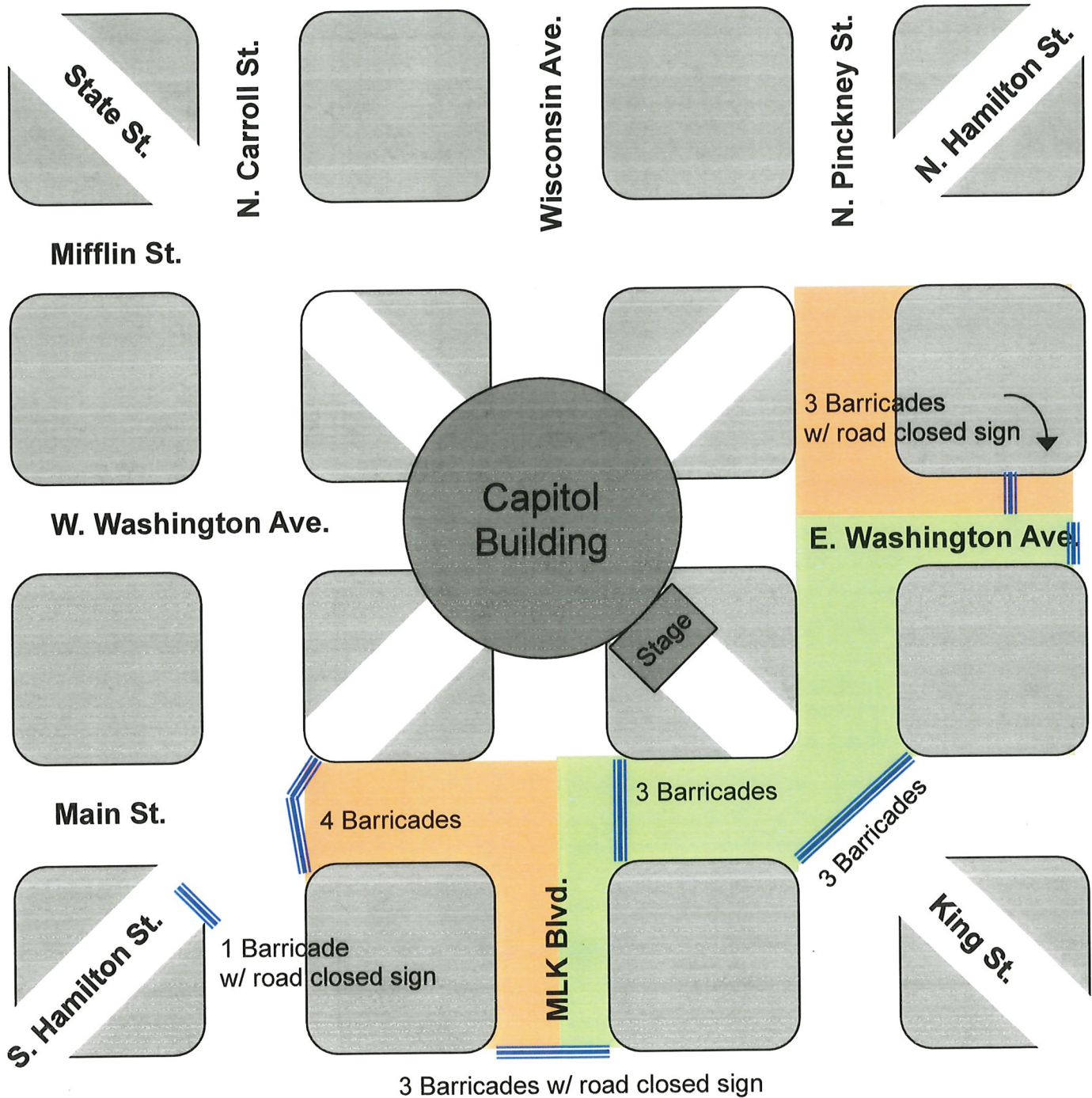
King St

[illegible]

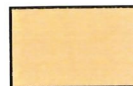
Concerts on the Square

Barricade Locations and Street Closings

King Street Corner



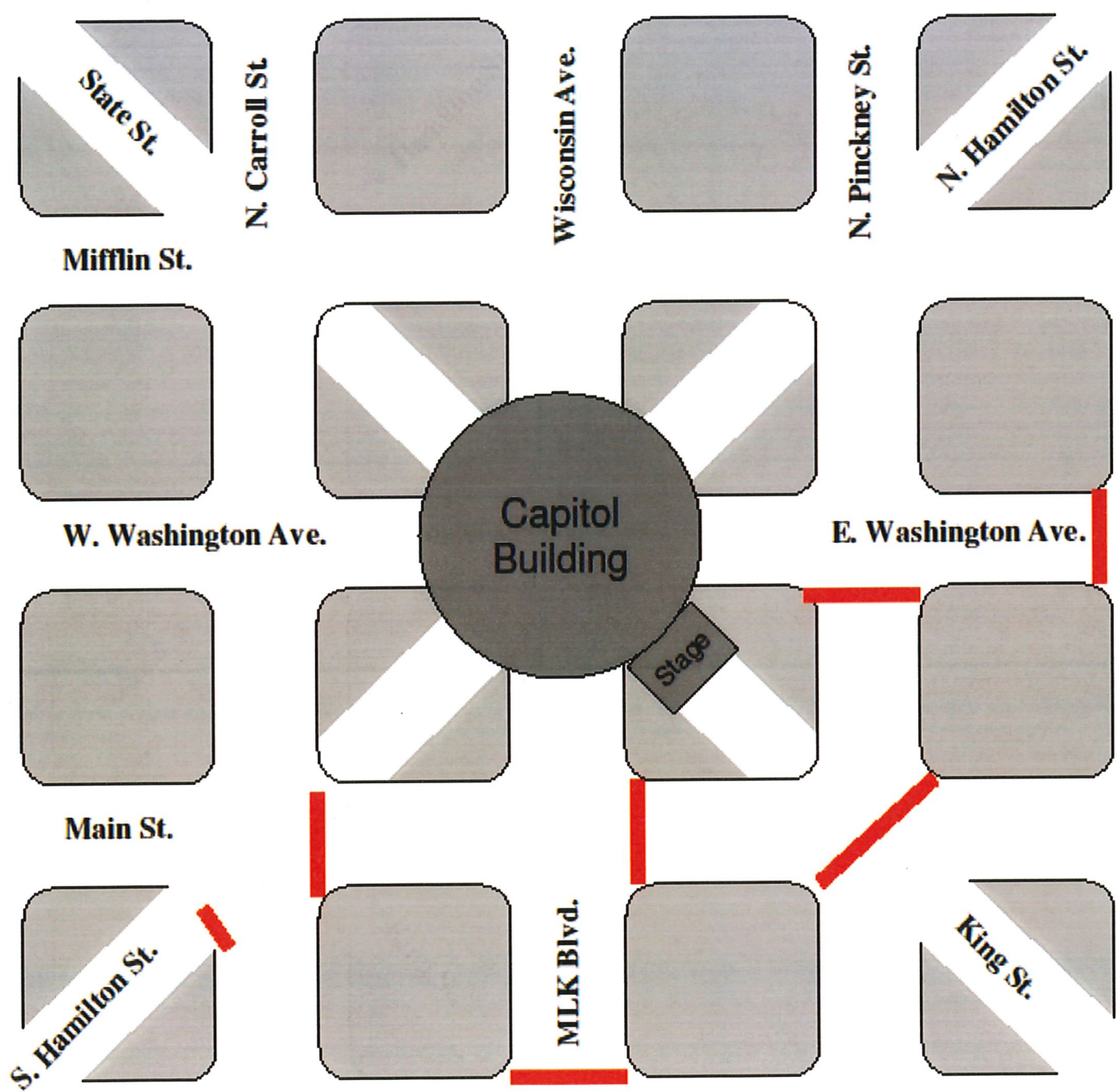
Closed at 3:00 pm



Closed at 4:00 pm

Concerts on the Square

Street Map



 Temporary Street Barricade

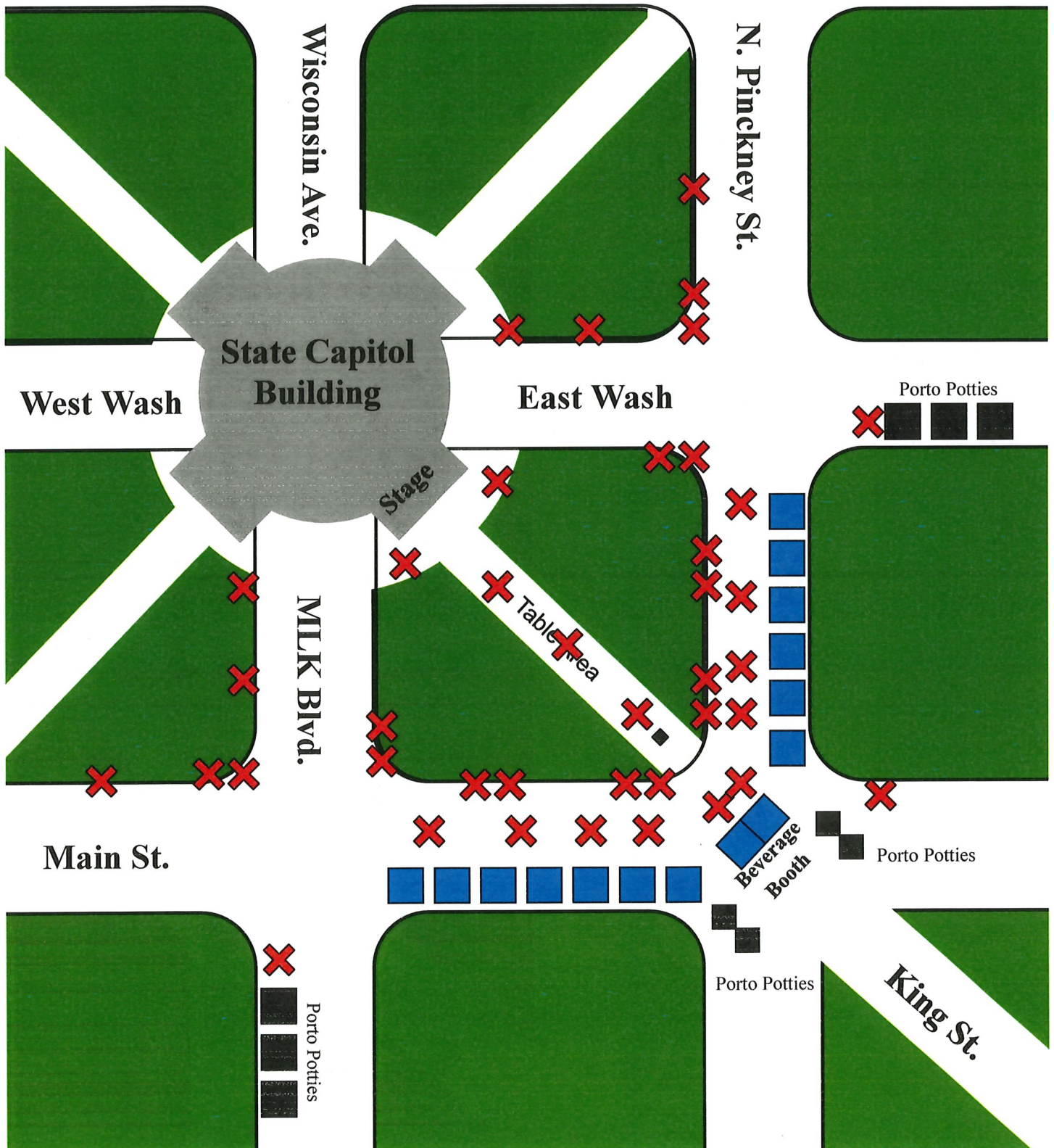
We Care about Recycling! Concerts on the Square[®]

- There are 55 locations where patrons can take their trash and recycling throughout the event grounds. It's easy to locate recycling containers; each trash barrel is paired with a clearly marked blue recycling container.
- Recycling and trash container liners are changed out frequently; the crew changes bags when the container is half full. A container with plenty of room in it invites people to take the time to sort recycling from trash and makes recycling easy for even the youngest concert goers. It also ensures that the liner can accommodate the weight of its contents.
- Food vendors are encouraged to use recycled / recyclable packaging materials.
- The cups at the beverage booth are made of recyclable materials.
- Water sold at the beverage booth are packaged in recyclable materials.
- Cardboard boxes from the beverage area and food vendors are broken down flat and put with other materials being recycled.
- A pre-concert announcement reminds patrons to take their trash and recycling to the appropriate containers on the grounds.
- We act as a resource for other special events in Madison, sharing how we recycle and encouraging them to follow suit by providing information and contacts to make recycling accessible and easy.
- Our patrons are avid recyclers; each evening ends with as many recycling bags as trash bags!

COS 2019 Trash Map

Set out all extra barrels as you see fit.

 = 1 set of Trash and Recycling bins



Concerts on the Square ~ Wisconsin Chamber Orchestra

Emergency and Rain Plan

Updated 04/03/2019

Purpose

The purpose of the WCO Rain and Emergency Plan is to provide WCO staff, volunteers, and crew with a quick reference to emergency procedures so as to effectively respond to rain or crisis in a manner that will provide efficient and effective results, while providing safety for all.

The WCO plan is summarized in the following pages in a way that will, when followed, give the reader immediate instructions to deal with the situation at hand. When followed, this information will prevent or limit damage to life, limb or property.

Preparedness is key. Stay Calm.

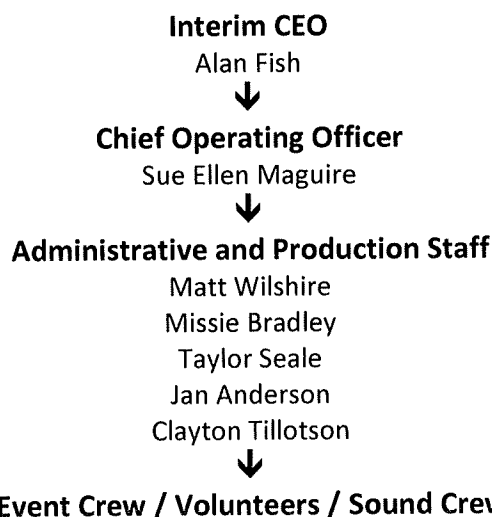
Channel 4 on the radios is reserved for emergencies. Please be aware the public may be within hearing of a crew member's radio and ask everyone to go to Channel 4 and avoid using words like "emergency, accident, or injured."

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Chain of Command

When faced with a crisis or emergency situation, a major factor in efficient operation is to follow the chain of command. This will provide the necessary organization and leadership to assist in crisis management.



The CEO is the spokesperson for the Wisconsin Chamber Orchestra. All media inquiries about incidents covered in this manual should be directed to the CEO.

First Aid

1) Stay calm

2) Notify a staff member immediately (navy blue shirts with WCO logo).

-**Staff contact points:** staff or radio communication to staff are available at the following places:

- Information Booth
- Stage
- All Hospitality entrances to table area

3) Location of First Aid kits:

- Information Booth
- Stage Manager Trunk
- Main Hospitality
- WCO office/warehouse

4) Staff Direction:

a) When administering First Aid remember to **protect yourself:** gloves, goggles, bodily fluid barriers...

b) **Ensure area is safe**

c) Generally – **when in doubt call for help:**

-**Insect bites:** retrieve epinephrine pen for victim; help them administer (if necessary); call for help

-**Allergic reaction:** respond with epinephrine pen, if available. **WE DO NOT ADMINISTER!** You may take the victim's hand and help him/her administer the pen, but we do not do it without the victim's assistance. If possible retain sample of substance that caused reaction for emergency response personnel.

-**Choking:** administer abdominal thrusts (Heimlich maneuver)

-**Apparent heart attack** (uncomfortableness, numbness, short breath, sweat, nausea, lightheadedness): calm victim, lie victim down or sit quietly, loosen clothes and jewelry. Remember: these victims are often in denial. **Call 911 immediately.**

-**Apparent fainting** (dizziness caused by sudden movement, heat, bad news, etc.): lie victim down, elevate feet, fan, give drink of water...

-**Diabetic reaction** (sudden change in behavior, sleepiness, hunger, thirst, sweating, seizure...): give victim something with real sugar, sit quietly or lie down.

-**Stroke** (facial droop on one side, weakness on one side, trouble speaking or understanding, severe headache, confusion, dizziness, loss of balance): keep victim safe.

-**Seizure:** protect victim by moving objects out of victim's way, place a pad or towel under victim's head

-**Burns:** remove clothing, clean area under cool running water for 15-30 minutes, cover burn with clean dressing

d) **Do not dispense or administer internal medicine.** Victims must do this themselves. Walgreens on the Square is open until 10:00 pm on Wednesdays

5) Fill out a report (located in the back of this binder)

Severe Weather and/or Rain

Severe Weather

- 1) In the event of severe weather, or impending severe weather (including damaging winds), Mark will inform Brooks of the decision to encourage audience members to leave the Square and seek shelter in the State Capitol or nearby buildings.
- 2) -Mark will tell the Stage Manager to inform the Musicians to take shelter and to make way for the public to enter building (i.e. case instruments)

-Brooks will call the Capitol Police to request that the State Capitol doors be unlocked to permit people to seek shelter.

-Mark will ask Norman to make an announcement encouraging audience members to seek shelter, and informing them that the Capitol Building has been unlocked for their use.
- 3) -Brooks will radio Jen who will tell the volunteers to take cover

-Brooks will radio crew to take cover

-Mark trouble-shoots

Bottom Line – personal safety for ourselves, crew, musicians, vendors and public, are always top priority. The rest is covered by insurance.

Rain (or threatening rain), but not severe weather

When rain is threatening, or happening (!) we proceed as follows:

- Mark will head to the stage in order to make the rain call
- Sue Ellen and Missie will head to the merchandise booth to pack-up with volunteers and handle money pickups
- Jen will pack up Information Booth and direct volunteers
- Taylor (main Hospitality) will head to Hospitality Areas to get things put away
- Brooks will contact operations staff to put operations plan into action:
 - Storage:
 - Crew chief will head to storage to manage equipment coming back in.
 - Stage:
 - Stage Manager
 - Ask Musicians to clear the stage – taking music with them, if possible
 - Prioritize stage tarps for crew (what gets covered; what to watch out for)
 - Piano is always first – cover and tarp
 - Secure percussion equipment
 - Assist librarian collecting any music left behind by musicians.
 - Brooks
 - Triage the stage for tarp covering (lower breakables, etc.)
 - Secure percussion equipment
 - Sand bag plastic around stage

items from your area quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Stage Security (report to Stage Manager): Please check in with your area manager to lend a hand protecting items from water or wind damage on the stage. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Table Area Detailers (Jen Voth): Please secure your area, protecting items from water or wind damage. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Table Area Greeters (Jen Voth): Please secure your area, remove table skirting and take along with binder, easel and sign to the table at the end of the Main Walkway (near statue). If you are willing and able to help, please assist the crew in taking beverage and gift booth supplies quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-If weather is severe, the first priority is to maintain personal safety, and the safety of patrons.

Bomb or Personal Threat Report

Your Name: _____

If you receive a call stating that there has been a bomb planted on site or in the Capitol building, obtains as much information as possible while trying to keep the caller on the line. Proceed as follows:

- Remain calm
- Take the threat seriously
- Try to catch someone's attention while you talk to the caller
- Other person should call police for assistance.

Ask the following questions:

- Where is the bomb going to explode?
- What does it look like?
- Where is it right now?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you?
- What is your name?

Wording of call: _____

Date of call: _____ Time of call: _____ Length of call _____

Caller details: Gender: _____ Age: _____ Accent: _____

Voice characteristics:

Calm	Slow	Loud	Normal	Nasal	Raspy	Angry
Rapid	Laugh	Distant	Stutter	Deep	Excited	Soft
Crying	Slurred	Lisp	Ragged	Cracking	Familiar	Foreign
Breathing	Disguised	Clearing				

Background Noises:

Street	Airplanes	Voices	PA System	Music	Clear	Static
House (TV, dishwasher...)	Office machines	Factory machines			Animal noises	
Local Call	Long distance	Phone Booth	Other			

Language: Well spoken Foul Irrational Incoherent Taped Message

Do not hang up the phone after the call has ended.

Do not pass this information along to anyone who does not need to know, including other staff.

Disorderly Conduct Report

Your Name: _____ Date: _____

Please fill out this form following any disorderly conduct incident.

- 1) How did you become aware of the incident? _____

- 2) What did the individual do? _____

- 3) How did you handle the incident? _____

- 4) Did you call for police? If so, what did the police do? _____

- 5) Was the reaction of the police satisfactory? If not, why not? _____

- 6) What was the individual's reaction to being confronted? _____

- 7) Did you get the sense that this was an isolated incident, or will the individual be back? _____

- 8) Were there any witnesses to the event? Who? _____

- 9) Describe the perpetrator: _____

**Wisconsin Chamber Orchestra
Concerts on the Square[®]
Safety and Security Plan**

Security Personnel at Concerts on the Square includes:

- 4 City of Madison Police Officers
- 5 State Capitol Police Officers
- 100+ Volunteers, 20 Crew members and WCO Staff.

How we help ensure Safety at Concerts on the Square:

- Staff is connected via 2-way, 4 channel Motorola radios with a 2 mile radius. Channel 4 is reserved solely for Emergency situations.
- Staff is connected to the City agencies and the Capitol via cell phones and through frequent personal contact throughout the event.
- WCO Staff, Crew and Volunteers follow set protocols for a variety of Safety and Security concerns.
- First Aid is available at the Information Booth. First Aid kits are located at the Information Booth, at the Stage and at the Crew home base.

STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?
If Yes, please continue. If No, skip this form.

☒ Yes ☐ No

EVENT INFORMATION

Name of Event: Concerts on the Square

Contact Person: Matt Wilshire

Location: The 10 blocks of N & S Pinckney, the 10 blocks of E & W Main, the 100 blocks of E. Wash, MLK, & King. st Date: 6/26, 7/3, 7/10, 7/17, 7/24, 7/31
(Rain date next day for all)

Type of Amplified Sound:

☐ Band

☐ DJ

☒ Sound System

☐ Speeches/Announcements

☐ Karaoke

☒ Other (please specify): Orchestra

Hours of Amplification:

Date: 6/26, 7/3, 7/10, 7/17, 7/24, 7/31
(Rain date next day for all)

Time: 5:00 - 9:30 pm

STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

☒ Yes ☐ No

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

EVENT ORGANIZER INFORMATION

Name of Group: Wisconsin Chamber Orchestra

Contact Person: Matt Wilshire

Address: 321 E Main St

Work Phone: 608-257-0638

Phone During Event: 608-535-2206

Today's Date: 04/03/2019

BEER SALES PERMIT INFORMATION

Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Name of the Licensed Bartender: Jim Ries & Margie Ries; Steve & Sharon Deminsky; Sue Ellen Maguire

Security Company: CITY OF MADISON POLICE

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

☒ Yes ☐ No

Indicate Application Date: 04/03/2019

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

☒ Yes ☐ No

Indicate Application Date: _____

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?

Newspaper articles, social media, website, radio & tv interviews

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

Magic 98 radio (parking off site) others by availability, WKOW TV (parking off site), WPT filming two concerts (parking on State grounds)

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: Concerts on the Square

Location: King St. Corner of the Wisconsin State Capitol

Public Contact Phone: 608-257-0638

Website: <https://wisconsinchamberorchestra.org/performance-listing/category/concerts-on-the-square>

Admission Cost: FREE and open to the public

Date of Event: 6/26, 7/3, 7/10, 7/17, 7/24, 7/31 – rain dates next day for all

Beginning/End Time of Event: Concert: 7 pm - 9:00 pm

Two sentence description of event (for internet calendar):

The Capitol Square comes alive for six consecutive Wednesdays during the summer months with music from the Wisconsin Chamber Orchestra. FREE and open to the public, grab a blanket, a picnic basket, and your family and friends for this Madison tradition!