



# STREET USE PERMIT APPLICATION



### CONTACT INFORMATION

Name of Event: Greek Fest + 2024  
 Event Organizer / Sponsor: Hellenic Orthodox Community/Assumption Greek Orthodox Church  
 Organization / Sponsor Address: 11 N Seventh Street Madison, WI 53704  
 Organization / Sponsor website: www.agocwi.org

#### Day-of contact info:

Primary Contact: Christy Chappell Belkin Email: christy.chappell@gmail.com  
 Work Phone: 608-658-6276 Phone During Event: 608-658-6276  
 Secondary Contact: Maria Molzahn Email: mariaandpatrick@gmail.com  
 Work Phone: 608-835-0184 Phone During Event: 608-835-0184

### EVENT INFORMATION

Annual Event?  Yes  No Public Amplification?  Yes  No  
 Vending?  Yes  No Selling or serving beer/wine?  Yes  No  
 Will sponsor apply for [temporary class B license](#) to serve or sell beer/wine for this event?  Yes  No  
 If the class B is denied, will the event(s) occur?  Yes  No

#### OCCURRENCE:

One-Day Event  
 Multi-Day Event (consecutive days)  
 Recurring Event (weekly, monthly)

#### TYPE OF EVENT (select all that apply):

Run/Walk  
 Music/Concert  
 Festival  
 Rally  
 Other: \_\_\_\_\_

### EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): 9/6/24 Time(s): 8am - 6 pm  
 Street Closure - Date(s): 9/7/24 & 9/8/24 Time(s): 8am - 8 pm  
 Event Start - Date(s): 9/7/24 Time(s): 12 pm - 7pm  
 Event End - Date(s): 9/8/24 Time(s): 11am - 6 pm  
 Street Reopen - Date(s): 9/8/24 Time(s): 8 pm  
 Clean Up - Date(s): 9/9/24 Time(s): 8am - 12pm

### LOCATION INFORMATION

(Select all that apply)

Requesting sidewalk space  
 Requesting parking stalls (meter or on-street)  
 Requesting closure of a parking lane  
 Requesting closure of a traffic lane  
 Requesting full street closure

#### List street name(s), block number(s), and/or meter number(s)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
10 Block of N Seventh St (1st Block)

**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: Christy Chappell Belkin Date: 4/19/24  
 \_\_\_\_\_  
 By initialing, I/we waive the 21-day decision requirement.



# STREET USE PERMIT APPLICATION

**MADISON  
PARKS**

## SITE MAP

A site map is required for all Street Use permit requests. The information you should include on your site map depends on the details of the event request (location, setup, etc.).

**Please submit your site map as a separate attachment.**

### Site Map Requirements

- Location/address – street name(s) & block number(s)
- Event perimeter
  - Indication if putting up fencing
  - Indication of each entry and exit point
- Indicate the 20 foot emergency access lane through all streets within the event perimeter
- Temporary Structures (stages, tents, portable toilets, inflatables, dumpsters)
  - **must include dimensions of each structure**
- ADA accessible pathways within the event perimeter
- Signage, banner placement
- Vendor area(s)
- Beer/wine tent(s), garden(s), etc.
- Parking area(s) including accessible parking area(s)

### Traveling Event Requirements (run/walk, parade, march)

- Site map (all the above applicable items)
- Route map(s)
  - Indication of where parking will be removed along the route
  - Indication of any street closures or intersection closures along the route
  - Indication of any bike path usage along the route
  - Water station or portable toilet locations along the route
- Turn-by-turn document with first and last runner timing
- Indication of where parking will be removed along the route
- Indication of any street closures or intersection closures along the route
- Water station locations along the route
- Portable toilet locations along the route
- A helpful online resource for route mapping is [Map My Run](#)

**You must contact [Traffic Engineering](#), [Madison Police Department](#) and [Madison Metro](#) prior to submitting your application if you are hosting a traveling event. Share your tentative route map(s) to get feedback on any planned construction, bus detours or MPD staffing that may be required. These initial communications can help you create a route that has minimal impact to City residents, requires as little MPD staffing as possible, and makes the most sense for your event. Discussing the route before coming to a Street Use Staff Commission meeting with these City agencies will create a smoother approval process.**



# STREET USE PERMIT APPLICATION



## PUBLIC AMPLIFICATION FORM

Will you be using public amplification at your event?  
If No, you can skip this form.  
If Yes, you must complete this form.

Yes  No

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.

### AMPLIFICATION INFORMATION

Name of Event: Greek Fest + 2024

#### Type of Amplified Sound:

- Sound System
- Speeches/Announcements
- Karaoke
- Band(s) (names): \_\_\_\_\_
- DJ (names): Paul Jouras
- Other (please specify): \_\_\_\_\_

#### Hours of Amplification:

- Amplification is not allowed past 11pm
- You must include any sound checks or equipment testing, in the amplification schedule.

Date: <u>9/7/24</u>	Start Time: <u>11am</u>	End Time: <u>7pm</u>	Type: <u>DJ</u>
Date: <u>9/8/24</u>	Start Time: <u>10am</u>	End Time: <u>6 pm</u>	Type: <u>DJ</u>
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____
Date: _____	Start Time: _____	End Time: _____	Type: _____

## CONFLUENCE AT LIBRARY MALL (800 STATE STREET) AMPLIFICATION ADDITIONAL REQUIREMENTS

The Confluence at Library Mall, 800 block of State Street, has additional requirements if an event in this location is requesting amplification on a weekday between the hours of 8:00 a.m. - 6:00 p.m. Events, requesting sound between these hours, are required to notify the agencies surrounding the area of their activities.

A Confluence at Library Mall contact list can be obtained from the Parks Division.  
Contact [Madisonevents@cityofmadison.com](mailto:Madisonevents@cityofmadison.com) or (608) 264-9289 for more information.



# STREET USE PERMIT APPLICATION



## STREET USE EVENT VENDING LICENSE FORM

Will you be having vending at your event?  Yes  No  
If No, you can skip this form.  
If Yes, you must complete this form.

Name of Event: \_\_\_\_\_  
Event Organizer / Sponsor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event organizers/sponsors are responsible for submitting a list of event vendors at least two weeks prior to the event to the City of Madison.

\*NEW EVENTS\* requesting to have vending in the Mall Concourse, may need to get a Special Event Resolution. If your event needs a Special Event Resolution, you must submit this form and your full application at least 60 days in advance. Contact [madisonevents@cityofmadison.com](mailto:madisonevents@cityofmadison.com) to see if you need to go through this process.

Events on City of Madison property are also required to submit event and food vendor information to [Public Health of Madison and Dane County](#). Food vendors are required to have a [Transient Food Stand License](#) or [Mobile Food Establishment License](#) from PHMDC, contact [leadadmin@publichealthmdc.org](mailto:leadadmin@publichealthmdc.org) for requirements or questions.

Events with vendors, in the State of Wisconsin, are also required to submit a [S-240](#) form to the [WI Department of Revenue](#).

### VENDOR LIST

(Submit separate list as needed – include all info below for each vendor)

Legal Business Name	Address	Contact (name)	Email	WI sellers permit #	Food OR Merchandise	Nonprofit
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SELECT THE APPROPRIATE # OF VENDORS

- 1-25 Vendors ..... \$400.00
- 26-100 Vendors ..... \$675.00
- 101-300 Vendors ..... \$975.00
- 301 or more Vendors ..... \$1,700.00



# STREET USE PERMIT APPLICATION



## STREET USE EVENT CLEANUP AND RECYCLING PLAN

Events are required to submit a clean-up and recycling plan with their application. Plans should include number and location(s) for garbage/recycling containers and dumpsters, collection during event, disposal after the event and any other relevant information.

Events located in the [Mall Concourse](#) can request City trash barrels.

City of Madison has 4, 20-yard dumpsters available for events. We cannot guarantee availability. Please confirm with [madisonevents@cityofmadison.com](mailto:madisonevents@cityofmadison.com) if the number you are requesting are available.

Will you be renting City of Madison receptacles?  Yes  No  
*Trash & recycling barrels and dumpsters are only available from the City of Madison for **downtown events**.*

Event/Name of Group: Greek Fest + 2024 / Hellenic Orthodox Orthodox Community/Assumption Greek Orthodox Church

Location: 11 N Seventh St

Please indicate quantity of trash barrels: \_\_\_\_\_ 8 barrel minimum: Each increment of up to 8 barrels \$150 (\$142.18 no tax)

Please indicate quantity of dumpsters: 2 per dumpster, and per tip: \$375 (\$355.45 no tax)

If you are not requesting City equipment, please provide the name and contact information of the collection agency providing equipment or services for the event. If City dumpsters are not available, we will use LRS (our current trash contractor)

Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.

Any group that leaves an area in a condition that requires special clean-up by City crews will be charged the full cost of clean-up.

If you need assistance with your clean-up and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

Provide detailed trash/recycling/clean-up information (please submit as a separate document if needed):

We have a minimum of (2) dedicated volunteers assigned to trash collection and removal for the duration of the Event.  
We have (6) large trash cans set up throughout our event, which our volunteers empty into dumpsters. We will secure dumpsters from the City of Madison or from our private trash collection company LRS.  
Recycling will be placed in our recycling containers.

ADJACENT BUILDING (BRICK WALL)

HWN

(FIRE EXT)

20' x 90' TENT

40' FOOD LINE

50' SEATING

WC

WC

WC

WC

(one accessible WC)

HWN

DUMPSTER

DUMPSTER

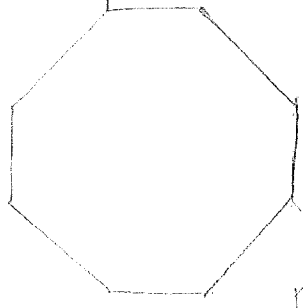
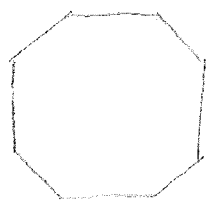
SHED

FENCED AREA

ASSUMPTION GREEK ORTHODOX CHURCH

11 IN SEVENTH STREET

BANNER ON BUILDING



10 X 10 TENT BEER & WINGS (FIRE EXT)

10 X 10 TENT LOUICOMADES (FIRE EXT)

BAKE SALE & COFFEE INSIDE (ADA ACCESSIBLE VIA ELEVATOR)

10 X 10 TENT FRIES (FIRE EXT)

10 X 10 TENT SODA & WATER

\*FIRE EXTINGUISHERS ALSO LOCATED INSIDE BUILDING

10 X 10 TENT GYROS (FIRE EXT)

ENTRY / EXIT LENGTH OF PROPERTY (NO BARRICADES OR STRUCTURES)

DOJ TENT (FIRE EXT)

20' x 8" TABLES (BETWEEN SIDES OF STREET)



MAINTAIN 20' FT ACCESS LANE (STREET WIDTH 25.3')



30' x 8" TABLES

N SEVENTH ST (1ST BLOCK)

STREET WITH 25.3' WIDTH

BOTH ENDS OF FIRST ENTRY/EXIT RT

(BARRICADE X STREET

BANNER HUNG ON FENCE CORNER

EAST WASHINGTON AVENUE

METAL FENCE

DRIVEWAY ENTRY/EXIT

METAL FENCE

WOODEN FENCE (114') 3' DISTANCE BETWEEN TENT & FENCE

## Emergency Action Plan Template Form B

This Emergency Action Plan (EAP) template is designed and intended to assist event organizers in planning and operating a safe community event. This plan template, or custom plan, must be used for events with an estimated attendance of 1,000 people or more. Events with an estimated attendance exceeding 10,000 people may not use this template and must develop a custom Emergency Action Plan.

Every event is different, and an event specific EAP is required.

In accordance with the Street Use Permit process and Madison General Ordinances, an EAP is required.

Name of Event: Greek Fest + 2024

### Type of Event (check all that apply)

Run/Walk  Festival  Concert  March/Rally  Event in a Madison Park

Event on a Madison Street, Sidewalk, and/or Parking Lane  Other

If other, please describe: Majority of event is on private property at 11 N Seventh St

### Event Features (check all that apply)

Alcohol Sales  Live Music  Temporary Structures  Food/Vendors

Fencing/Enclosures  Heating/LP Use  DJ

### Emergency Contact Information

Provide the name and phone number for at least one person that will be the emergency contact for first responders before and throughout the duration of the event:

Name: Christy Chappell Belkin (Event Co-chair) Phone Number: 608-658-6276

Name: Maria Molzahn (Event Co-chair) Phone Number: 608-835-0184

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Event Safety

Name(s) of individual(s) responsible for event safety to include planning, event operations and event clean up: Christy Chappell Belkin (Event Co-chair)

Phone Number: 608-658-6276 Email: christy.chappell@gmail.com

**Event Pause, Postponement and Cancellation**

Specify the name and phone number for the individual that will determine when the event may be paused, postponed, or cancelled.

Note: This is not the Madison Police Department or the Madison Fire Department.

Name: Christy Chappell Belkin Phone Number: 608-658-6276

Maria Molzahn

608-835-0184

**Event Evacuation and Emergency Shelter**

Emergency shelter location(s): Lower level basement in church social hall. Also accessible from the social hall is a sub-basement w/o windows & a steel door that can be locked from inside.

List emergencies that will cause evacuation or emergency sheltering:

<u>Severe Weather</u>	<u>High Winds (35mph+)</u>	<u>Terrorism &amp; Active Shooter</u>
<u>Fire</u>	<u>Vehicle Strike</u>	<u>Large Violent Protests</u>
<u> </u>	<u> </u>	<u> </u>

This section should be coordinated and reference the hazards and emergency action section of the EAP.

**Emergency Announcements and Notifications**

Emergency announcements and notifications must be scripted before the event to ensure uniform and prompt delivery of safety and protective actions. Script Prepared: Yes

Emergency announcements will state:

Type of threat, where people should evacuate to and where to gather, whether the event is being cancelled, and an order to comply with all first responder instructions. Individual scripts are being developed for each type of threat outlined above.

Describe the methods and means to notify all event attendees, vendors, and staff:

The DJ will have the script and can make the announcement via loudspeaker. Crowd managers will be making announcements to all attendees. Staff & volunteers will be notified via radio and will receive alerts & notifications via text message.

Specify the means of communication between event organizers, staff, volunteers, and personnel responsible for initiating and/or communicating emergency notification and warnings:

Loudspeaker. Staff/volunteers will receive text message and communications via radio.



**Emergency Medical Services**

What methods of emergency service(s) will be provided? AED onsite

Limited to dialing 911 for medical emergencies.

First-aid station staffed by:

Volunteers: Yes \_\_\_ No  Contracted medical professionals: Yes \_\_\_ No

Name of contracted service: \_\_\_\_\_

Number of personnel on-site at all times: \_\_\_\_\_

**Coordination with Madison Fire Department**

Will the event contract for emergency medical services with the MFD? Yes \_\_\_ No

If yes, please complete a Special Event EMS Request Form and submit to Division Chief David Crossen.

Email: [DCrossen@CityofMadison.com](mailto:DCrossen@CityofMadison.com)

Phone Number: 608-266-4256 or 608-266-4420 and ask for Division Chief of Special Events.

Contact Assistant Chief Jeff Larson to discuss coordination for an emergency response and if there will be any requirements for on-site MFD personnel, excluding EMS which is covered by the Special Event EMS Request Form mentioned above.

Email: [JtLarson@CityofMadison.com](mailto:JtLarson@CityofMadison.com)

Phone Number: 608-266-5946 or 608-266-4420 and ask for Assistant Chief of Fire Operations.

Will the event be holding a meeting with organizers, staff, volunteers, or vendors prior to the event?

Yes  No \_\_\_

If so, will there be a request or opportunity for the Madison Fire Department to attend and present fire safety information as it pertains to the event (cooking, LP gas and canopy safety)?

Yes  No \_\_\_

To schedule a representative of the Madison Fire Department, please contact Scott Strassburg.

Email: [SStrassburg@CityofMadison.com](mailto:SStrassburg@CityofMadison.com)

Phone: 608-261-9843 or 608-266-4420 and ask for Scott Strassburg.

Name and phone number of individual assigned to meet the Madison Fire Department in the event of an emergency:

Name: Christy Chappell Belkin Phone Number: 608-658-6276

**EAP Distribution and Training**

The EAP must be distributed to all staff, vendors, contractors, participating agencies, and volunteers.

Event Staff  Vendors N/A Crowd Managers  Security  Performers  Promoters   
Volunteers  Contractors N/A EMS N/A Others \_\_\_\_\_

Event specific training in the use and responsibilities associated with this EAP shall be provided to event personnel. At a minimum, the following personnel will receive training:

Event Staff  Crowd Managers  Security

**Hazard, Prevention Methods, Protective and Emergency Actions**

Community events face natural, and human caused hazards. Event planners and operators must be prepared to deal with hazards and safeguard attendees from such hazards. Prevention and protective actions must be event specific.

- Prevention actions are things that you do before the hazard to prepare for an imminent threat or emergency.
- Protective actions are positive steps to protect people and minimize the adverse impact of an emergency or imminent threat.

The individual or operational position responsible for each action must be stated.

Examples:

Hazard – Fire

1. Prevention Actions:
  - a. Invite MFD to vendor training.
  - b. Provide all vendors with fire safety information.
  - c. Pre-event fire safety inspection by: (Name of staff person responsible for safety).
2. Protective and Emergency Actions:
  - a. Call 911
  - b. Evacuate area.
  - c. Deploy fire extinguisher.

Hazard – High winds or severe thunderstorm

1. Prevention Actions
  - a. Continuous weather monitoring.
  - b. Alert all staff and vendors of any weather threats.
2. Protective and Emergency Actions
  - a. Notify ALL staff, volunteers, vendors, and attendees.
  - b. Take down canopies.
  - c. Cancel and evacuate event.
  - d. Direct attendees to shelter locations: (List of locations).

## **Severe Thunderstorm**

### Prevention Actions

- 1- Continuously monitor weather forecasts.
- 2- Alert staff/volunteers of potential weather threats.

### Protective and Emergency Actions

- 1- Notify staff/volunteers of weather threat.
- 2- Cancel & evacuate event if necessary.
- 3- Shelter as many people as possible inside the church and under the large staked tent if appropriate.

## **Tornado**

### Prevention Actions

- 1- Continuously monitor weather forecasts.
- 2-Alert staff/volunteers of potential weather threats.

### Protective and Emergency Actions

- 1- Notify staff/volunteers of weather threat.
- 2- Cancel & evacuate event if necessary.
- 3- Shelter as many people as possible in the basement and sub-basement of the Church.

## **Lost Child**

### Prevention Actions

- 1- Alert staff/volunteers, event security, and on-site police officers.
- 2- The main entrance of the Church is designated as the location to reunite lost/missing person with family.

### Protective and Emergency Actions

- 1- Notify staff/volunteers, event security, and on-site police officers of missing child/person.
- 2-Make an immediate announcement over the loudspeaker.
- 3- Utilize specific search plan that covers the entire grounds and starts with highest safety risk areas ( dumpster, storage shed, portable bathrooms).

## **Vehicle Through Barricade**

### Prevention Actions

- 1- Use vehicles in addition to street closure barricades. Keys kept at DJ tent to provide immediate access to move vehicles in emergency.
- 2- Staff the street barricade closures.

### Protective and Emergency Actions

- 1- Call 911
- 2- Notify staff/volunteers, event security and onsite police officers of emergency.
- 3- Cancel event and evacuate area.

## **Peaceful Protest (Your Event or Unrelated Issue)**

### Prevention Actions

- 1-Alert staff/volunteers, event security and onsite police officers.

### Protective and Emergency Actions

- 1- Notify staff/volunteers, event security and onsite police officers.
- 2- Call 911
- 3- Take direction from onsite police officers and first responders.

## **Civil Unrest**

### Prevention Actions

- 1- Alert staff/volunteers, event security and onsite police officers.

### Protective and Emergency Actions

- 1- Notify staff/volunteers, event security and onsite police officers.
- 2- Call 911
- 3- Take direction from onsite police officers and first responders.

**Air Quality Alert**

Prevention Actions

N/A

Protective and Emergency Actions

N/A

Event Safety Inspection Checklist  
Addendum

Enter time when check occurs (see EAP for how often)

Before event














During event

LP Gas tanks  
stored properly  
Crowd monitoring  
for suspicious  
activity ongoing

Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event.

Wind Hazard Reference Document

# Beaufort Scale

Beaufort number	Wind Speed (mph)	Seaman's term		Effects on Land
0	Under 1	Calm		Calm; smoke rises vertically.
1	1-3	Light Air		Smoke drift indicates wind direction; vanes do not move.
2	4-7	Light Breeze		Wind felt on face; leaves rustle; vanes begin to move.
3	8-12	Gentle Breeze		Leaves, small twigs in constant motion; light flags extended.
4	13-18	Moderate Breeze		Dust, leaves and loose paper raised up; small branches move.
5	19-24	Fresh Breeze		Small trees begin to sway.
6	25-31	Strong Breeze		Large branches of trees in motion; whistling heard in wires.
7	32-38	Moderate Gale		Whole trees in motion; resistance felt in walking against the wind.
8	39-46	Fresh Gale		Twigs and small branches broken off trees.
9	47-54	Strong Gale		Slight structural damage occurs; slate blown from roofs.
10	55-63	Whole Gale		Seldom experienced on land; trees broken; structural damage occurs.
11	64-72	Storm		Very rarely experienced on land; usually with widespread damage.
12	73 or higher	Hurricane Force		Violence and destruction.

## Resource and Reference Addendum

Event Safety Alliance [www.eventsafetyalliance.org](http://www.eventsafetyalliance.org)

International Code Council (Fire Code) [www.iccsafe.org](http://www.iccsafe.org)

Madison General Ordinances (Chapter 10 for Street Use Permit Requirements and Chapter 34 for Fire Code Requirements) [Code of Ordinances | Madison, WI | Municode Library](#)

National Weather Service Event Support [dssrequest \(weather.gov\)](#)

National Weather Service Event Ready Guide [Event Ready Guide \(weather.gov\)](#)

Crowd Manager Training [National Association of State Fire Marshals - Crowd Manager Training / https://crowdmanagers.com](#)

FEMA Special Events Planning Manual [Microsoft Word - SpecialEventsPlanning-JAManual.doc \(fema.gov\)](#)

Madison Fire Department Event Support Links

[USE AND OPERATIONS OF TENTS AND TEMPORARY MEMBRANE STRUCTURES  
\(tents over 401 ft<sup>2</sup>\)](#)

[FIRE SAFETY FOR CANOPIES & COOKING](#)



**After Street Use Permit Approval Task List**  
**(submit information within 30 days of event)**

**Capacity Approval**

\_\_\_ Submit site plans and capacity calculations to the Madison Fire Department for approval.

Approved Capacity: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Crowd Managers**

\_\_\_ Certified crowd managers will be provided through contracted security services.

Date that contracted crowd managers received training in this EAP: \_\_\_\_\_

\_\_\_ Event staff will serve as the certified crowd managers.

Date of certification(s): \_\_\_\_\_

Certifications obtained through: \_\_\_\_\_

Date event staff crowd managers received training in this EAP: \_\_\_\_\_

**EAP Distribution and Training**

\_\_\_ EAP distributed to all event personnel.

Event Staff \_\_\_ Vendors \_\_\_ Crowd Managers \_\_\_ Security \_\_\_

Performers \_\_\_ Promoters \_\_\_ Volunteers \_\_\_ Contractors \_\_\_ Others \_\_\_

List of others: \_\_\_\_\_

\_\_\_ Event specific training in the use and responsibilities associated with this EAP provided to event personnel. The following personnel received training:

Event Staff \_\_\_ Crowd Managers \_\_\_ Security \_\_\_ Others \_\_\_

Date of training: \_\_\_\_\_

Training provided by: \_\_\_\_\_

Event Safety Inspection Checklist Addendum	Enter time when check occurs (see EAP for how often)			
	Before event	During event		
Traffic management plan deployed				
Barricades in-place				
Trip hazards removed or covered				
Canopies weighed down				
Electrical cords grounded				
Grills adjacent to and not under canopies				
Propane connections and fittings tight and soap tested for tightness				
Security personnel in-place				
Weather monitoring on-going				
Fire lanes clear and unobstructed				
Capacity count on-going (only if approved capacity required)				
Exits open and unobstructed				
Fire extinguishers accessible				
<del>Emergency medical personnel on-site (as applicable)</del>				
Perimeter secure				
No abandoned or suspicious bags or property				
Perimeter and access control measures in place				

Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event.

## **Power Failure**

### Prevention Actions

- 1- Alert staff/ volunteers of potential issue in the case of power failure.

### Protective and Emergency Actions

- 1- Notify all staff/volunteers, event security and onsite police officers of crowd surge issue.
- 2- Call 911
- 3- Move crowds to exits if it can be done safely.
- 4- Evacuate Church building if power cannot be restored.

## **Crowd Crush/Surge**

### Prevention Actions

- 1- Monitor crowd capacity and stay within preset limits.

### Protective and Emergency Actions

- 1- Notify all staff/volunteers, event security and onsite police officers of crowd surge issue.
- 2- Call 911
- 3- Move crowds to exits if it can be done safely.
- 4- Evacuate Church building if power cannot be restored.

## **Bomb, Bomb Threat or Suspicious Package**

### Prevention Actions

- 1- Monitor equipment & dumpster placement, so there is no easy access for bomb placement.
- 2- Constantly observe & monitor crowd actions utilizing the techniques in the "Power of Hello" guide.
- 3- Alert staff/volunteers, event security & onsite police officers of potential bomb threat or suspicious package.

### Protective and Emergency Actions

- 1- Call 911
- 2- Notify staff/volunteers, event security & onsite police officers of direct threat.
- 3- Evacuate staff/volunteers and attendees to clear area.
- 4- Follow all instructions of first responders.

## **Fight/Domestic Disturbance**

### Prevention Actions

- 1-Alert staff/volunteers, event security, and on-site police officers.

### Protective and Emergency Actions

- 1- Notify staff/volunteers of disruption.
- 2- Inform event security and on-site police officers if staff/volunteers are unable to deescalate the situation.
- 3- Call 911 if necessary.

## **Active Shooter/Active Killer**

### Prevention Actions

- 1- Monitor equipment and dumpster placement, so as not to provide cover for a potential shooter.
- 2- Constantly observe & monitor crowd actions, utilizing the techniques within the "Power of Hello" guide.

### Protective and Emergency Actions

- 1-Call 911
- 2- Notify all staff/volunteers, event security and onsite police officers of direct threat.
- 3- Cancel and evacuate staff/volunteers & attendees, or shelter in place as appropriate and as directed by first responders.
- 4-Follow all instructions of first responders.

## **Fire/Explosion**

### Prevention Actions

- 1- No cooking beneath tents.
- 2- LP tanks stored in a secure area if not in use.
- 3-Fire extinguishers located in all tented areas, throughout event.
- 4- Event staff/volunteers trained on the safe use of fire extinguishers.
- 5- All tents & canopies will be flame retardant compliant.

### Protective and Emergency Actions

- 1- Call 911
- 2-Use fire extinguisher if applicable.
- 3- Notify all staff/volunteers and event attendees of emergency situation & evacuate area.
- 5- Be prepared to inform first responders of situation.
- 6- Remove vehicle barricade on street to allow access for first responders.

Worksheet for Hazards  
Crowd managers and/or event co-chairs will be responsible for carrying out all actions  
High Winds

#### Prevention Actions

- 1- All tents are weighted or staked.
- 2- Staff will continuously monitor weather.
- 3- Alert staff/volunteers of potential high wind threats.

#### Protective and Emergency Actions

- 1- If winds exceed tent wind ratings, evacuate large staked tent and remove canopies from smaller pop-up tents.
- 2- Cancel & evacuate event if high winds do not subside.
- 3- Notify staff/volunteers and attendees of threat of high winds.

### Medical Emergency

#### Prevention Actions

- 1- AED on site in church social hall.
- 2- Trained staff/volunteers on CPR and proper use of AED.

#### Protective and Emergency Actions

- 1- Call 911
- 2- Perform CPR or utilize AED as appropriate.
- 3- If needed, request assistance from attendees who are trained medical professionals or first responders.
- 4- Notify appropriate staff/volunteer of medical emergency.

### Extreme Heat

#### Prevention Actions

- 1- Continuously monitor weather.
- 2- Alert staff/volunteers of potential extreme heat threat.

#### Protective and Emergency Actions

- 1- Move any affected person inside to air conditioned space.
- 2- Call 911 if needed.
- 3- Notify staff/volunteers of extreme heat situation.

Stages, Raised Platforms, Temporary Structures, and Tents ~~✗~~ No vendors at this event. All tents are privately owned or rented. ~~✗~~ all comply with flame spread ~~✗~~ structural requirements.

Contract(s) require vendors to provide a flame-spread certificate for all fabric materials. ~~✗~~

Yes \_\_\_ No \_\_\_

Contract(s) require vendors to provide an event specific post set-up certificate of structural stability.

Yes \_\_\_ No \_\_\_

Contract(s) require vendors to provide a high wind safety plan to outline actions prior to and during high winds. (Ex: retract wing walls, secure hanging lights and sound equipment, lower video screens, evacuate area around stage/structure).

Yes \_\_\_ No \_\_\_

**Canopies (10 x 10 pop-up style)**

Vendor and exhibitor agreements state that all canopies must comply with the Madison Fire Department canopy safety guidelines.

All canopies shall be weighed to withstand 35 MPH winds.

All canopies shall be taken down or the fabric removed when winds exceed 35 MPH, or the NWS issues a high wind advisory or severe thunderstorm warning.

Is there cooking at the event? Yes  No \_\_\_

If there is cooking at the event, vendor and exhibitor have an agreement that cooking is not allowed under a canopy. Yes  No \_\_\_

**Site Map Requirements**

The site map submitted with the application includes the following, as required by the fire code:

- ✓ Fire lanes and emergency access into, through and out of the event area.
- ✓ Egress and escape routes for attendees, vendors, staff and volunteers.
- ✓ Location of emergency medical services. N/A
- ✓ Vendor and concession locations.
- ✓ Location of fire extinguishers.
- ✓ Perimeter fencing and access control.
- ✓ Vehicle barriers.

**Event Safety Inspections**

Within 30-minutes of the start of the event and every 60 minutes throughout the event, Crowd Managers (name of individual or operation position) will conduct a safety inspection of the event. The event safety inspection must be specific to the event. The Event Safety Inspection Checklist addendum to this EAP may be used.

**Weather Monitoring**

All events must have someone tasked with monitoring the weather before and during the event. All threatening and active severe weather requires actions to protect all attendees, staff, volunteers, and vendors.

Name of individual assigned to monitor the weather: Christy Chappell Belkin

Name of the contracted weather monitoring service (as applicable): NWS Madison Weather website

The scope of services include: Pre-event weather evaluation, during event updates

Event will utilize the Large Event Weather Support program offered by the National Weather Service.

Yes \_\_\_ No

- Events must have an anticipated attendance (at one time) over 1000 people.
- The required NWS form is available at <http://www.weather.gov/mkx/eventsupport> and must be submitted by a representative of Madison Emergency Management.
- Madison Emergency Management Coordinator for the City of Madison can be contacted at [CityEOCManager@CityofMadison.com](mailto:CityEOCManager@CityofMadison.com)

**Event Security**

Contracted private security (not Madison Police) will be provided: Yes  No \_\_\_

If security will be contracted, how many personnel will be on-site? 1 - 24 hour security

Provide the name of the security service: Endres & Endl

Provide a description of the scope of services to be provided by the security service.

General security & an additional means of communication with first responders if needed

Provide the means of communications between the security service and event management.

Radio

Event will include a defined perimeter with fencing or other barrier. Yes \_\_\_ No

**Coordination with the Madison Police Department**

Will the event contract for services with the MPD? Yes  No \_\_\_

Describe scope of services requested: Assistance with unruly & uncooperative attendees if event staff cannot diffuse situation & help investigating suspicious activity if something is out of place

Name and phone number of the individual to meet MPD in the event of an incident/emergency:

Name: Christy Chappell Belkin Phone Number: 608-658-6276

**Event Capacity**

State the estimated number of attendees over the duration of the event: 5,000

State the estimated maximum number of attendees at any one time during the event: 400

Specify the date, time, and describe the reason for the estimated maximum number of attendees at that time:

Saturday, September 7, from 12:00 pm to 7:00 pm

Sunday, September 8, from 11:00am - 6:00 pm

Max attendance for lunch (12:00 pm - 1:30 pm) and for dinner (5:00 pm to 6:30 pm) based on last year's traffic and our limited seating (fewer than 300 seats) and capacity

Specify the date and time of scheduled performances or programs that may cause attendees to gather in one area:

N/A (None. A DJ will provide music throughout the event, but there are no scheduled programs.)

All stage performances require a capacity approved by the Madison Fire Department.

Not applicable  Will be submitted

All events where people are confined by fences, barriers, or restricted from unrestricted and open ingress/egress require a capacity approved by the Madison Fire Department.

Not applicable  Will be submitted

**Crowd Managers**

Trained (certified) crowd managers are required for a gathering of more than 1000 people. No fewer than one trained crowd manager for each 250 people (if over 1000 people) in attendance at the event shall be on-site at all times.

Note: Some security services have trained crowd managers

Number of trained crowd managers on-site at all times: 3 - 4







# STREET USE PERMIT APPLICATION



## STREET USE EVENT MARKETING INFORMATION

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

Do you want your event listed on the City of Madison Online Event Calendar?  Yes  No  
If No, skip this form.  
If Yes, please continue.

### CITY OF MADISON CALENDAR OF EVENTS

If you want your event to be listed on the City of Madison online event calendar, please complete the Marketing Information form. Your event will only be included on the calendar 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 calendar.

*\*required info*

\*Official Name of Event: Greek Fest + 2024

\*Location: 11 N Seventh St Madison WI 53704

Public Contact Phone: \_\_\_\_\_

\*Website: https://madison-greekfest.org

\*Admission Cost: Free

\*Date of Event: 9/7/24 12-7pm 9/8/24 11am - 6 pm

\*Beginning Time of Event: \_\_\_\_\_ \*End Time of Event: \_\_\_\_\_

\*Two sentence description of event (short promotional description of the event):  
GreekFest +, Madison's oldest ethnic festival returns again this year, with delicious Greek food, pastries beer & wine. Enjoy greek music & dancing and become "Greek for a day".

\_\_\_\_\_  
\_\_\_\_\_

### **Poster Kiosks on the Capitol Square and State Street**

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are placed in the kiosks approximately every 1-2 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, max size 12"x17", up to one month in advance of your event. Drop off at the Parks Division, 330 E Lakeside St, Madison, WI 53715, Monday – Friday, 8:00am – 4:30pm.



# STREET USE PERMIT APPLICATION



## STREET EVENT BEER/WINE SALES PERMIT FORM

Will you be serving or selling beer/wine at your event?  Yes  No  
If No, you can skip this form.  
If Yes, there is important information on this form about City of Madison licensing requirements, continue reading.

**Temporary B Picnic License – APPLICATION DUE AT LEAST 60 DAYS BEFORE EVENT**  
A Temporary B Picnic License is required if you plan on serving or selling beer/wine at your event.

**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](#).**

**A Certificate of Insurance with liquor liability is also due with the Temporary B Picnic License at least 60 days before the event.**

[Temporary B Picnic License](#)  
[Temporary B Picnic License FAQ](#)

Submit to:  
City of Madison Clerk’s Office  
210 MLK Jr Blvd, Room 103  
Madison, WI 53703  
[licensing@cityofmadison.com](mailto:licensing@cityofmadison.com)  
608-266-4601

Will you be selling beer/wine at your event?  Yes  No  
If No, you can skip this rest of this form.  
If Yes, you must complete this form.

**Street Use Event Beer/Wine Selling Permit**  
Permit fee is \$700.00.

Name of Event: Greek Fest + 2024  
Event Organizer / Sponsor: Hellenic Orthodox Community / Assumption Greek Orthodox Church  
Contact Person: Christy Chappell Belkin Phone: 608-658-6276 Email: christy.chappell@gmail.com

I understand I must obtain a Temporary B Picnic License in order to sell beer/wine at my event. (initial) CB

I understand I must submit a Certificate of Insurance with Liquor Liability along with the Temporary B Picnic License application at least 60 days before the event date to the Clerk’s Office. (initial) CB

If the Temp B Picnic License is denied, the event will be:  
 Canceled  
 Not Canceled



# STREET USE PERMIT APPLICATION



## ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the public.
  - o An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (may need to include opportunity for request of interpreters, multiple ways to access festival information)
  - o For some events interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
  - o At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event. Possible information to include:
  - o Accessible parking locations
  - o Accessible seating locations
  - o Accessible restrooms
  - o Available interpretation services
  - o Available quiet areas
- Cluster portable toilets in groups of no more than 6 and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures.
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

**Describe your event’s accessibility plan. Include any accessibility setup in your site map.**

All of our outside areas are ADA accessible, as well as our bake sale in the Church basement, via elevator. We will have one ADA portable toilet available outside as well as an ADA bathroom inside. Our only parking is neighborhood street parking, but drop off can occur at both ends of N 7th St. which provides ingress & egress into the event via sidewalks.

For more information contact the City of Madison Disability Rights and Services Specialist, Rebecca Hoyt at [rhoyt@cityofmadison.com](mailto:rhoyt@cityofmadison.com) or (608) 266-6511.



# STREET USE PERMIT APPLICATION

**MADISON  
PARKS**

## CERTIFICATE OF INSURANCE

**Requirement of a Certificate of Insurance will be noted on the Permit Conditions for your event and determined at a Street Use Staff Commission meeting.**

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
  - The determination is based on the risk level of an event.
  - Risk level is determined by such things as, but is not limited to:
    - Activities planned for the event
    - Anticipated attendance
    - Beer/alcohol
    - Potential for injury
    - Size and nature of the event
- If a Certificate of Insurance is required, the event organizer must:
  - Submit a general liability insurance policy certificate
    - **30 days prior to the event date**
    - In the amount of \$1,000,000 (unless otherwise specified)
    - Naming the City of Madison as Additional Insured.
  - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
    - **60 days prior to the event date**
    - Will also be required for the [Temporary B Picnic License](#)
- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office  
City Risk Manager  
210 Martin Luther King, Jr. Blvd., Rm. 406  
Madison, WI 53703  
Phone: (608) 266-5965  
Fax: (608) 267-8705  
Risk Manager Email  
[eveum@cityofmadison.com](mailto:eveum@cityofmadison.com)  
[jaustin2@cityofmadison.com](mailto:jaustin2@cityofmadison.com)

### INDEMNIFICATION CLAUSE FOR PERMITS

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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 ISSUED. THE ORGANIZATION OR PERSON TO WHICH A PERMIT IS ISSUED WILL BE RESPONSIBLE FOR THE CONDUCT OF THE EVENT, THE CONDITION OF THE PERMITTED AREA, AND ACTUAL FEES FOR SERVICES PROVIDED. FALSIFICATION OF INFORMATION ON THE APPLICATION WILL RESULT IN FORFEITURE OF UP TO \$200 PER FALSIFIED ITEM.



# STREET USE PERMIT APPLICATION



## ATTENDANCE AND SCHEDULE FORM

### ESTIMATED ATTENDANCE

Estimated average daily attendance for event: 2500 Estimated total attendance for event: 5000

### DAILY ATTENDANCE INFO:

Date: <u>9/7/24</u>	Estimated attendance (total): <u>2500</u>	Peak time / attendance: <u>12-1:30 &amp; 4-6pm/400</u>
Date: <u>9/8/24</u>	Estimated attendance (total): <u>2500</u>	Peak time / attendance: <u>12-1:30 &amp; 4-6pm/400</u>
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____

### EVENT SCHEDULE (include all information below, as applicable)

- SETUP DATE(S)/TIMES – provide date(s) and time(s) for when setup will begin in the public space.
- STREET CLOSURE(S) – provide detailed timing for when the street(s) will be closed & re-opened.
- PARKING METER/STALL(S) – provide detailed timing for when the parking request(s) will begin and end.
- OTHER SCHEDULE DETAILS SHOULD INCLUDE – vendor setup/take down, concert setup/set times/take down, run/walk start & end times (last runner), parade/march start time, specific advertised activities that will draw a crowd, etc.
- EVENT DATE(S)/TIMES – provide date(s)/times for when the event is open and closed to the public, each day.
- CLEANUP DATE(S)/TIMES – provide date(s) and time(s) for cleanup, indicate when everything will be out of the public space.

(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) <small>*INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*</small>
9/6/24	Delivery of equipment to 11 N 7th St. All setup & storage contained on church property. 8am- 6pm.
9/7/24	Street closure for 1st block on N 7th St at 8am. Setup of tables, chairs, DJ tent from 8 am - 12pm.  Festival runs from 12 pm - 7pm. Food & beer/wine sales & church tours offered.
	Tear down from 7pm - 8pm to clear street. All equipment stored on Church property and sidewalk terrace. Street reopens at 8pm.
9/8/24	Street closure for 1st block of N 7th St at 8am. Setup of tables, chairs, DJ tent from 8am - 11pm.  Festival runs from 11am - 6pm. Food & beer/wine sales & church tours offered.
	Tear down from 6-8pm to clear street. All equipment stored on Church property overnight.  Clean any debris from street and sidewalk terrace. Street reopens at 8pm.
9/9/24	Removal of rented equipment from private property & final cleanup of parking lot 8 am - 12pm.