

## STREET USE PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: The Great Midwest Marijuana Harvest Festival

Event Organizer/Sponsor: GMMHF collective

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

Yes  No

MANDATORY: State Sales Tax Exemption Number:

ES#:

OPTIONAL: Federal Tax Exempt Number:

Address: 1810 Greenway Cross Apt. 8

City/State/Zip: Fitchburg, WI 53713

Primary Contact: Shelley Kennedy

Work Phone:

Email: shelleyannkennedy@gmail.com

Phone During Event: 608.381.7760

Website: www.greatmidwestharvestfestival.com

FAX:

Secondary Contact: Erik Riedasch

Work Phone:

Email: erik.r.riedasch@gmail.com

Phone During Event: 608-333-9616

Annual Event?

Yes  No

Charitable Event?

If Yes, Name of charity to receive donations:

Estimated Attendance: 1,000 - 2,500

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Yes  No

Hours: 10 am to 6pm 7pm

### EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)  
 Other: March on 10/7

### 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:

### EVENT DATE(S)/SCHEDULE

Date(s) of Event: 10/6/18 & 10/7/18

Event Start and End Times: 10 am - 8 pm

Rain Date (if any): N/A

Set-Up Start Time: 9 am

Take-Down Start Time and End Times: 7-8 pm

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?

If class B license is denied, will the event(s) occur?

Yes  No  
 Yes  No

N/A

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 B. Kennedy

Date 6/22/18

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In regards to charges owed for 2017: Per Erik, that will be completely paid once discussed at the street use meeting. Any additional charges for having the march up State Street for 2018, will also be discussed and paid. We will pay for the police presence and to re-route the busses for the march on the 7th up State Street so we can have a permit for the march and, therefore, insurance for the march. As we've seen, attendees will not listen to our directions to use the sidewalk. We need a permit for the march.

## Lamberty, Kelli

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**From:** Shelley Kennedy <shelleyannkennedy@gmail.com>  
**Sent:** Thursday, August 02, 2018 3:05 PM  
**To:** Lamberty, Kelli  
**Subject:** Harvest fest parade route

Good afternoon Kelli

A few things have changed and need to be updated on the permit app. I have a new phone number, 608-381-7760.

Our website URL has also changed:

<http://www.greatmidwestharvestfestival.com/>

I am in the process of trying to make the festival a 501c3, because we donate our proceeds to the immly foundation and Erik and I work throughout the year on Marijuana legalization. If we're granted our 501c3 status before the festival I'll let you know right away.

Here is the parade route. Written mapping should be sufficient. If you'd like an actual map I can do that.

The parade will start organizing on Sunday, Oct 7th, at 3pm at library mall. Once the crowd is assembled they will be given instructions on safety measures, respecting local businesses and pedestrians, etc. After the crowd is organized we will start the march. Volunteers will be in the front, middle, and back of the crowd. I assume if we are paying for the police that traffic will be stopped. The crowd will follow any and all police instructions at intersections. The crowd will march directly down state Street to the Capitol steps.

If you need anything else please let me know.

Regards

Shelley K.

## STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up on sidewalks, terraces or parking and ends when the street is re-opened for normal use. The schedule should encompass all activities planned for the event, such as:

- Vending – Food, Beverages and/or Merchandise
- Music/Performances (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

### EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

### PROVIDE DETAILED EVENT SCHEDULE:

Saturday 10/6

9 am - Set up stage, tables, 1<sup>st</sup> Amendment vendors  
11am - sound system on for bands and speakers  
7pm - Sound system off  
8pm - secured for overnight

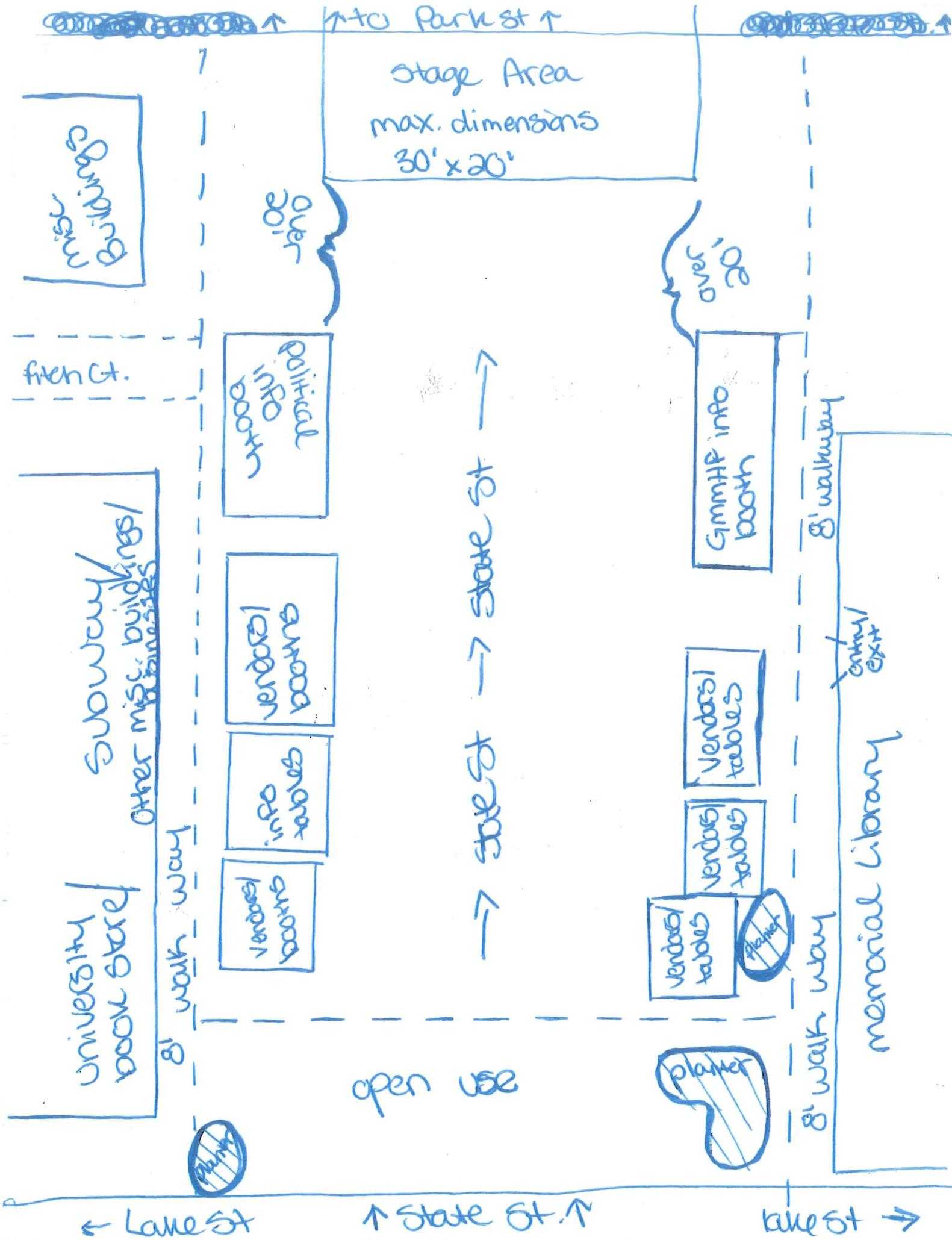
Sunday 10/7

9 am - set up  
11am - sound system on  
3:15 pm - assemble for march

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7pm - sound system off

8pm - Break down and clean up complete.



# OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

## I. GENERAL

The “**EVENT NAME**” will be held **MONTH DAY, YEAR** at **GENERAL LOCATION/ADDRESS/FACILITY TITLE**.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “**EVENT NAME**” (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: FIRST/LAST NAME**.

### 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)

3. We will/will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

#### 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 (FIRST/LAST NAME) 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 (FIRST/LAST NAME) will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

#### D. Fire

1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. If cooking is intended, you must contact the fire department and -
  - a) Must have a valid fire extinguisher, 2A10BC
  - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
  - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
  - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of

your event (depends on size and nature of the event), contact the Fire Department for guidelines

- 5 All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
- 6 Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

#### **E. Medical Emergencies**

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

#### **F. Law Enforcement**

1. The need for constant Law Enforcement presence at this event **has/has not** been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

#### **G. Emergency Vehicle Access**

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane

4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public throughways.
5. Crowd control will be managed by NAME
6. Parking for vendor and staff vehicles will be LOCATION(S)
7. Parking for attendee vehicles will be LOCATION(S)

#### V. Contact Information

| Primary Contact   | FIRST/LAST NAME        | CELL PHONE   |
|-------------------|------------------------|--------------|
|                   | Shelley Kennedy        | 715-393-5712 |
| Secondary Contact | FIRST/LAST NAME        | CELL PHONE   |
|                   | Erik J Riedel          | 608-333-9616 |
| 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)

already attached.

## STREET USE PERMIT APPLICATION – TRASH AND RECYCLING PLAN

Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

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

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

### DETAIL TRASH AND RECYCLING PLAN:

Vendors, tables and booths will provide their own receptacles. Attendees will be instructed to use public trash bins. At the end of the event volunteers will empty all of the trash bins, including public ones, and dispose of trash properly.