

PARK EVENT PERMIT APPLICATION GENERAL INFORMATION

EVENT INFORMATION

Name of Event: Fete de Marquette Park Requested: McPike
Est. Attendance: 1,500 to 3,000 Daily Type of Event: Festival which functions as a celebration of place and Fundraiser for the Wil-Mar Center.

EVENT ORGANIZER/PRODUCER INFORMATION

Name of Organization: Wil-Mar Neighborhood Center, Inc.
Is Organization a 501©(3) yes
Tax Exemption Number: EIN: 39-1796793 / CES: 008-0000082419-05

Primary Contact: Gary Kallas Work Phone: 608-257-4576 Email: garyk@wil-mar.org
Address: 504 S. Brearly St Phone During Event: 608-235-2925 Website: wil-mar.org

SET-UP and EVENT SCHEDULE

DATE	ACTIVITY	HOURS	NOTES:
Sunday, July 6	Minor set-up of Security Lighting	9 am to 2 pm	Lighting does not prevent city staff from cutting grass.
Monday, July 7	Minor set-up, on the edges	9 am to 11 am	
Tuesday, July 8	Set-up Begins-Tents go Up	10 am to 8 pm	We provide overnight security and have come to an agreement with the Tuesday Farmers' Market whereby the market can be held while we do our work and not infringe on the market.
Wednesday, July 9	Set-Up Continues	10 am to 10 pm	8 am Ingersoll Street Closes Complete barricade plan is attached.
Thursday, July 10	Set-up & First Day	9 am to 4 pm 4 pm to 10 pm	Set-up Continues Event/Music Ends at 10 pm
Friday, July 11	2 nd Day	4 pm to 11 pm	Event/Music Ends at 10:45
Saturday, July 12	3 rd Day	Noon to 11 pm	Event/Music Ends at 10:45
Sunday, July 13	4 th Day	11 am to 8 pm	Final Event Day
Monday, July 14	Strike	10 am to 4 pm	Strike the Event

Is this an annual event? Yes
Will you have amplified music at the event? Yes
Will you have temporary structures? Yes
Will you sell anything during the event? Yes
Will you serve food at this event? Yes
Will you sell beer/wine at the event? Yes

APPLICATION SIGNATURE

The applicant for a park 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.

Gary Kallas
Applicant Signature

3/24/2025
Date

PARK EVENT PERMIT APPLICATION

ATTENDANCE AND SCHEDULE FORM

ESTIMATED ATTENDANCE

Estimated average daily attendance for the event: 3000 Estimated total attendance for event: 12000

DAILY ATTENDANCE INFO:

Thursday, July 10	2500	Peak Time / Attendance	6 pm	2500
Friday, July 11	4000	Peak Time / Attendance	7 pm	3500
Saturday, July 12	5000	Peak Time / Attendance	8 pm	3500
Sunday, July 13	4000	Peak Time / Attendance	6 pm	2500

ACTIVITY SCHEDULE:

DATE	ACTIVITY	HOURS	NOTES:
Sunday, July 6	Minor set-up incl Security Lighting	9 am to 2 pm	Set layout grid, pick-up up show power key, set event maintenance tent area. We provide overnight security and have come to an agreement with the Tuesday Farmers' Market whereby the market can be held while we do our work and not infringe on the market.
Monday, July 7	Minor set-up	9 am to 2 pm	
Tuesday, July 8	Major Set-up Begins-Tents	10 am to 8 pm	
Wednesday, July 9	Set-Up Continues	8 am to 10 pm	Ingersoll Street from Wilson to Main Closes at 8 am.
Thursday, July 10	Set-up & First Day	9 am to 4 pm 4 pm to 10 pm	Set-up Continues Event/Music Ends at 10 pm
Friday, July 11	2 nd Day	4 pm to 11 pm	Brearly Street from Williamson to Main Closes at Noon. Event/Music Ends at 10:45
Saturday, July 12	3 rd Day	Noon to 11 pm	Event/Music Ends at 10:45
Sunday, July 13	4 th Day	11 am to 8 pm	Final Event Day
Monday, July 14	Strike	10 am to 4 pm	Strike the Event

Note:

The 18-year staging of the Fete calls for ending Friday and Saturday nights at 11 pm with amplified music scheduled to end 15 minutes short of scheduled closing time each night. These closing times have propelled Fete de Marquette to being Madison's favorite summer event while also being a critical component of our business (financial) model. Indeed, we have already scheduled artists assuming this model has long been accepted by our community. Our alderperson supports us; our neighborhood association supports us and more importantly, the vast swath of our community members supports us.

PARK EVENT PERMIT

APPLICATION—

SITE MAP

Please attach a site map

Site map is attached.

What impact do you anticipate your event will have on the residents/businesses in the area surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts? Have you communicated with any residents/businesses that may be impacted by the event?

In 2006, Fete de Marquette was established to great fanfare and considerable support from community leaders and residents. When we launched Fete, we set a 11 pm closing time which was outside the norm for community events in city parks or city streets. Fete received 26 noise complaints that first night and 21 on the second night. It's long been suspected that many of the 2nd night of complaints were also first night callers.

Between the years of 2007 and 2013, Fete continued to close each night at 11 pm and for the most part continued to hear from roughly the same dozen community members with one major difference; most of the "complaints" were not directed to government bodies, but rather made directly to our office or in other community settings. A related point of reference, many of these complainants were also donors to the Wil-Mar Center.

In 2014, Fete returned to what was then known as Central Park and until Breese's Stevens began to hold concerts, Fete functioned in relative complaint-free tranquility. Once the issue of decibel level mandates became a topic brought about by the concerts, Fete was thrust back into a focus of attention.

An additional related point of interest. At the peak of the controversy that resulted in one of the largest turnouts for a Park's Commission meeting, roughly 2 dozen people showed up to voice support for having the DBA requirement at McPike Park set at 95. And many of those were folks who were part of the original 26 complainants from Fete's first-ever event in 2006! Fete's position was to be treated the same as Breese Stevens, i.e. DBA at 100.

In the interest of compromise, Fete accepted a 95DBA at the front of house soundboard in addition to scaling back closing hours on Thursday/Sunday nights from 11 to 10 and further made a tweak to end music on Friday and Saturday nights from 11:00 to 10:45. In so doing, Fete was able to keep most of its successful business model intact.

Other steps Fete takes to minimize impacts include:

1. we enforce a no parking policy along Few Street between the Park and Williamson Street;
2. we have our private security people take walks into the immediate neighborhoods around the Park;
3. we have our ground crew walk these same neighborhoods and pick up trash;
4. we have arrangements with our business neighbors Research Products and Warren LLC, to allow for Fete exhibitor parking on their private lots rather than city streets; and
5. Finally, our overnight security crew is stationed in the park section from Ingersoll to Brearily rather than Ingersoll to the skatepark. This minimizes any noise out in front of the apartment building on Wilson.

In summation, our model works, our model supports the programs and services of the Wil-Mar Neighborhood Center, our model has the support of the vast majority of area residents and in all of this, our model promotes a key and positively growing City of Madison Isthmus community!

PARK EVENT PERMIT APPLICATION— CERTIFICATE OF INSURANCE

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENT HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS DAMAGE, OR EXPENSE INCURRED BY THE CITY OR 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 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.

The required insurance is on file in the City's Risk Management Office.

PARK EVENT PERMIT APPLICATION— PUBLIC AMPLIFICATION FORM

By ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Will you be using public amplification at your event? YES

AMPLIFICATION INFORMATION

Name of Event: Fete de Marquette c/o Wil-Mar Neighborhood Center

Type of Amplified Sound: Bands

DATE	EVENT HOURS	SOUND BEGINS	SOUND ENDS	NOTE
Thursday, July 10	4 pm to 10 pm	4:30 pm	10:00 pm	
Friday, July 11	4 pm to 11 pm	4:30 pm	10:45 pm	looking to maintain the 10:45 sound ends permit
Saturday, July 12	Noon to 11 pm	12:00 pm	10:45 pm	looking to maintain the 10:45 sound ends permit
Sunday, July 13	Noon to 8 pm	12:00 pm	8:00 pm	

Fete de Marquette maintains a lengthy 45-minute break between shows.

Fete de Marquette begins on Saturday and Sunday shows with nearly a cabaret level sound impact.

PARK EVENT PERMIT APPLICATION— TEMPORARY STRUCTURE FORM

WILL TEMPORARY STRUCTURES BE SET UP AT THE EVENT? Yes

Temporary structures include but are not limited to tents larger than 10' x 10', staging, trailers, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are not allowed without special permission from Madison Parks.

REQUIRED FOR STAKING IN A MADISON PARK

Diggers Hotline, 811 or 1-800-242-8511

You must call Diggers Hotline 10 to 14 days before your event to schedule their work. Their work must be done no more than 10 days before your event. You MUST meet this timeline. They will ask for an address— please also tell them specifically that this is a park and give them the name of the park. Diggers Hotline will assign you a Ticket Number.

INFLATABLE VENDORS

The agency from which you rent an inflatable must have its merchandise approved subject to SPS 334 You will need to confirm this with your vendor

TEMPORARY STRUCTURE INFORMATION:

STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging	1	SL250 Stage 24 x 32
Tent(s)	2	40' x 60'
	5	20' x 40'
Inflatable(s)	3	Various, vendor provided and staffed bounce houses.

Company installing Staging: Intellasound Productions

Company installing Tents: Mathews Tent Rental

Company installing Inflatables: Fun Time Bounces LLC

PARK EVENT PERMIT APPLICATION— VENDING

Will you be having vending at your event?

Yes

Name of Event:

Fete de Marquette c/o Wil-Mar Neighborhood Center

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.

--How many for-profit vendors will be at the event? 8 to 12

--How many non-profit vendors will be at the event? 0

VENDING PERMIT FEES:

Permit fees have been reviewed.

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.

VENDOR LIST

List is still being developed. Will submit prior to deadline

PARK EVENT PERMIT APPLICATION— BEER/WINE SALES PERMIT FORM

Will you be selling beer/wine at your event?

Yes

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.

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

Street Use Event Beer/Wine Selling Permit

Permit fee is \$700.00

Name of Event: Fete de Marquette

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

(Initial) _____

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) _____

If the Temp B Picnic License is denied, the event will be Canceled

PARK EVENT PERMIT APPLICATION—

CLEANUP AND RECYCLING PLAN

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

Will you be renting City of Madison receptacles?

No

Name of Event: Fete de Marquette

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.

We provide our own recycling and trash bins.

We rent dumpsters from Fun Time Bounces LLC

Provide detailed trash/recycling clean-up information

We have recycled at the Fete since inception in 2006.

We maintain clearly labeled waste and recycling containers on the grounds.

We have more than needed waste and recycling containers to ensure visitors can see them and garbage and recycling is not blowing around the park or surrounding neighborhood.

We maintain a large enough ground crew to efficiently empty full containers.

PARK EVENT PERMIT APPLICATION—

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 Event Calendar

Yes

Official Name of Event: Fete de Marquette

Location: McPike Park

Public Contact Phone: Wil-Mar Neighborhood Center / 608-257-4576

Website: wil-mar.org

Admission Cost: FREE

Date(s) of Event: Thursday, July 10
4 pm to 10 pm

Friday, July 11
4:30 to 11 pm

Saturday, July 12
Noon to 11 pm

Sunday, July 13
Noon to 8 pm

Fete de Marquette is Madison's largest FREE admission celebration of place where music, food, drinks and kids' activities all come together to offer something for everyone! Oui la la!



Gmail

FOR BOUNCE
HOUSES

Fun Time Bounces <info@funtimebounces.com>

DSPS Renewal Application Received

Noreply DSPS <dspd@wisconsin.gov>

Mon, Mar 17, 2025 at 4:10 PM

To: "info@funtimebounces.com" <info@funtimebounces.com>



Wisconsin Department of Safety and Professional Services

Mail to: P.O. Box 8935
Madison, WI
53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Email: DSPS@wi.gov
Website: <http://dsps.wi.gov>

3/17/2025

Dear Miodrag Petrovic,

Thank you for submitting your renewal application (RNW-900920) with the Department of Safety and Professional Services.

If you have any questions please contact the agency during business hours at (608) 266-2112, or send an email to dsps@wisconsin.gov.

Sincerely,

Department of Safety and Professional Services

Fete organizers approach public health & safety strategies through viewing Fete via its 5 distinct and widely dispersed venues, i.e. the Sun, Moon, Lafayette, Family & Lagniappe.

And while only one of the venues (SUN) attracts crowds in excess of 1000, 2 or more certified crowd managers (we call Capitaines) are present at all 5 venues and all Capitaines are connected via a shared communication platform with event leadership and first aid professionals.

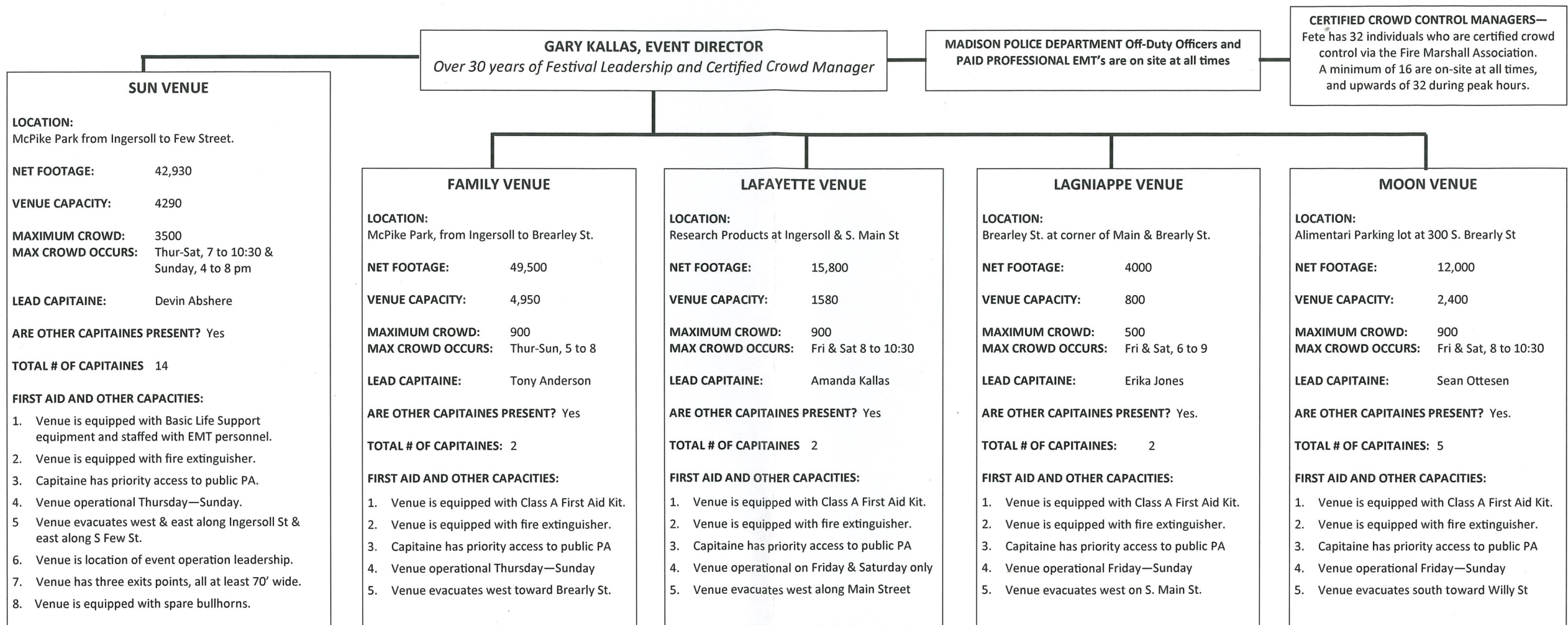
This summation/organization chart, when reviewed with event maps, hits all the major EAP strategies found in the completed EAP template form

NOTE: All venue footages listed below are net footages i.e. tables, chairs & other space eaters have been omitted.



Thursday, July 10
4 to 10 pm
Friday, July 11
4:30 to 11 pm
Saturday, July 12
12 to 11 pm
Sunday, July 13
12 to 8 pm

2025 FETE DE MARQUETTE SUMMATION/ORGANIZATION CHART—PUBLIC HEALTH & SAFETY



Park Event Application— EMERGENCY ACTION PLAN

Event Name: Fete de Marquette

Event Dates: July 10 through July 13

Location: McPike Park

Primary Contact:	Secondary Contact:	EMS (on Site All Times)	Retained Outside EMS Staff
Gary Kallas (608) 235-2925	Tony Anderson (608) 213-4735	Devin Abshere (608) 228-9692	Jam Care Medical Will provide contact information to retained MPD staff at event.

Notification:

We will always have two (2) EMS on Site and four (4) during evening hours.

We will always have uniform security on site.

We will have 8 event leaders, 1 Off-Duty Police Officer and EMS staff equipped with two-way radios.

Severe Weather or Other EAP announcements:

This event will follow the 30/30 rule for lightning and will make public announcements as needed.

This event will maintain emergency 20' lanes throughout the event site by closing public access to the paths surrounding the show section of the park i.e. Ingersoll to the Skatepark.

We retain both public (off-duty officers) and private security staff. At all times a minimum combined 9 uniform security staff are on-site. In addition, our Fete committee consists of over 50 community members, and most are experienced with previous events. Every featured activity is staffed by experienced, seasoned Fete community members. ***Most security matters are addressed by these community members.***

Fete is equipped to communicate instantly with all PA system personnel, EMS staff, private security and on-site MPD staff. We have motorized (golf car) capacity to move from one end of the grounds to the other in less than a minute. All staff listed, whether privately retained or public officials like MPD police staff, are aware circumstances impacting public safety can go sideways requiring emergency measures up to and including shutting the event down.

Additional public safety and health measure policies are attached including:

A completed 13-page Emergency Action Plan Template.

A detailed site map.

A public health and safety organizational summation chart.

Note: when viewed together, the site map and summation chart provide a working description of how public health and safety policies have worked at Fete de Marquette. Indeed, not once but two times in 2024 Fete was compelled by severe weather to implement a full event shutdown and each time, we found the plan to nearly seamlessly implement the shutdown

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: Fête de Marquette

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: _____

Event Features (check all that apply)

Alcohol Sales Live Music Temporary Structures Food/Vendors

Fencing/Enclosures Heating/LP Use

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: Gary Kallas Phone Number: (608) 235-2925

Name: Devin Abshere Phone Number: (608) 228-9692

Name: Tony Anderson Phone Number: (608) 213-4735

Event Safety

Name(s) of individual(s) responsible for event safety to include planning, event operations and event clean up: Gary Kallas, Devin Abshere, Tony Anderson

Phone Number: (608) 235-2925 Email: garyk@wil-mar.org

Event Capacity

State the estimated number of attendees over the duration of the event: Please refer to attached summation/map

State the estimated maximum number of attendees at any one time during the event: See attached summation/map

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

Based on 15 year historical experience with Fête.
Please refer to the attached summation/map.

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

Please refer to the attached summation/map.

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: Please refer to attached summation/map

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: Gary Kallas Phone Number: (608) 235-2925

Event Evacuation and Emergency Shelter

Emergency shelter location(s): Utility/bathroom building, Wil-Mar Neighborhood Center, Giant Jones Brewery, Working Draft Brewery

List emergencies that will cause evacuation or emergency sheltering:

<u>Fire</u>	<u>Bomb Threat</u>	<u>Vehicle through Barricade</u>
<u>Severe thunderstorm</u>	<u>Active Shooter</u>	<u>Air Quality</u>
<u>Tornado</u>	<u>High Wind</u>	<u>Civil Unrest</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:

Attention, Fête attendees. This is an emergency evacuation announcement.

For your safety, please stay calm and follow these stage-specific directions:

- Sun Stage** - Evacuate west along Ingersoll St or east along Few St
- Lafayette Stage** - Evacuate west along Main St
- Family Stage** - Evacuate west towards Brearly St
- Lagniappe Stage** - Evacuate west on S Main St
- Moon Stage** - Please evacuate south towards Willy St

Stay tuned to our social media channels for further updates. Your cooperation is essential for the safety of all. Thank you.

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

Gary Kallas will alert crowd managers to initiate broadcast of the specified emergency notification to all guests. Emergency announcements will be shared across all official social media platforms of the event to reach attendees, vendors, and staff who may not be within immediate earshot of the PA systems. In the event of power failure, emergency announcements will be made via megaphone bullhorn at each designated stage venue.

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

A dedicated phone group text will serve as the primary communication channel between event organizers, staff, volunteers, and personnel tasked with initiating and/or disseminating emergency notifications and warnings. This ensures a rapid, direct line of communication for coordinating responses and sharing critical information in real-time.

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: Devin Abshere

Name of the contracted weather monitoring service (as applicable): National Weather Service

The scope of services include: Emergency weather notifications, monitoring throughout event

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

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? n/a

Provide the name of the security service: n/a

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

n/a

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

n/a - please see attached summation / map

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: Patrolling of event grounds parameter and monitoring of emergency communications with EMT services.

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

Name: Devin Abshere Phone Number: (608) 228-9692

Emergency Medical Services

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

Limited to dialing 911 for medical emergencies. ___

First-aid station staffed by:

Volunteers: Yes No ___ Contracted medical professionals: Yes No ___

Name of contracted service: JamCare

Number of personnel on-site at all times: Please refer to attached summation/map

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

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

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

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: Devin Abshere Phone Number: (608) 228-9692

Stages, Raised Platforms, Temporary Structures, and Tents

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.
- ✓ 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 120 minutes throughout the event, Devin Abshere (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.

EAP Distribution and Training

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

Event Staff Vendors Crowd Managers Security Performers Promoters
Volunteers Contractors EMS 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).

Worksheet for Hazards

High Winds

Prevention Actions

- A) Continuous monitoring of conditions via national weather service.
- B) Alert all staff and vendors of any weather threats.
- C) Establish open line of communication between organizers, staff, volunteers, and touring personnel.

Protective and Emergency Actions

- A) Provide real-time information via PA system and social media alerts.
- B) Take down canopies and lower any rigged truss/sound.
- C) Evacuate the area, following designated evacuation routes.

Medical Emergency

Prevention Actions

- A) JamCare and certified first aid responders on site.
- B) Open line of communication with crowd managers, stage/touring personnel, and event staff.
- C) Signs indicating location of emergency aid station.
- D) Provide MFD map with designated access points for service

Protective and Emergency Actions

- A) Refer/contact JamCare for assistance.
- B) Call 911 to initiate transport for affected individual(s).
- C) Staff to remove/replace barriers as needed to allow for emergency personnel to access park grounds

Extreme Heat

Prevention Actions

- A) Continuous monitoring of conditions via national weather service
- B) Alert all staff and vendors of any weather threats

Protective and Emergency Actions

- A) Provide extra water to event staff, artists, and volunteers.
- B) Refer any suspected heat stroke to JamCare.
- C) Call 911 and remove/replace barriers to allow for emergency access to grounds

Severe Thunderstorm

Prevention Actions

- A) Continuous monitoring of conditions via national weather service.
- B) Alert all staff and vendors of any weather threats.
- C) Keep open line of communication between organizers, staff, volunteers, and touring personnel

Protective and Emergency Actions

- A) Lower canopies, lower any rigged truss/sound
- B) Provide real-time information via PA system and social media alerts.
- C) Evacuate the area, following designated evacuation routes.

Tornado

Prevention Actions

- A) Continuous monitoring of conditions via national weather service.
- B) Alert all staff and vendors of any weather threats.
- C) Keep open line of communication between organizers, staff, volunteers, and touring
- D) Follow the 30/30 rule for lightning

Protective and Emergency Actions

- A) Provide real-time information to attendees via PA system and social media alerts.
- B) Project emergency announcement via PA and post via social media.
- C) Evacuate the area, following designated evacuation routes.

Lost Child

Prevention Actions

- A) Designated 'Lost Child' assembly point at EMS station.
- B) Signs informing attendees upon entry of assembly point.

Protective and Emergency Actions

- A) Notify all staff and security to look for the lost child.
- B) Announce a description of the lost child over the PA system.
- C) Reunite the child with their guardian at the designated 'Lost Child' assembly point.

Fight/Domestic Disturbance

Prevention Actions

- A) Open line of communication between designated crowd managers and event staff. (See attached summation and map).
- B) Designate off duty MPD officer posts throughout event grounds.

Protective and Emergency Actions

- A) Staff to intervene and de-escalate the situation.
- B) Call local law enforcement if the situation escalates beyond control.
- C) Provide first aid and support to any individuals affected.

Active Shooter/Active Killer

Prevention Actions

- A) Conduct active shooter response training for staff and volunteers.
- B) Maintain open line of communication for crowd managers, volunteers, and staff.
- C) Prepare evacuation announcement ahead of event.
- D) Maintain emergency 20' lanes throughout the event site.

Protective and Emergency Actions

- A) Evacuate the grounds, following designated evacuation routes.
- B) Notify law enforcement immediately.
- C) Provide real-time information to attendees via PA system and social media alerts.

Fire/Explosion

Prevention Actions

- A) Conduct pre-event fire safety inspections.
- B) Train staff and vendors on fire safety protocols.
- C) Ensure fire extinguishers and emergency exits are clearly marked and accessible.
- D) Maintain emergency 20' lanes throughout the event site.

Protective and Emergency Actions

- A) Call 911 immediately.
- B) Evacuate the area, following designated evacuation routes.
- C) Utilize fire extinguishers if safe to do so.

Vehicle Through Barricade

Prevention Actions

- A) Install physical barriers around the event perimeter.
- B) Limit vehicle access to designated areas only.
- C) Conduct pre-event vehicle threat assessments.

Protective and Emergency Actions

- A) Alert all personnel and attendees to evacuate the area, following designated evacuation routes.
- B) Call emergency services.
- C) Provide first aid to any injured parties.

Peaceful Protest (Your Event or Unrelated Issue)

Prevention Actions

- A) Monitor social media and local news for planned protests.
- B) Establish communication with protest organizers to understand their plans.
- C) Inform staff and security about potential protests and response strategies.

Protective and Emergency Actions

- A) Facilitate a designated area for protest to ensure safety for all.
- B) Maintain open lines of communication with protest leaders.
- C) Monitor the protest and coordinate with law enforcement if needed.

Civil Unrest

Prevention Actions

- A) Monitor local news and social media for signs of brewing civil unrest.
- B) Develop a contingency plan for event shutdown or relocation if unrest threatens the event location.
- C) Brief all staff and security on signs of unrest and de-escalation techniques.

Protective and Emergency Actions

- A) If unrest approaches the event area, communicate with law enforcement for support.
- B) Use PA system and social media to inform attendees of the situation and direct/evacuate them safely.
- C) Evacuate or shelter-in-place, depending on law enforcement advice and the nature of the unrest.

Power Failure

Prevention Actions

- A) Ensure all critical event functions have backup power sources, such as generators.
- B) Regularly test and maintain all electrical equipment and backup power systems before the event.

Protective and Emergency Actions

- A) Crowd managers to immediately report potential crush/surge situations to event staff

Crowd Crush/Surge

Prevention Actions

- A) Designate crowd managers to monitor areas with high foot traffic for signs of overcrowding or distress.
- B) Implement staggered stage set times to reduce sudden crowd movements.
- C) Use barriers and signage to guide crowd flow and prevent bottlenecks.
- D) Maintain emergency 20' lanes throughout the event site

Protective and Emergency Actions

- A) Crowd managers to immediately report potential crush/surge situations to event staff

Bomb, Bomb Threat or Suspicious Package

Prevention Actions

- A) Conduct pre-event sweeps with event leadership and MPD to identify and mitigate potential threats.
- B) Train staff and security personnel on how to recognize suspicious packages or behavior.
- C) Establish secure perimeters and access controls to minimize the risk of unauthorized entry with potentially harmful devices.

Protective and Emergency Actions

- A) If a suspicious item is found or a threat is received staff is to notify law enforcement immediately to investigate and neutralize the threat.
- B) Communicate with event attendees, staff, and vendors through available channels, advising them of the situation and necessary actions without causing panic.
- C) Evacuate the area, following designated evacuation routes.

Air Quality Alert

Prevention Actions

- A) Monitor air quality indexes (AQI) from local environmental agencies leading up to and during the event.
- B) Inform attendees, staff, and vendors in advance about potential air quality issues and preventive measures such as wearing masks or avoiding outdoor exposure.
- C) Have additional PPE such as masks available on site for staff and volunteers.

Protective and Emergency Actions

- A) If the AQI reaches unhealthy levels, communicate the air quality alert to all event participants using the PA system, social media, and other communication platforms.
- B) Distribute PPE masks or similar protective gear to staff, vendors and volunteers, prioritizing individuals at higher risk, such as children, the elderly, and those with respiratory conditions.
- C) Adjust the schedule, or postpone the event to ensure the health and safety of all