STREET USE (SPECIAL EVENT) PERMIT APPLICATION

<u>Applicant</u>		Contact During E	<u>vent</u>	
Spencer D Stanbery		Spencer D Stanbe	ry	
Jazz At Five, Inc.		Jazz At Five		
1213 N Sherman Ave		2364 Jackson St		
295 Madison, WI 53704		304 Stoughton, WI 535	89	
Email: Eventdirector@jazzatfive.	Org	Email Eventdirect		ve.Org
Phone: (920) 290-1266	3	Phone: (920) 290-	•	3
(020) 200 . 200		(0_0, _0	00	
Event Information				
Name of Event: Jazz at Five		Event Type:	Recurring	One Day
Estimated Attendance: 30	00	Is this a new	event:	
Event Additional Information	1			
Run/Walk:	☐ Music/Co	oncert:		
Festival:	□ Rally:			
Parade:	□ Posting	no parking signs	or bagging	meters? ☑
Other:				
If other, please describe:				
Site Map				
Each event application must incl	elchairs as well as on a second secon	disabled parking sp of 20') recycling plans are	vaces	
Lunderstand Lmust attach site		•	cation if o	nnlicable: □

Location Information				
Capitol Square:				
State Street Mall (700/900):				
30 on the Square:				
Other:				
Street Names and Block Numbers:	100 State St			
Event Dates				
Event Start Date: 08/09/2023	Event Start Time: 4:00 pm			
Event End Date: 09/06/2023	Event End Time: 8:00 pm			
Event Setup Time: 12:00 pm	Event Cleanup Time: 8:30 pm			
Temporary (Picnic/Beer) Licenses				
Visit the <u>City of Madison City Clerk's Office</u> website under heading "Temporary Picnic/Beer License" to apply.				
Will beer/wine be sold?(\$): Yes				
Will beer/wine be served (Free of charge)?:				
I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *				
I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event: ☑				
If the Temporary (Picnic/Beer) License is denied will the event occur?: Yes				
Street Use Event Vending License	•			
If food will be sold please visit the Public	C Health - Madison & Dane County website.			
l understand a Special Event License Sellers ID# is required:	Application listing the vendors and their	ď		
Will food and/or merchandise be solo	1?(\$): Yes			
Estimate number of vendors: 3				

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
08/09/2023	4:00 pm	08/09/2023	8:00 pm	
08/16/2023	4:00 pm	08/16/2023	8:00 pm	
08/23/2023	4:00 pm	08/23/2023	8:00 pm	
08/30/2023	4:00 pm	08/30/2023	8:00 pm	
09/06/2023	4:00 pm	09/06/2023	8:00 pm	

SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact <u>Madison Fire</u> prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may
 also require <u>Special Duty Police Officers</u> or Fire Inspector staffing at your event. If MPD designates
 an event as a District Event, the organizer must
 contact <u>Central District MPD</u>, (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan PDF/ MS Word

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact <u>Police</u>, <u>Traffic Engineering</u> and <u>Madison Metro</u> prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan: ☑			
Equipment Rental -	Downtown events only.		
Will you need equipme	ent rental from the City of Madison?(\$):	No	
Trash Barrels:	0		
Recycling Barrels:	0		
Dumpsters:	0		
Electrical Adaptors:	0		

Marketing

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

Do you want this included in the Madison Parks calendar of events?:

Yes

Event Website: www.jazzatfive.org

Notes: Jazz at Five is celebrating its 30th anniversary this year. The free Summer Concert Series is reoccurring five Wednesdays August 9th through September 6th outside at 100 State St, next to Ian's Pizza.

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

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Indemnification

THE APPLICANT FOR A STREET USE 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 GRANTED.

I have read the Acknowledgement:

Signature

By initialing, I/we waive the 21-day decision requirement:

SS

Signature: Spencer Stanbery

Date: 04/28/2023

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup 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
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

- Event set up begins at 12pm
- Event take down is complete by 9pm
- All events are held on Wednesdays
 - 1. 8/9/23
 - 2. 8/16/23
 - 3. 8/23/23
 - 4. 8/30/23
 - 5. 9/6/23
- Sound begins at 4pm, sound ends at 8pm
 - 1. Youth band begins event 4:00pm
 - 2. Opening performer 5:00pm-6:30pm
 - 3. Headliner performer 6:45pm-8:00pm
- All events are outdoor concerts held at the 100th block of State Street, use of the stage for the performers
- Sidewalks will be used for audience seating, large walkway left open for emergency vehicles
- There are 3 confirmed food vendors (Benvenutos, Chocolate Shoppe, Pudgey's) all 3 will have food carts on the block. We are hoping to increase to five food vendors this year.
- Benvenutos will provide pre ordered food to tables and sell pizzas at the event.
- All events will have:
 - 1. food vendors present
 - 2. beer (under tent) sold by Jazz at Five volunteers
 - 3. Information tent operated by Jazz at Five volunteers
 - 4. bands will have merchandise for sale at information tent
 - 5. banner will be displayed over the stage
- Like last year Jazz at Five again would like to close from Wisconsin Avenue to the corner of Carroll Street/Mifflin Street and East Washington to the corner of Mifflin Street/Carroll Street to allow the audience to walk across the street to use the Capitol Lawn for seating. Jazz at Five would like to restrict downtown restaurants in the area from using their patios.

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

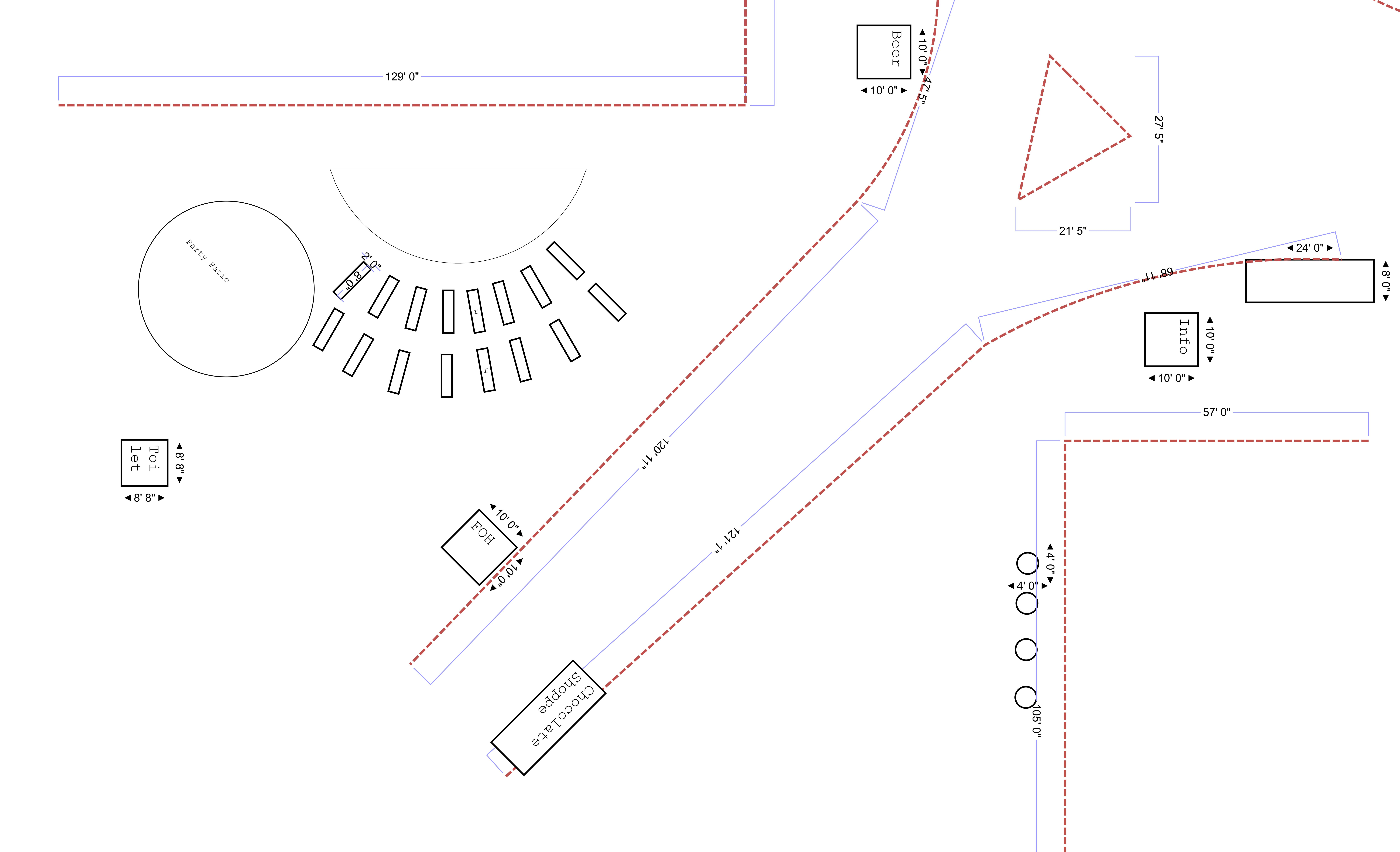
A helpful online resource for route mapping is <u>Map My Run</u>.

Provide Detailed Event Site Map:

Please see attached

The event is held on 100th Block of State Street. All food carts, tents, and performers will be on the 100th Block of State Street or at the corner of Carroll and Mifflin Streets

Like last year Jazz at Five again would like to close from Wisconsin Avenue to the corner of Carroll Street/Mifflin Street and East Washington to the corner of Mifflin Street/Carroll Street to allow the audience to walk across the street to use the Capitol Lawn for seating. Jazz again has applied for a Capital lawn permit. Jazz at Five would like to restrict patio use for nearby restaurants.



STREET EVENT CLEANUP 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 cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- 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 cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the <u>City of Madison's Recycling Office</u>,
 via <u>email</u> or at (608) 267-2626.

Provide Detailed Trash/Recycling/Cleanup Plans:

Jazz at Five will be providing own garbage cans and liners (purchased and owned by Jazz).

Will have 8 garbage and 8 recycle bins. Approximately 10 volunteers will help with clean up at the end of the night.

Garbage will be removed from the area by a Jazz at Five board member.

STREET EVENT VENDING LICENSE APPLICATION

☐ 1-25 Vendors\$400.00	
26-100 Vendors\$675.00	
101-300 Vendors\$975.00	
· · · · · · · · · · · · · · · · · · ·	
301 or more Vendors\$1,700.00	
EVENT INFORMATION	
Name of Event: Jazz at Five	
Event Organizer/Sponsor: Jazz at Five Inc	
Address: 1213 N Sherman ave #295	
City/State/Zip: Madison, WI 53704	
Date(s) of Event: 8/6/23, 8/16/23, 8/23/23, 8/30/23, 9/6/23 rain	_Rain Date(s): <u>Same as event dates, event moves if there is</u>
Primary Contact: Spencer Stanbery	
E-mail: eventdirector@jazzatfive.org	
Work Phone: none	Phone During Event: 715-572-8368 (personal)
Vendor Name	WI State Seller's Permit #
1. Benvenutos	
2. Chocolate Shoppe	
3. Pudgey's	
4.	
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13. 14. 15. 16. 17. 18. 19. 20.	

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Jazz at Five" will be held Weekly on Wednesdays from 8/7 to 9/4 at 100th Block of State Street inculding East Mifflin from Wisconsin Aveneu to Carrol Street and Carroll street from West Washington Street to Mifflin Street .

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Jazz at Five Summer Concert Series" (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: Spencer Stanbery.

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 not have on-site EMS (ENTER CONTACT Spencer Stanbery 920-290-1266)
- 3. We will / will not have on-site Police or Security (ENTER CONTACT Spencer Stanbery 920-290-1266)

C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the <u>National Weather</u> <u>Service's Madison Weather Forecast website</u>.
- 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 Spencer Stanbery 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 Spencer Stanbery 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

- 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: Jazz at Five Volunteers.
- 6. Parking for vendor and staff vehicles will be: End of Carroll Street closest to stage.
- 7. Parking for attendee vehicles will be: None provided, attendees to use parking ramps and street parking around the city.

V. CONTACT INFORMATION

Primary Contact	Spencer Stanbery	920-290-1266
Secondary Contact	Michael Thorson	608-698-8336
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345