

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Opera in the Park

Event Organizer/Sponsor Madison Opera

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

☒ Yes ☐ No

If Yes, provide State of Wisconsin Tax Exempt Number 038987

Address 335 W Mifflin St

City/State/Zip Madison, WI 53703

Primary Contact Karra Beach

FAX _____

Work Phone 608-217-4570

Phone During Event 608-217-4570

E-mail karrajean@uwalumni.com

Website www.madisonopera.org

Secondary Contact _____

Work Phone _____

Phone During Event _____

E-mail _____

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

If Yes, name of charity to receive donations: _____

Estimated Attendance 11,000

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8pm to 10pm

☒ Yes ☐ No

EVENT CATEGORY

☐ Run/Walk

☒ Music/Concert

☐ Festival

☐ Rally

☐ Parking (i.e., bagging meters)

☐ Other _____

LOCATION REQUESTED

☐ Capitol Square (note specific blocks below)

☐ Podium/700-800 State Street

☐ 30 on the Square (a.k.a. top of 100 block of State Street)

☒ Other (specific blocks/streets requested below)

Street Names and Block Numbers: 200 & 300 blocks of Rosa Rd, 5700 block of S Hill Dr & Driftwood Ave and S Hill Dr from S Rosa Rd to Carillion Dr

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7-26-14

Rain Date(s) 7-27-

Event Start Date(s)/Time(s) pm - July 26, 2014

Set-Up Date(s)/Time for Event July 24 late afternoon

Event End Date(s)/Time(s) ~10pm - July 26, 2014

Take-Down Time Immediately following the event

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

KB I/We waive the 21-day decision requirement.

KB (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

Signature _____

Date 3-4-14

STAFF PERSON ON SITE
TE - BARRICADES
& BIKE RACKS
— PARKS DELIVERED
& PICKS UP

 MADISON OPERA

Opera in the Park 2014



2014 Opera in the Park Staff

Madison Opera Staff:

- Kathryn Smith – General Director
- Beth Tolles – Director of Development
- Jennifer Fenster – Finance Officer
- Salvatore Vasta III – Artistic Manager
- Ronia Holmes – Manager of Marketing and Community Engagement
- Amalia Goldberg – Patron Services Manager

Event Staff:

- Karra Beach – Event Coordinator
- Billy Larimore – Technical Director
- Adam Beach – Ground Logistics Manager
- Josh Benson – Assistant Coordinator
- Jill Krynicki – Stage Manager
- Ken Ferencek - Lighting Designer

Stage, Lighting and Sound Equipment:

- Susan & Jonathan Lipp – Full Compass (Sound design & equipment)
- Henry Heine – Bag End Sound Systems (Sound design & equipment)
- Tim Woodworth – Intellasound (Stage and lighting equipment)

Security:

- MPI Security

Set up and Take Down

Set Up:

Will begin on Thursday afternoon with the stage, generators and tents arriving then. Set up will continue all day Friday.

Tear Down:

Tear down will occur upon the conclusion of the concert. The stage will be removed that evening; other items will remain until pick up on Sunday or Monday.

Site Plans

Stage

The stage will be located in the outfield east of the second base in Garner Park. A large motor home will be present behind the stage for the artists.

F.O.H.

Front of House will be approximately 130 ft from the front of the stage.

Tents

There will be a tent on either side of the stage. A 30 x 30 tent will be stage left for production and orchestra members. A 40 x 80 tent will be stage right for the pre-concert dinner and the post-concert reception.

Lights

Spot lights will be located on scaffolding towers on either side of the viewing area. These towers will also hold delay speakers. Mid way up the hill there will also be two shorter scaffolding units holding speakers.

Toilets

There will be 4 locations: near the park shelter, near the walking path, east of the stage area, and halfway up the hill from the basketball court. Handicap units and hand sanitizers will be located at all areas.

Office

The shelter will be used as an office and will consist of: event headquarters, lost and found, first-aid station, and a volunteer rest area.

Clean up

In past years we have obtained trash bins from Waste Management but we have assessed that there is not as much of a need for them as previously thought. City of Madison waste and recycling containers have proven sufficient for the past two years and we will continue with that plan.

Vending

Soda Stand

One beverage stands may be set up for the event. Only closed non-alcoholic beverages will be sold at the event.

Other Tables

Tables will be located throughout the park selling light sticks, programs, donation boxes and raffle tickets. One table will also sell promotional items for Madison Opera.

Other Vendors

Any other vendors brought in for the event will arrange for their own permits. In past years we have worked with the Chocolate Shoppe and may do so again this year. These vendors are typically located on the basketball hoop on the west side of the park near Rosa Rd.

Parking / Traffic Plan

Parking for patrons will be located in CUNA and a few lots in University Research Park. Volunteers will help direct patrons from full lots to the next open lot. Signs will be posted on Whitney Way and Mineral Point Rd to direct attendees to the designated parking areas.

No Parking

No parking signs will be set up 48 hours prior to the event: **S. Rosa Rd**, from Mineral Point Rd to the S. Hill Dr. intersection; **S. Hill Dr** from S. Rosa Rd toward Whitney Way approximately 300 feet & **Driftwood Ave** extending up the hill about 600 ft. The Street Use Permit has already been submitted to the streets department.

Handicap / Permit Parking

Handicap parking will be available on both sides of S. Rosa Rd and Driftwood Ave and a portion of the CUNA Mutual parking lot A. S. Hill Dr, CUNA Parking Lot A and the Garner Parking lot will be used for permit parking for crew, staff and the Prelude dinner guests.

Promotion and Publicity

Promotion will be conducted similarly to the past years and will include television, newspaper, radio, mailings, magazine and on-line marketing.

Security

Over night security will be contracted for Thursday and Friday nights. If we need to use the Sunday rain date security will also be present Saturday night. When the security company is not present, a staff member will be at Garner Park.

2014 Opera in the Park Schedule

Sunday AM

Corner Road Sign put up at corner of Rosa and Mineral Point Rd

Tuesday

“No Parking” signs put up

Thursday

8:00 am – Technical Director picks up necessary event items. The truck will be parked on the street overnight.

2:00 pm – Forces arrives with generators, house lights & cables.

2:00 pm – Intellasound arrives with stage

2:00 pm – IA Crew arrives. Cable is run, stage is placed and FOH is set up.

5:00 pm – Capital City arrives with tents

6:30 pm – End crew call, MPI Security Guard arrives

Friday

8:00 am – Start Crew call

9:00 am – Vendor deliveries begin to arrive: Port-a-Potties, Golf Carts

10:00 am – Coffee break for crew

10:30 am – Volunteers arrive to set up tables, chairs, VIP seating & set backstage fencing

12:30 pm – Lunch for Crew and Staff

1:00 pm – Start afternoon call, MSO Arrives; set orchestra risers & orchestra,

2:00 pm – Start light focus, Run intercom, finish VIP seating, Banners put up

5:00 pm – Sound touch ups, patch lighting, Senior centers arrive with chairs

5:30 pm – Garner Park Parking Lot barricades are set up

6:00 pm – Dinner for Crew, Chorus arrives (chorus warm ups)

6:30 pm – Artists arrive

7:00 pm – Rehearsal begins

10:00 pm – Rehearsal ends, Night focus begins

11:00 pm – MPI security guard arrives, end Focus call

Saturday

9:00 am – Staff on site, Security leaves, parking volunteers arrive (Garner Lot)

10:00 am – Chocolate Shoppe Arrives

3:00 pm – Light and Sound Check

4:30 pm – Check in Volunteers arrive, **Madison Police Lieutenant arrives**

5:00 pm – Spots ops arrive, **Parking Enforcement officers arrive**

6:00 pm – Dinner for Crew, **Officers arrive for patrol**

6:00 pm – Prelude Dinner Beverage Service Begins, Color Guard Arrives

Rite Way Busses Arrive at Memorial High School for chorus and symphony

7:00 pm – Show call, Choir warm up

8:00 pm – Show start (see cue sheet)

10:30 pm – Estimated show conclusion, post show reception begins in VIP tent

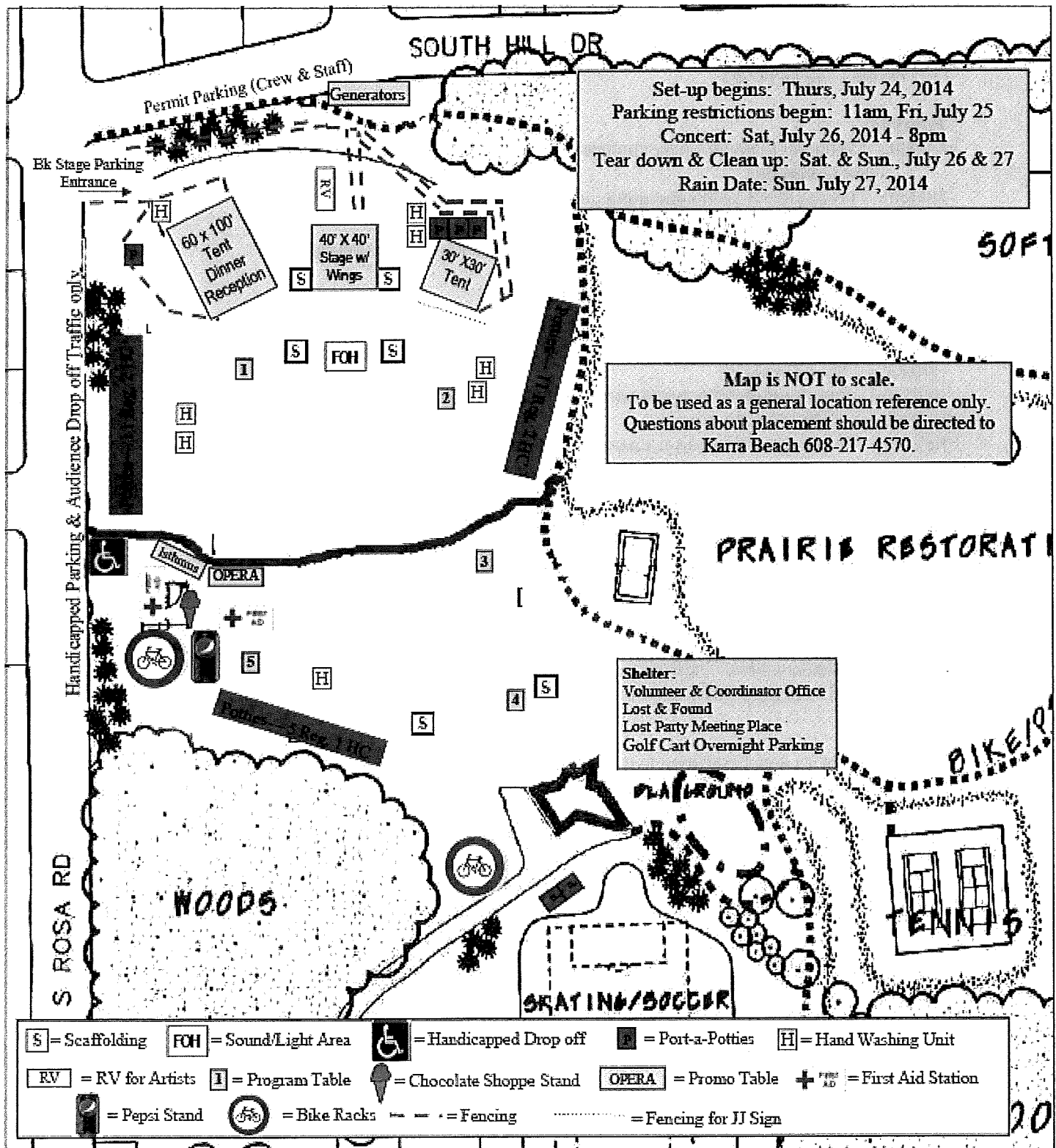
11:00 pm – Post show reception ends, load out continues.

Sunday

6:00 am – Forces picks up generators

9:00 am – Clean-up crew arrives

Opera in the Park 2014 - Garner Park Map



Opera in the Park

Emergency Evacuation Plan

In the event that a situation should arise that requires the evacuation of Garner Park, the following plan will be implemented for the purpose of providing a safe and expeditious clearing of spectators and opera participants.

Ultimately, specific situational considerations related to an evacuation may dictate adjustments. Therefore, it is recognized that this plan cannot necessarily apply to every possible situation, but does provide an appropriate emergency evacuation foundation.

Emergency Evacuation Requiring Shelter

CUNA has authorized the use of their parking facility in the event a situation should arise requiring immediate evacuation and shelter. CUNA security staff will be available to provide access to this area upon our request. A public address message will be announced directing all persons to move in an orderly fashion to the CUNA complex parking facility located at ground level, immediately west of Rosa Rd and south of Driftwood Ave (Attachment A). All available public safety personnel will be directed to respond and assist with the evacuation.

Just prior to the public address announcement, Opera volunteer staff and Madison Police Officers will be informed to report to the basketball court located on the west side of the park. These personnel will then form a line that will begin on the east side of the basketball court and continue in a westerly direction to the east parking facility overhead door; this line will provide and identifiable path for evacuees to follow to safety. Volunteer staff and police officers should be the last individuals to enter the shelter area. The parking facility will be utilized until an “all clear” notification is received (Attachment B).

Emergency Evacuation Only

In the event that a situation should arise that requires the immediate evacuation of the park, Opera volunteer staff and Madison Police Officers will be directed to their post-event assignments. All available public safety personnel will be directed to respond to assist with the evacuation.

A public address message will be announced directing all persons to immediately evacuate the park, return to the vehicles and leave the area (Attachment C). A traffic evacuation plan will be implemented to facilitate the expeditious departure of vehicular traffic (Attachment D). Dependent on the cause of the evacuation, Opera participants and volunteer staff may be asked to leave the area or to stand by and be available at a nearby location. In the event that they are asked to stand by, Opera participants and volunteer staff should move to the most westerly parking lot of the CUNA complex and remain there until directed. In the event that weather or other factors require shelter for these personnel, CUNA staff will be contacted for assistance (Attachment E).

Opera in the Park Emergency Evacuation Plan

Volunteer, Staff and Police Information Sheet

In the event that a situation should arise that requires the evacuation of Garner Park during the event, you will be needed to assist in the process of clearing the area and/or moving spectators and Opera participants to a safe location.

It is important to provide a calm and confident demeanor while the evacuation is underway. Please walk calmly to your assignment. Please maintain a calm demeanor throughout the evacuation process as it will significantly reduce the anxiety of others.

Emergency Evacuation Requiring Shelter

In the event a situation should arise that requires the immediate evacuation of the park and moving people to shelter, volunteer staff and police will be directed to report to the basketball court located on the west side of the park.

Volunteer staff and police will then be used to form a line that will run from the basketball court to the CUNA complex east parking facility overhead door.

A public address announcement will notify spectators and opera participants to walk west towards Rosa Rd and the basketball court where opera staff and volunteers will direct them to the CUNA parking facility. Volunteer golf cart drivers should be in their carts and prepared to assist those who may need extra assistance exiting the park.

Personnel should point in the direction of the shelter location while maintaining a calm demeanor. During the time of the evacuation any inquiries by the crowd should be answered with comments encouraging them to continue moving towards shelter.

Volunteers, staff and police officers should be the last individuals to enter the shelter area. The parking facility will be utilized until an "all clear" notification is received.

Emergency Evacuation Only

In the event that a situation should arise that requires the immediate evacuation of the park, Opera volunteers, staff and Madison Police Officers will be directed to their post-event assignments. All available public safety personnel will be directed to respond to assist with the evacuation.

A public address message will be announced directing all persons to immediately evacuate the park, return to their vehicles and leave the area. Volunteer staff and police should maintain a calm demeanor and encourage the crowd to continue walking to their vehicles to leave the area.

A traffic evacuation plan will be implemented to facilitate the expeditious departure of vehicular traffic.

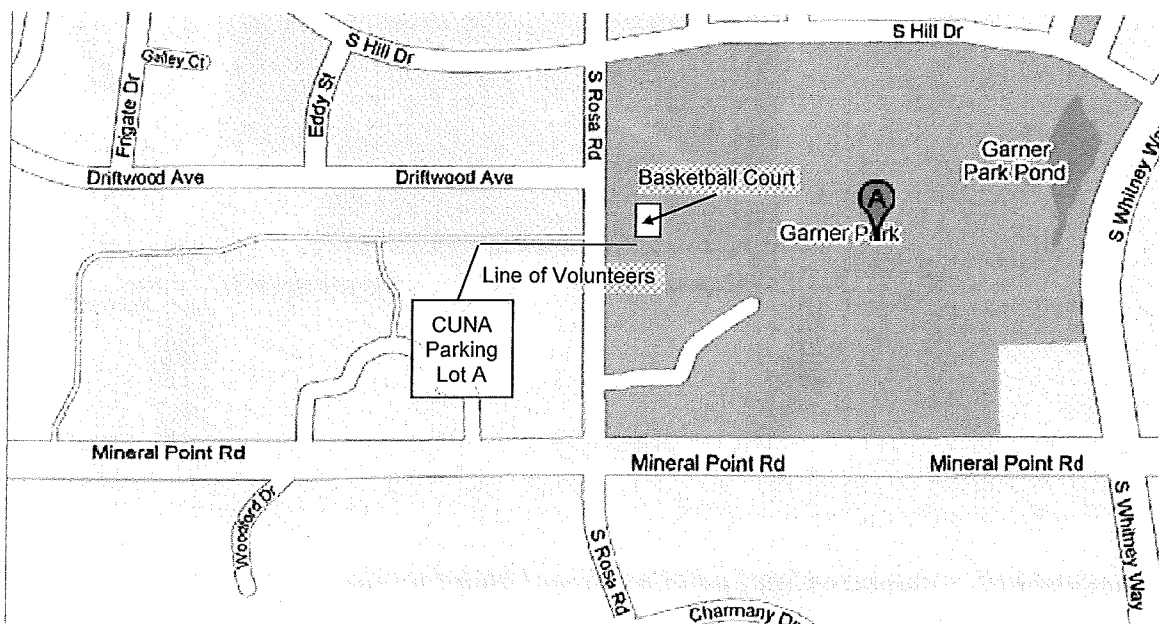
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Public Address Announcements – Opera in the Park

Attachment A – Emergency Evacuation Requiring Shelter

“A tornado warning/severe thunderstorm warning is in effect. Shelter is available in the CUNA complex. Please walk in an orderly fashion towards Rosa Rd and the basketball court where Opera staff will direct you to the CUNA parking facility. Please remain there until notified that the warning has been lifted.”

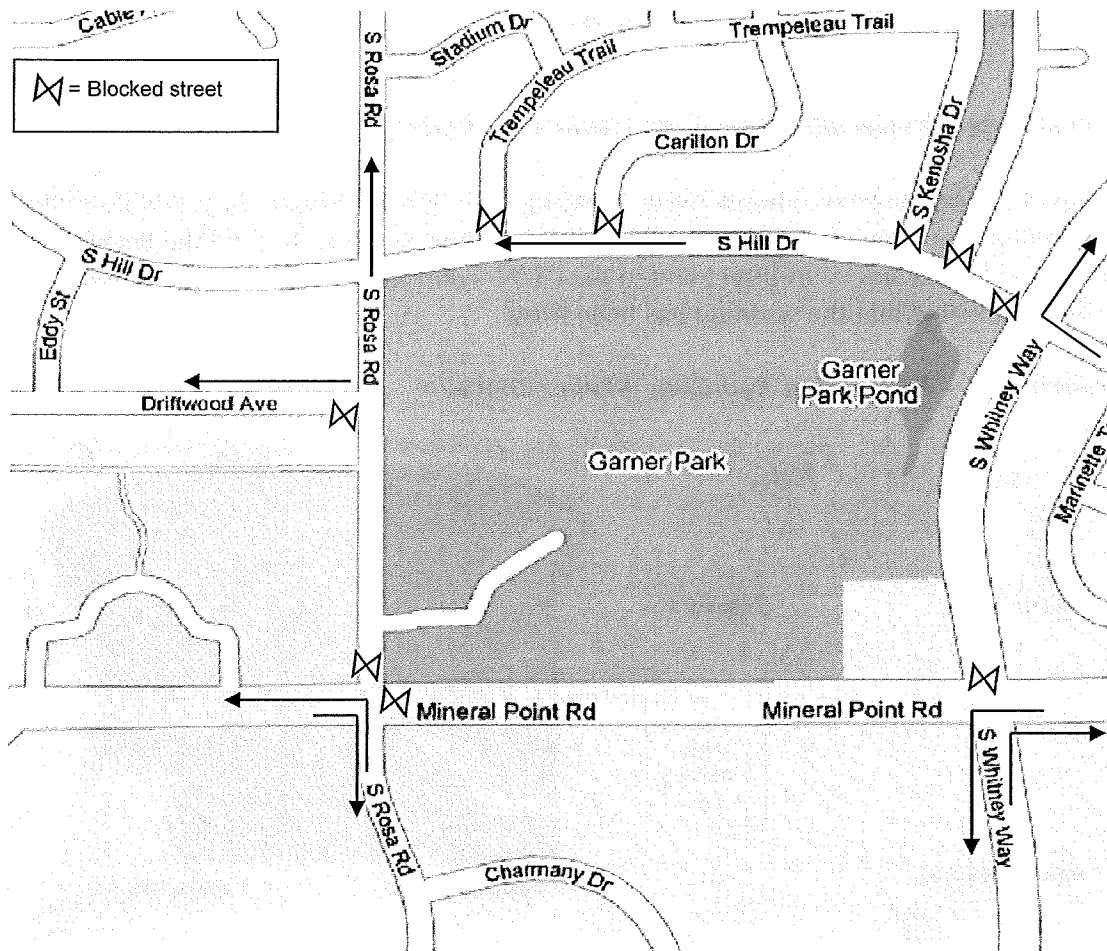
Attachment B – Evacuation Requiring Shelter Diagram



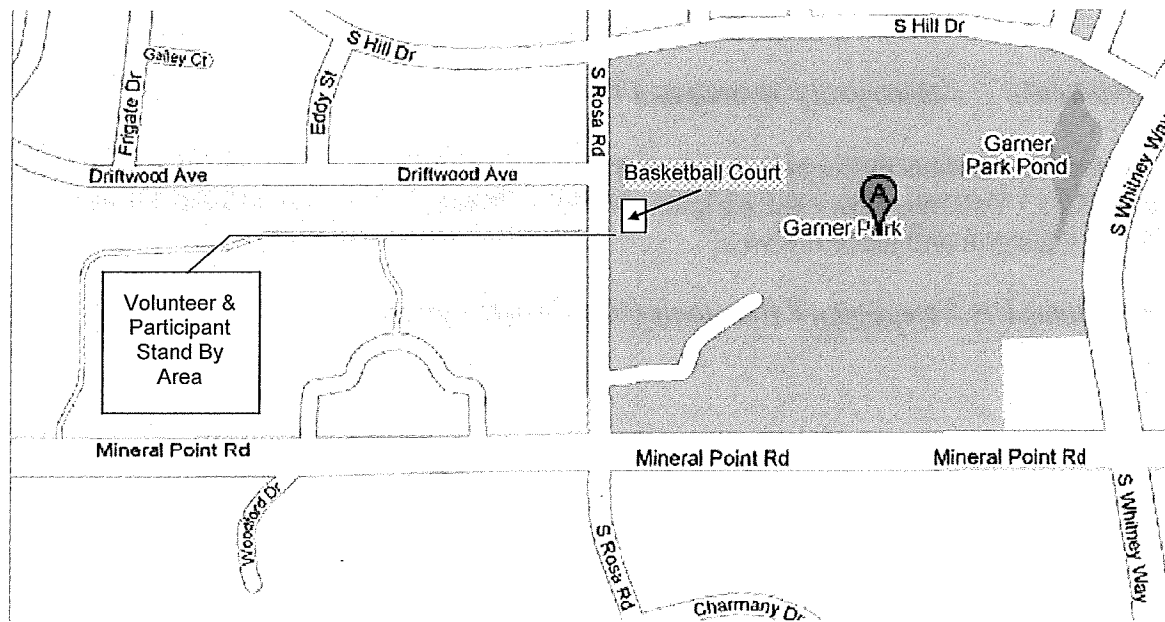
Attachment C – Emergency Evacuation Only

“Due to circumstances beyond our control we regret to inform you that this event must be cancelled. You must leave the park immediately. Please return to your vehicles in an orderly fashion and leave the area.”

Attachment D – Emergency Evacuation Only Traffic Pattern



Attachment E - Volunteer Staff and Participant Stand By Area



Opera in the Park Barricade Map

