

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event 18th Annual WORT Block Party

Event Organizer/Sponsor Back Porch Radio Broadcasting, Inc.

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

☒ Yes ☐ No

If Yes, provide State of Wisconsin Tax Exempt Number ES14039

Address 118 S. BEDFORD ST.

City/State/Zip MADISON, WI 53703

Primary Contact Doug Holtz FAX _____

Work Phone 256-2001 Phone During Event 239-8702

E-mail wortbiz@wort-fm.org

Website wortfm.org

Secondary Contact Norm Stockwell

Work Phone 256-2001 Phone During Event _____

E-mail normstock@wortfm.org

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, name of charity to receive donations: WORT Community Radio

Estimated Attendance 750 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 11AM to 7PM ☒ Yes ☐ No

EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)

☒ Other Neighborhood Block Party

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 Block of Martin Luther King Jr Blvd.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/17/15 Rain Date(s) N/A

Event Start Date(s)/Time(s) 5/17 11AM Set-Up Date(s)/Time for Event 5/17 7AM

Event End Date(s)/Time(s) 5/17 7PM Take-Down Time 8 PM

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

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

_____(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 Douglas Holtz Date 2/26/15

EVENT SCHEDULE
18th ANNUAL WORT BLOCK PARTY
Sunday May 17th

6:00pm May 16th
BAG METERS AND EQUIPMENT DELIVERY
(no street closure required)

7:00am to 11:00am

SET UP

- Stage/sound equipment**
- vendor load-in**

11:00am to 7:00pm

LIVE MUSIC

- one stage**
- six performance groups - TBA**

VENDORS OPEN

KIDS' ACTIVITIES

BEER SALES

8:00pm

Re-open 110 Block of Martin Luther King Jr. Blvd.

7:00pm to 9:00pm (or later)

TEAR DOWN/CLEAN UP

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "18th Annual WORT Block Party" will be held May 17th, 2015 at the 200 Block of Martin Luther King Jr. Blvd., Madison, WI.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "WORT Block Party" (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 Douglas Holtz.

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.
3. We will have on-site Police or Security (JBM Patrol, 222-5156)

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 (Norm Stockwell) 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 (Norm Stockwell) 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 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 thoroughways.
5. Crowd control will be managed by WORT Event Staff and Volunteers as well as JBM Patrol Services
6. Parking for vendor and staff vehicles will be on Doty and Wilson Streets.
7. Parking for attendee vehicles will be various ramps and street parking downtown.

V. Contact Information

Primary Contact	Doug Holtz	239-8702
Secondary Contact	Norm Stockwell	279-1607
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

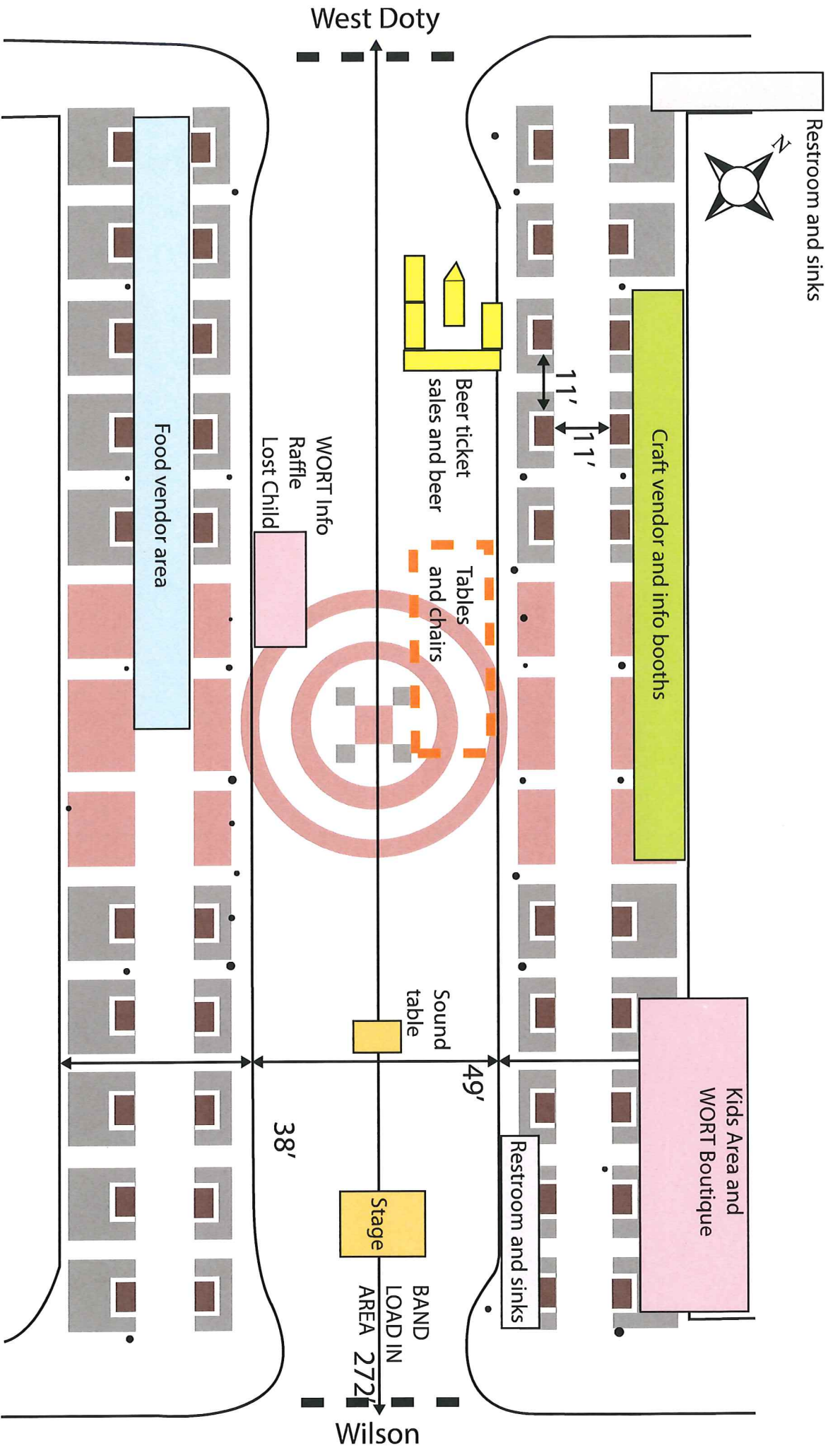
Fire Inspector	Jerry McMullen	(608) 266-4420
Division Chief	Ron Schwenn	(608) 266-4420

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)



Notes

- Image is to scale
- Measurements are approximate
- Street is 49' wide and 272' long
- Sidewalks are 38' wide
- Tree grates are about 11' apart
- Black dots/marks represent obstacles. Placement and size is approximate. May have missed some.

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:

WORT will provide 10 trash and 10 recycling containers.
Locations are curbside along entire block.
12-15 WORT Volunteers and staff will clear trash
to designated corner of MLK Blvd and Wilson St.
for collection on Monday AM, per procedure
from 2014.

AMPLIFICATION PERMIT APPLICATION

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. 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.

Do you have public amplification planned for your event?
If Yes, please continue. If No, skip this form.

☒ Yes ☐ No

EVENT INFORMATION

Name of Event: 18th Annual WORT Block Party (on MLK)

Contact Person: Doug Holtz

Park: N/A Date: 5/17/15

Type of Amplified Sound:

☒ Band ☐ DJ ☐ Sound System ☒ Speeches/Announcements ☐ Karaoke

☐ Other (please specify): _____

Times of Sound: 11 AM to 7 PM To: 7 PM

EXCERPTS FROM APPLICABLE CITY ORDINANCES

8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

(1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.

(3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.

(5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

If Yes, please continue. If No, skip this form.

☒ Yes ☐ No

EVENT ORGANIZER INFORMATION

Name of Group: Back Porch Radio Broadcasting, Inc.

Contact Person: Doug Holtz

Address: 118 S. Bedford St. Madison, WI 53703

Work Phone: 608-256-2001

Phone During Event: 608-239-8702

Today's Date: 3/2/15

BEER SALES PERMIT INFORMATION

Name of the Licensed Bartender: Adam Powell

Security Company: JBM Patrol Services

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

☒ Yes ☐ No

Indicate Application Date: 3/2/15

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

☒ Yes ☐ No

Indicate Application Date: 3/2/15

STREET USE VENDING LICENSE APPLICATION

1-25 vendors..... \$400
 26-100 vendors..... \$675
 101-300 vendors..... \$975
 301 or more vendors \$1,700

EVENT INFORMATION

Name of Event WORT 18th Annual Block Party
 Event Organizer/Sponsor Back Porch Radio Broadcasting
 Address 118 S. Bedford St.
 City/State/Zip Madison, WI 53703
 Date(s) of Event 5/17/15 Rain Date(s) N/A
 Location/Street(s) 200 Block of Martin Luther King Jr. Blvd.
 Primary Contact Doug Holtz
 E-mail wortbiz@wortfm.org
 Work Phone 256-2001 Phone During Event 239-8702

Vendor Name	WI State Sellers Permit #
1. <u>AKARIM AFRICAN ENTERPRISE</u>	<u>456 0000 3678 40-03</u>
2. <u>CASTLE ART</u>	<u>456 0000 270 305-03</u>
3. <u>SMOKIN' CANTINA</u>	<u>456-1026 839 873-04</u>
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