

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Co-op Connection

Event Organizer/Sponsor Summit Credit Union

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

☐ Yes ☒ No

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 2424 Rimrock Rd

City/State/Zip Madison, WI 53713

Primary Contact Jody Stollendorf

FAX N/A

Work Phone 608-243-5000 x2836

Phone During Event 608-628-2958

E-mail jody.stollendorf@summitcreditunion.com

Website summitcreditunion.com

Secondary Contact Kimberly Frederickson

Work Phone 608-243-5000 x2840

Phone During Event 608-512-9142

E-mail kimberly.frederickson@summitcreditunion.com

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

If Yes, name of charity to receive donations: _____

Estimated Attendance 4,000

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8:00a to Noon

☐ 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: 100 block of MLK Jr. Blvd.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/3/15

Rain Date(s) NONE

Event Start Date(s)/Time(s) 10/3/15 8:30am

Set-Up Date(s)/Time for Event 10/3/15 4:30am-8:00am

Event End Date(s)/Time(s) 10/3/15 12:00pm

Take-Down Time 10/3/15 12:00pm-3:00pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

[Signature] I/We waive the 21-day decision requirement.

[Signature] (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 Jody Stollendorf

Date 2-18-15

STREET USE PERMIT APPLICATION CHECKLIST

STREET USE PERMIT APPLICATION CHECKLIST

Please check below to indicate that you have attached the following, as applicable, to the completed application:

- ☒ Complete Event Schedule
- ☒ Event Site Map
- ☐ Route Map *N/A*
- ☒ Safety and Security Plan
- ☒ Notification Schedule

Indicate here the date(s) the alder, businesses and residents will be notified of the event.

Businesses will be notified one month prior to the event, including the Farmers Market and Urban Land Interests

- ☒ Yes, I have attached a copy of the notification flyer, letter or poster.
- ☐ Certificate of Insurance (if required by City Risk Manager)
- ☒ Recycling Plan
- ☒ Application fee of \$50 for Neighborhood Block Party; \$100 for one-time/one-day events, \$200 for one-time/two plus day events; and \$300 for series events - made payable to 'City Treasurer.'

STREET USE EVENT PERMITS

Applications included in this packet and at www.cityofmadison.com/parks

- ☒ Amplification Permit
- ☐ Beer/Alcohol Selling Permit *N/A*
- ☐ Street Use Event Vending License

ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for Community events. You must include all pertinent information before this application will be reviewed by staff. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- N/A* ☐ **Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at <http://www.publichealthmdc.com/environmental/food/documents/TempRestApp.pdf> or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted _____

- N/A* ☐ **Parade Permit** - may be required of a run, walk or bike ride event. From Traffic Engineering & the Police Department, <https://www.cityofmadison.com/transportation/forms/paradePermit.cfm>
Date Parade Permit Application Submitted _____

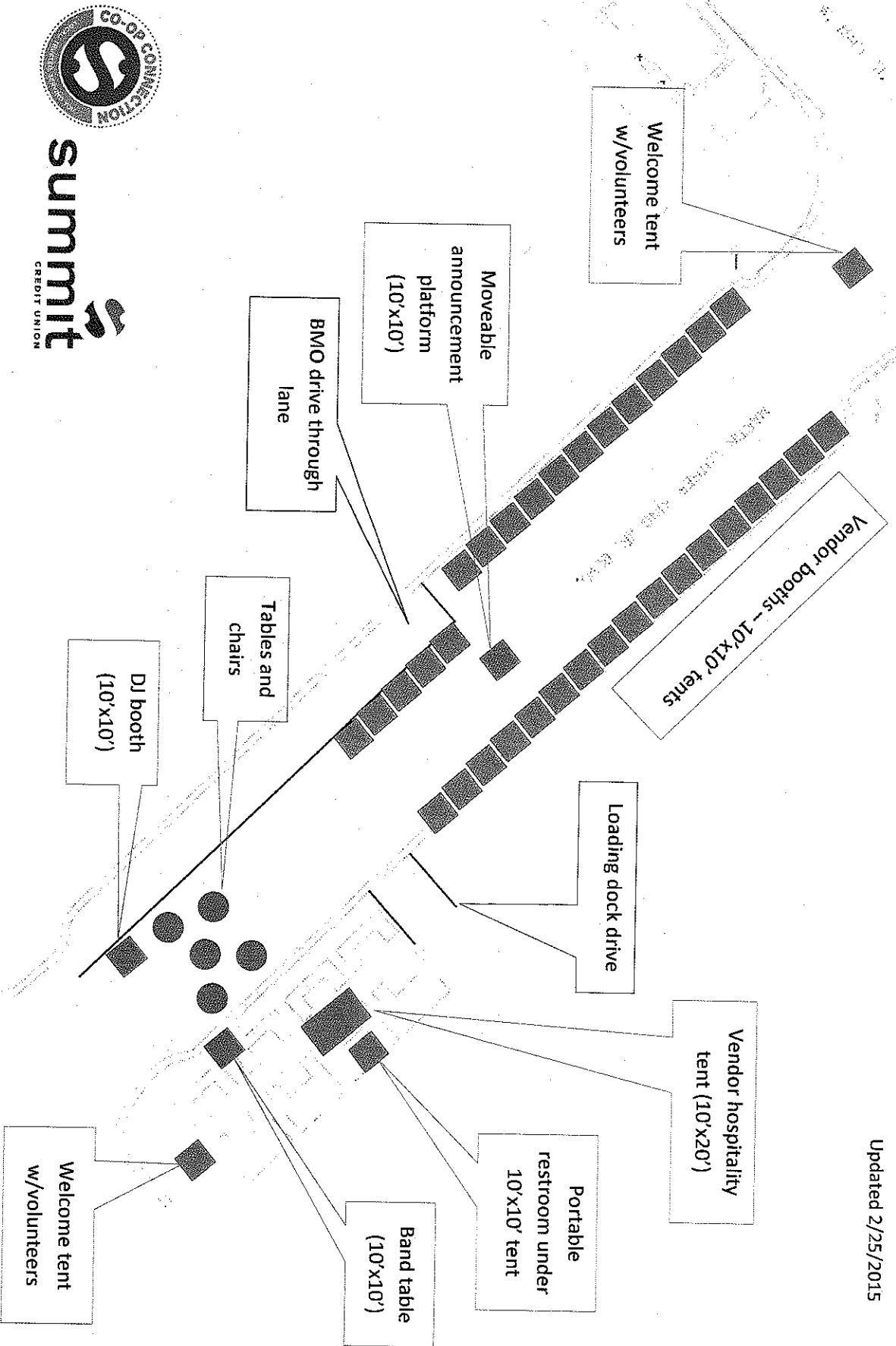
- N/A* ☐ **Temporary Class "B" Retailers License** - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, www.cityofmadison.com/clerk.
Date Class "B" Permit Application Submitted _____

2015 Coop Connection Timeline**Saturday, October 3rd**

Time	Action
4:30 AM	Event Essentials arrives to set up tents/tables
	Street closes - barricades go up
7:00 AM	Exhibitor set up begins
7:00-8:00 AM	Entertainer set up
7:30 AM	All vehicles must be off the street
7:45 AM	All vendors must be set up
8:00 AM	Event open
Noon	Event close
1:00 PM	All vendors must be clear of their booth
3:00 PM	Equipment must be removed

2015 Co-op Connection - Proposed layout

Updated 2/25/2015



Summit
CREDIT UNION

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Co-op Connection" will be held October 3, 2015 at 100 block of MLK Jr. Blvd.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Co-op Connection" (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 Jody Stolldorf.

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

C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website.
- 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 Jody Stolldorf 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 Jody Stolldorf 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 thoroughways.
- 5. Crowd control will be managed by: Jody Stollendorf/Summit Credit Union.
- 6. Parking for vendor and staff vehicles will be: Street/ city parking ramps.
- 7. Parking for attendee vehicles will be: Street/city parking ramps.

V. CONTACT INFORMATION

Primary Contact	Jody Stollendorf	608-628-2958
Secondary Contact	Kimberly Frederickson	608-512-9642
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694



Celebrating Cooperatives & Community

Hosted by: Summit Credit Union

Dear business owner/manager,

On Saturday, October 3rd, Summit Credit Union will be hosting our annual Co-op Connection event. Co-op Connection is a public celebration of cooperatives and all that they contribute to our communities and the local economy. The event includes a DJ, kids' activities and exhibitor booths along MLK Jr. Blvd.

Logistical details - *An event map is enclosed for your reference.*

The event will take place from 8:30am-Noon on the 100 block of MLK Blvd. We will be set up in the street, so will not affect sidewalk cafes. Parking meters will be covered starting at 3pm on Friday, October 2nd. The street will be closed to vehicular traffic starting at 4:30am Saturday morning.

If you have any questions about Co-op Connection, please contact me at the email or phone number below. You can find more information on Co-op Connection by visiting summitcreditunion.com/coopconnection.

Thank you! We look forward to a great event and appreciate your support.

Jody Stollendorf

Community Giving & Event Coordinator

Summit Credit Union

Jody.stollendorf@summitcreditunion.com

608-243-5000 ext. 2836



your resource to a richer life

2015 Co-op Connection Street Use Application –Supplementary information

Amplification

We will have a DJ and occasional announcements between the times of 8:00am-12:00pm

Security Plans

Summit Credit Union employees will be stationed throughout the event to monitor entrances as well as to ensure traffic barricades are maintained.

Safety Plans

Our hospitality tent will have basic first aid supplies available, as well as a supervised area for lost children. Should an emergency arise, our emcee will notify the crowd from our stage area if needed.

Trash and Recycling Plan

We will order 4 trash bins and 4 recycling bins from the City of Madison. Summit staff will monitor trash cans on site. Summit's facilities staff will pick up trash and recycling bags for disposal in our private dumpsters off site.

Notification Schedule

Businesses located on the 100 block of MLK Jr. Blvd. will be notified of the event via mail one month before the event date. We do not expect that buses will need to be rerouted.

Vending License

This may be filed at a later date if any of our vendors plan to sell on site.

Break down of check

\$100 application fee for one day event

\$100 amplification permit