

## STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

### EVENT INFORMATION

Name of Event RTD - East side 2015

Event Organizer/Sponsor City of Madison Parks Division

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address 210 Martin Luther King Jr. Blvd. Room 104

City/State/Zip City of Madison, WI 53703

Primary Contact Tracey Hartley FAX 608-267-1162

Work Phone 608-267-4919 Phone During Event 608-209-7980

E-mail thartley@cityofmadison.com

Website www.cityofmadison.com/Parks

Secondary Contact David Barbain

Work Phone 608-264-9270 Phone During Event 608-212-5478

E-mail dbarbain@cityofmadison.com

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 8,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10 am to 2 pm ☒ Yes ☐ No

### EVENT CATEGORY

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

☒ Other Bike event - open streets event for bikers, walkers, roller bladders, skate boarders, and strollers.

### 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: East side see map - STREET CLOSURE & POST NO PARKING

### EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8/30/15 Rain Date(s) none

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

Event End Date(s)/Time(s) 2 pm 8/30/15 Take-Down Time 2 - 3 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 Tracey Hartley Date 7/16/15

## STREET USE FEE SCHEDULE

The cost to have a community event on Madison streets varies. All events must pay a non-refundable application fee. Other fees and charges may apply to your event depending on the need for equipment and/or City services. A final event billing will be prepared by City staff. This schedule is subject to change without notice. NT = Non-Taxed Item

NOTE: Equipment rental is only available for Mall/Concourse area.

### Required Fees

Street Use Permit Application Fee - non-refundable, must be submitted with the application.

- Neighborhood Block Party, \$50 (NT)
- One Time/one day Event, \$100 (NT)
- One Time/two or more day Event, \$200 (NT)
- Series Event, \$300.00 (NT)

Cash/Bond Deposit Capitol Square Events, \$3,000 (NT)

### Past Deadline Application fee

- Street Use Event Permit less than 30 days before event, \$250 (NT)
- Street Use Event Permit with Beer / Wine Sales Permit or a Special Event
- Resolution less than 60 days before event, \$250 (NT)

### By Permit Fees

Exclusive Use resolution, per block requested, \$50 (NT)

Commercial shoots; video, still, catalog, film

- \$150/day
- \$100/half day

### Street Use Event Vending License

- 1-25 vendors, \$400
- 26-100 vendors, \$675
- 101-300 vendors, \$975
- 301 or more vendors, \$1700

Amplification Permit, \$100 (NT)

Beer / Wine Selling Permit, \$700 (NT)

Bus Route Disruption per route, \$75 (NT)

Equipment Rental Fees

Barrels - trash or recycle: minimum 8 @ \$12.50 each = \$100

Delivery Charges for Equipment: One-hour minimum at hourly rate (Overtime rates apply for evening and weekends)

Dumpsters per tip, \$284.36

Street Closing Supplies from City Traffic Engineering, (608) 266-4761

Traffic Barricades,\* (608) 266-4767 first 8 no charge; each additional, \$5.00

Traffic Cones, (608) 266-4767 each \$1.00

Traffic Signs (e.g. Road Closed) first 4 no charge; each additional \$5.00

### Staff Fees

Special Duty Police Officers (608) 266-4022 2 Hour minimum at hourly rate

Electrician, (608) 266-4767 at hourly rate (Overtime rates apply for evening and weekends)

Parking Meter Bags, call 2 days in advance, (608) 267-8756

For meters on streets closed with permit \$1.50/bag

For meters on streets that are NOT closed \$1.50/bag + daily revenue fee

Cardboard No Parking Signs Call (608) 267-8756 \$0.50/each

Equipment rental (Only available for Mall/Concourse area)

Chairs \$2.00 each, \$100 per rack of 50 (maximum of 100 available)

Electrical Adapter, \$94.50

### Clean-up charges:

Groups who leave the street(s) in a condition that requires clean up by City staff will be charged full cost of clean-up.

\*The contact person is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Contact Traffic Engineering Field Operations, 1120 Sayle Street, phone (608) 266-4767, Monday-Friday, 8:30 a.m.-3:00 p.m. to make arrangements. For weekend events, equipment pick will be on Fridays between 8:30 a.m.-3:00 p.m. and returned during the same hours the following Monday. You will need a vehicle that can accommodate 12' long barricades.



Cottage Grove Rd:  
Both directions of traffic on the  
north side of the median.  
Ride the Drive route on the south  
side of the median.

4  
madison  
parts  
tent



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "RTD-East Side" will be held Sunday, August 30, 2015 at East Side of Madison - see Map for detail.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "RTD-East Side" (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 Tracey Hartley, Recreation Services Coordinator - City of Madison Parks Division.

### 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 (608-266-4420)
- 3. We ☒ will / ☐ will not have on-site Police or Security (608-261-9694)

### 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 Tracey Hartley 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 Tracey Hartley 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: Madison Parks Staff, Madison Parks Rangers, and Madison Police Dept.
6. Parking for vendor and staff vehicles will be: on side streets off the route or at the respective parks to include: Elvehjem Park and Acewood Park.
7. Parking for attendee vehicles will be: off the route. Attendee's will be on foot or bike, roller skates, skate boards, and use of strollers.

#### **V. CONTACT INFORMATION**

Primary Contact	Tracey Hartley	608-209-7980
Secondary Contact	Charlie Romines	608-239-3598
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694