

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event **Yum Yum Fest**

Event Organizer/Sponsor **Madison Area Chefs Network**

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

☐ Yes ☒ No

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

Address **807 Williamson Street**

City/State/Zip **Madison, WI 53703**

Primary Contact **Robert Hemauer**

Work Phone **(608) 335-8282**

E-mail **bob.hemauer@gmail.com**

Website **yum2fest.com**

FAX \_\_\_\_\_

Phone During Event **SAME**

Secondary Contact **Jonny Hunter**

Work Phone **(608) 320-0017**

E-mail **jonny.d.hunter@gmail.com**

Phone During Event **SAME**

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, name of charity to receive donations: **Madison Parks Foundation**

Estimated Attendance **4000**

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours **4:30 PM** to **8:30 PM**

☒ 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: **Ingersoll Street between E Main & E Wilson Streets**

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) **8/23/15**

Rain Date(s) **NONE**

Event Start Date(s)/Time(s) **8/23 3 PM**

Set-Up Date(s)/Time for Event **8/23 6 AM**

Event End Date(s)/Time(s) **8/23 8 PM**

Take-Down Time **8/24 12 AM**

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, statues and laws.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE**

The schedule begins when event set-up starts, including set-up 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 (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

### **EVENTS WITH AMPLIFICATION**

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

### **PROVIDE DETAILED EVENT SCHEDULE:**

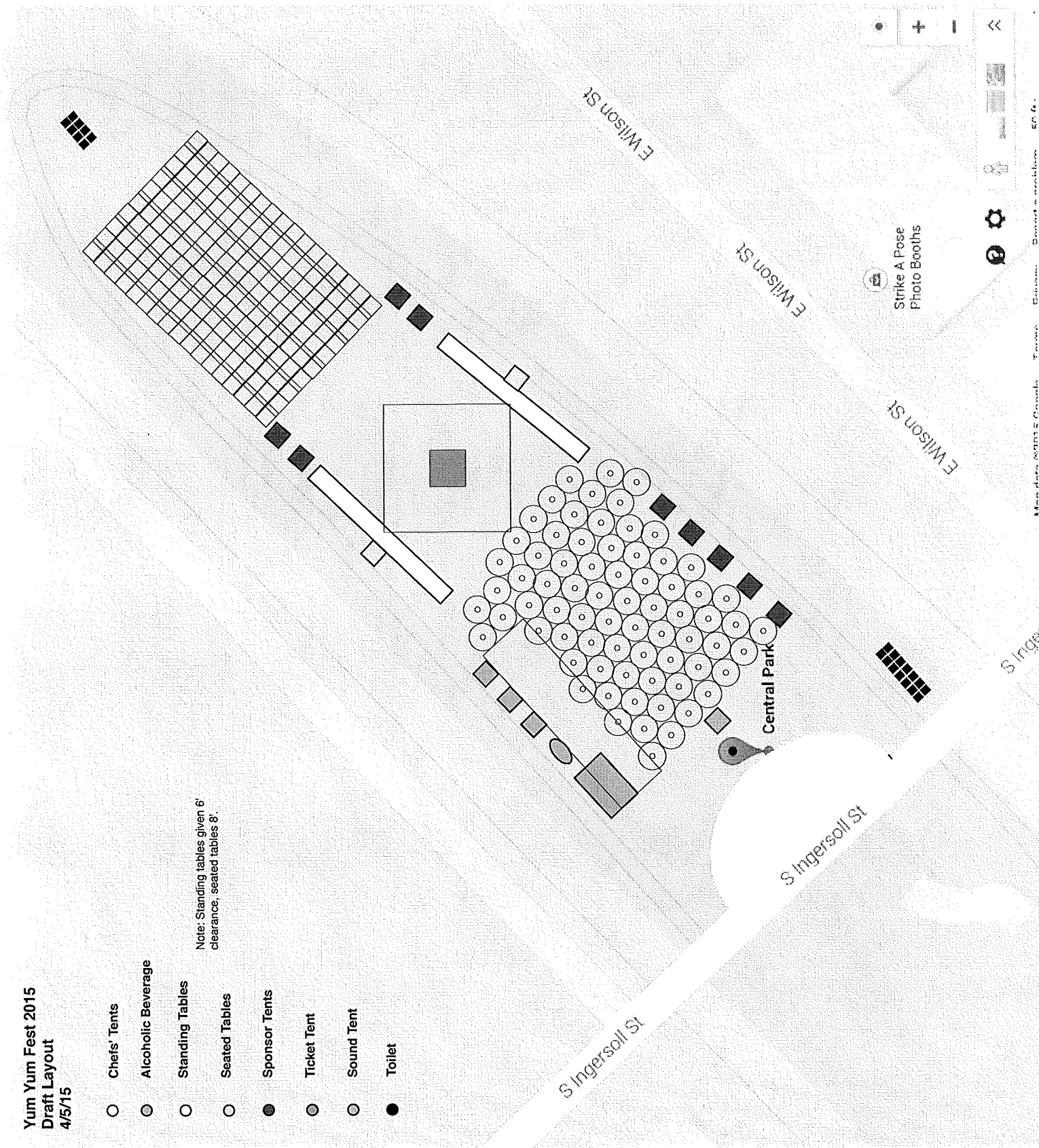
**8/23/15 -- 6:00 AM -- Requested Street Closure**  
**9:00 AM -- Intellasound arrives to begin stage setup**  
**-- Setup Volunteers Arrive**  
**11:00AM -- Vendor/Sponsor setup begins**  
**1:00 PM -- Vendors/Sponsors setup ends**  
**3:00 PM -- Gates open, food & drink service begin**  
**5:00 PM -- Amplified Entertainment Begins**  
**7:00 PM -- Food Service Ends**  
**8:00 PM-- Drink Service Ends**  
**8:15 PM -- Amplified Entertainment Ends**  
**8:16 PM -- Event Ends**  
**8:16 PM -- Event Teardown Begins**  
**11:59 PM -- Event Teardown Ends**

**8/24/15 -- 12:00 AM -- Street Open**

**Yum Yum Fest 2015**  
**Draft Layout**  
**4/5/15**

- ☐ Chefs' Tents
- ☐ Alcoholic Beverage
- ☐ Standing Tables
- ☐ Seated Tables
- ☒ Sponsor Tents
- ☐ Ticket Tent
- ☐ Sound Tent
- ☒ Toilet

Note: Standing tables given 6' clearance, seated tables 8'.



# YUM YUM FEST 2015 EMERGENCY ACTION PLAN (EAP)

Madison Area Chefs Network

## I. GENERAL

- A. Yum Yum Fest will be held on the great lawn in Central Park on August 23rd, 2015 from 3-8 PM.

## II. PURPOSE

- A. This emergency action plan predetermines action to take before and during Yum Yum Fest (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

- A. 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/or 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 **Robert Hemauer**.

### 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 the emergency, location at the event and contact person with callback number.
- 2. We will not have on-site EMS.
- 3. We will have on-site security contracted through Per Mar Security.

### C. Severe Weather

- 1. Weather forecasts and current conditions will be monitored through the National Weather Service's Madison Weather Forecast web site.
- 2. If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will proceed as scheduled. The EAP event representative or his designee (identified as **Melinda Trudeau**) will be responsible to monitor the weather conditions before and during the event.
- 3. If severe weather occurs during the event, the EAP event representative and/or his designee will make notification to those attending the event that hazardous weather conditions exist and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. The 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, the event manager will work with the Madison Fire Department (hereafter MFD) to determine how to safely address the hazard
2. All event staff will be instructed on the placement and safe use of portable fire extinguishers
3. We will contact the MFD to inspect the event.
4. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
5. Should an incident occur that requires the intervention of MFD, 911 will be utilized to request this assistance. The caller will 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 varied and include heat-related maladies as well as traumatic injuries.
2. Should an incident occur that requires EMS to be called to this event, the caller will have the following information available to the 911 operator: nature of emergency, location and contact person with callback number.

#### **F. Law Enforcement**

1. The need for constant law enforcement at this event has not been identified. The event manager will contact Madison Police Department (hereafter MPD) to determine the need for a law enforcement presence at this event.
2. Should an incident occur that requires law enforcement intervention, the MPD will be summoned by using 911. The caller will have the following information available to the 911 operator: nature of emergency, location and contact person with callback number.

#### **G. Emergency Vehicle Access**

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' fire lanes will be kept open.
3. 14' minimum height clearance will be maintained over streets & fire lanes.
4. Festivalgoers & participants 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 volunteers and paid security.
6. Parking for vendor & staff vehicles will be in designated, marked street parking.
7. Parking for attendee vehicles will be in designated, marked street parking.

#### **V. Contact Information**

**Primary Contact - Robert Hemauer - (608) 335-8282**

**Secondary Contact - Jonny Hunter - (608) 320-0017**

**Emergency Contact - Dane Co. 911 Center - 911**

#### **VI. Event Area Map (See Attached)**

## **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:**

MACN will be renting  Trash & Recycling Barrels and two dumpsters (one trash & one recycling) from the City of Madison. Maintenance of these will be taken care of by a team of volunteers during the event.

The locations of the dumpsters, trash & recycling barrels are indicated on the event map.

Park cleanup will be done by MACN volunteers, both the evening of the event and again in the morning.

# 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
- ☒ Safety and Security Plan
- ☐ Notification Schedule

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

ALDERS Rummel (4) & Zellers (2) were emailed  
ON 4/9/15

- ☐ 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](http://www.cityofmadison.com/parks)

- ☒ Amplification Permit
- ☐ Beer/Alcohol Selling Permit
- ☐ 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.

- ☒ **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 PENDING

- ☐ **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 \_\_\_\_\_

- ☒ **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](http://www.cityofmadison.com/clerk).

Date Class "B" Permit Application Submitted PENDING