

## STREET USE PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: Schenks Corners Block Party

Event Organizer/Sponsor: Tenant Resource Center

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 39-1360105

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: 1202 Williamson St. # 102

City/State/Zip: Madison, WI 53703

Primary Contact: Dan Plourde Work Phone: 608-213-3973

Email: betabooking@gmail.com Phone During Event: same

Website: www.schenksblockparty.com FAX: \_\_\_\_\_

Secondary Contact: Joe Burbach Work Phone: 608-807-8453

Email: jburbach3@gmail.com Phone During Event: same

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, Name of charity to receive donations: Tenant Resource Center

Estimated Attendance: 250/day (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No

Hours: 12:00p to 10:00p

### EVENT CATEGORY

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

Other: \_\_\_\_\_

### LOCATION REQUESTED

Capitol Square (note specific blocks below) ☐ State St. Mall/800 State Street ☐

30 on the Square (aka top of 100 block of State Street) ☒ Other (specific blocks/streets requested below)

Street Names and Block Numbers: 1800 Block of Atwood Avenue

### EVENT DATE(S)/SCHEDULE

Date(s) of Event: 8/19/16 – 8/20/16 Event Start and End Times: 4:00p 8/19 – 10:00p 8/20

Rain Date (if any): n/a Set-Up Start Time: 8:00a 8/19

Take-Down Start Time and End Times: 10p-11:59a 8/20

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☒ Yes ☐ No

If class B license is denied, will the event(s) occur? ☐ Yes ☒ No

DP \_\_\_\_\_ By initialing, I/we waive the 21-day decision requirement.

### APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

4/22/16

## **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.

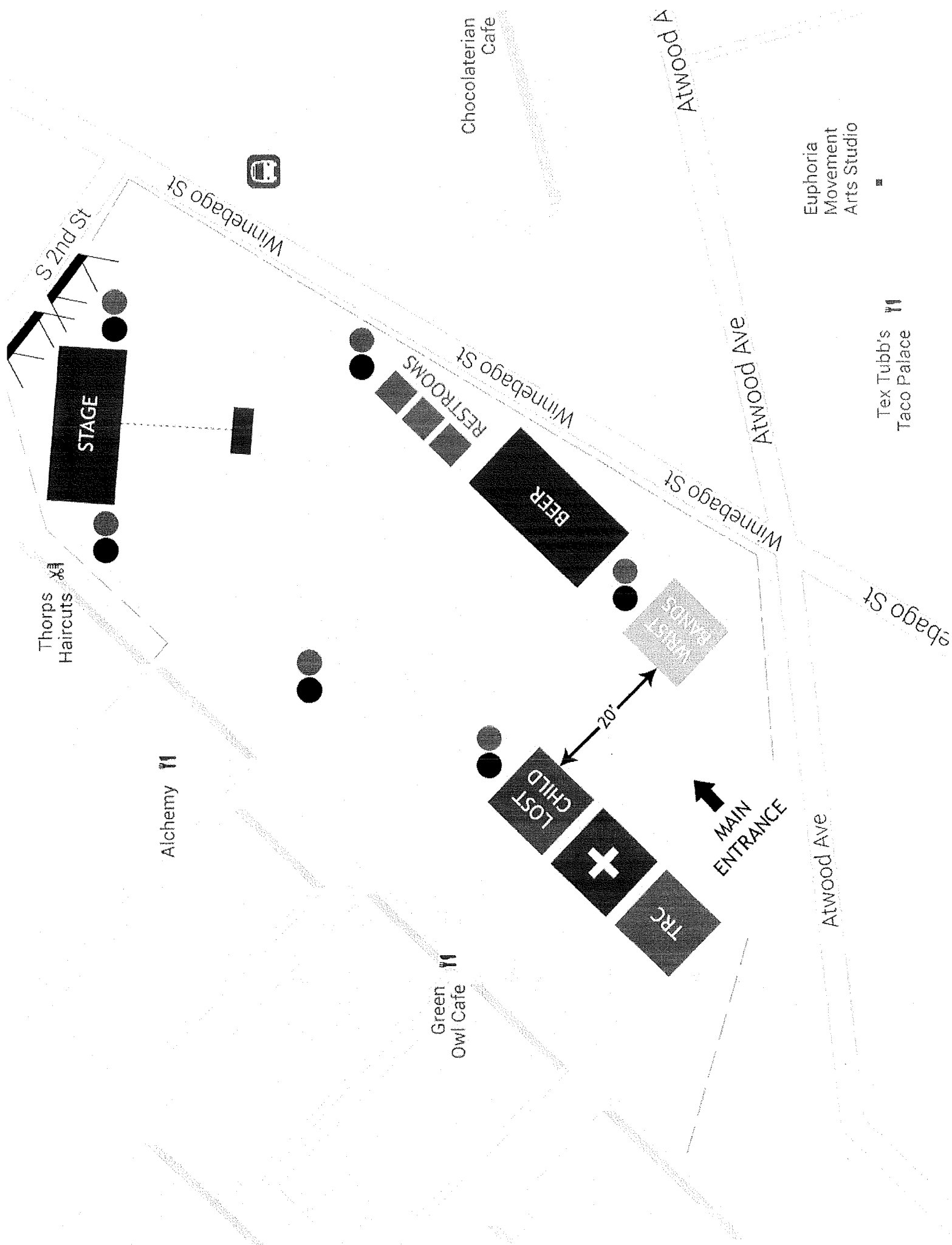
### **EVENTS WITH AMPLIFICATION**

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:**

Set-up for the event will start on Friday, August 19 at approximately 10:00 A.M. Amplified music will begin at 4:00 P.M. along with opening the beer cart for service. Musical acts will continue until 10:00 P.M. at which point the amplified music will cease. The street will be cleared of patrons by 11:00 P.M. The event will start on Saturday around 12:00 P.M. with music running until 10:00 P.M. at which point patrons will again be cleared from the street by 11:00 P.M. Tear down of the event area will be completed by midnight at which point the street can reopen to normal use. There will be a booth in the rear of the area where the Tenant Resource Center will provide information about the services they offer to the community. There will also be tables available for patrons to enjoy their refreshments while watching the bands.



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Schenks Corners Block Party" will be held August 19 and 20, 2016 at 1900 block of Atwood Avenue.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Schenks Corners 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 Dan Plourde.

### 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 Joe Burbach 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 Joe Burbach 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: Michael Randall.
- 6. Parking for vendor and staff vehicles will be: Street parking or surrounding lots.
- 7. Parking for attendee vehicles will be: Street parking or surrounding lots.

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

Primary Contact	Dan Plourde	608-213-3973
Secondary Contact	Joe Burbach	608-807-8453
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694