

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Bike Week Celebration

Event Organizer/Sponsor: Wisconsin Bike Fed

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

MANDATORY: State Sales Tax Exemption Number:

ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 137 E Wilson Street

City/State/Zip: Madison/WI/53703

Primary Contact: Zac Barnes Work Phone: 6088071180

Email: zacb@wisconsinbikefed.org Phone During Event: 6088071180

Website: www.wisconsinbikefed.org FAX: _____

Secondary Contact: Sarah Gaskel Work Phone: 6082134696

Email: sarah.gaskell@wisconsinbikefed.org Phone During Event: 6082134696

Annual Event? Yes No

Charitable Event? Yes No

If Yes, Name of charity to receive donations: Wisconsin Bike Fed

Estimated Attendance: 75 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 4 to 7

EVENT CATEGORY

Run/Walk

Music/Concert

Festival

Rally

Parking (i.e., bagging meters)

Other: celebration of bike to work week / social

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: 100 block of e main st from king to parking ramp

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 6/10/16

Event Start and End Times: 16:00-19:00

Rain Date (if any): N/A Set-Up Start Time: 14:00

Take-Down Start Time and End Times: 19:00-20:00

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

_____ 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 **Zachary Barnes**

Date **4-7-16**

STREET EVENT SCHEDULE

The schedule begins when event setup starts, including setup 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

- Displays, Exhibits, Demonstrations

- A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

2-4pm - set up with restaurants and prep bike racks

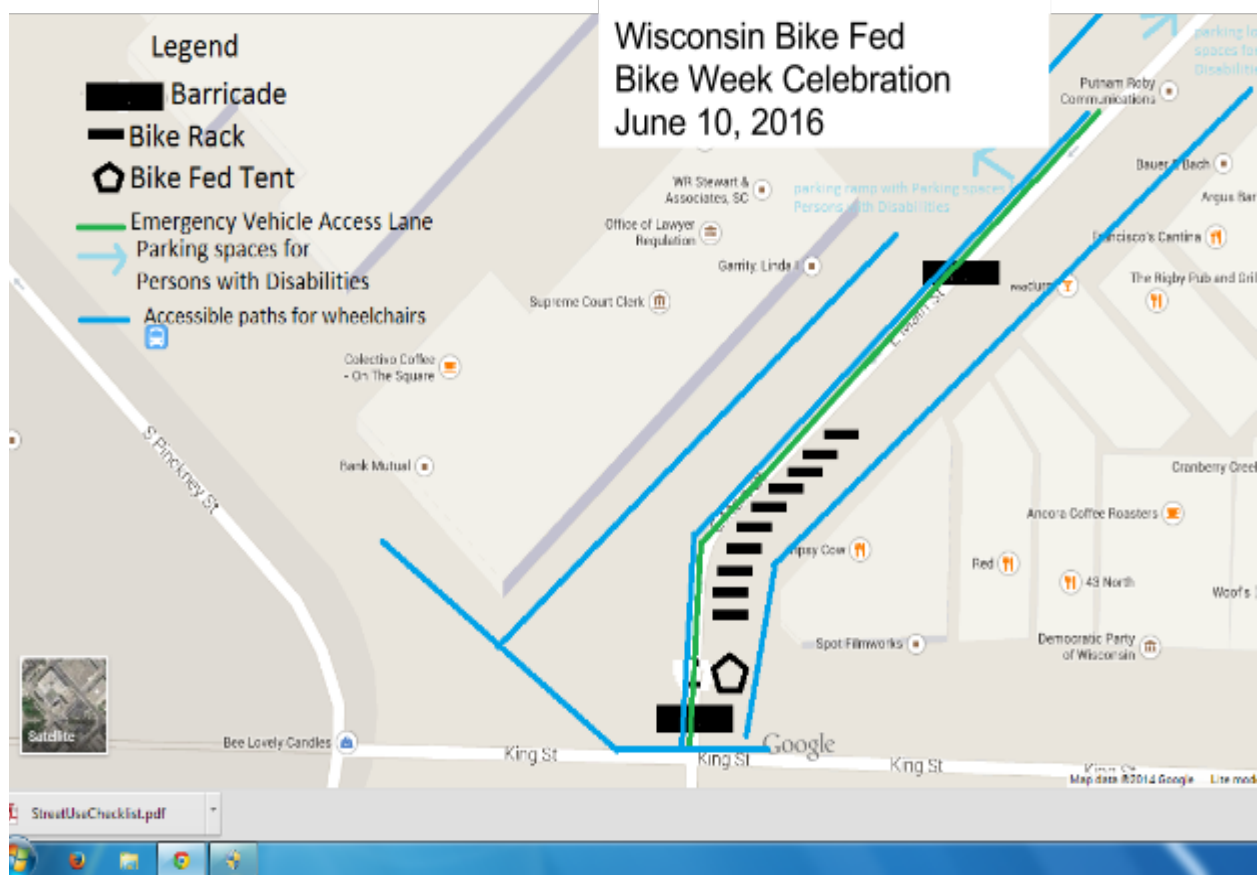
2pm Meter Bags are placed on Parking Meters to start at 2pm- volunteers and workers arrive to set up bike parking, welcoming music, etc.

4pm - street shuts down at top of E Main street (at King Street) and also above parking ramp entrance. Event participants arrive

4:00-7:00pm - participants come for tamales, food and beverages from area businesses, etc.

7pm - event ends, volunteers clean up street, bike racks, signage

8pm - street is reopened to traffic.



First Aid & Emergency Procedures

If a serious injury or illness occurs during the event, family or emergency contacts will be contacted as well as 911 when needed.

In case of minor injury or illness, certified staff will provide First Aid care with First Aid kits on hand. The names of First Aid/CPR trained personnel in our staff will be listed for all volunteers, staff and in the first aid kit.

Emergency contact information:

Zachary Barnes (event organizer) 608-807-1180
Sarah Gaskell (staff) 608-213-4696

Designated "lost child" area at "Bike Fed Tent" (see key of event site map above)

Information communication to staff and volunteers during the event will happen through cell phone list going to all staff/volunteers.

Plans for protecting event participants - MPD emergency and non emergency lines will be used by event organizers if any issues are to come up.

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EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (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 PRIMARY CONTACT: FIRST/LAST NAME.

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 FIRST/LAST NAME 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 FIRST/LAST NAME 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: NAME.
6. Parking for vendor and staff vehicles will be: LOCATION(S).
7. Parking for attendee vehicles will be: LOCATION(S).

V. CONTACT INFORMATION

Primary Contact	FIRST/LAST NAME	CELL PHONE
Secondary Contact	FIRST/LAST NAME	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

DETAILED TRASH AND RECYCLING PLAN:

6 Garbage and recycling bins will be provided by the Wisconsin bike fed and waste will be returned to our office at the conclusion of the event (7pm).

5 volunteers will help guide folks to these 6 bins and will educate people on what can be recycled or not, will empty bins regularly and will replace plastic bags if needed.

STREET EVENT CLEANUP 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 cleanup.

If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.

Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.

Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.

If you need assistance with your cleanup and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.