

#15

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: LA FÊTE DE MARQUETTE

Park Requested: CENTRAL

Estimated Attendance: 4000 ADULTS

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: WIL-MAR NEIGHBORHOOD CENTER

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

☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number:

ES#: 41148

OPTIONAL: Federal Tax Exempt Number:

39-1796793

Primary Contact: GARY KALLAS

Work Phone: 608-257-4576

Address: 953 JENIFER ST

Phone During Event: 608-235-2929

Email: garyk@wil-mar.org

FAX: 608-257-1052

Organization or Event Website: WIL-MAR NEIGHBORHOOD CENTER

EVENT SCHEDULE

Date(s) of Event: ATTACHED

Event Start and End Times: ATTACHED

Rain Date (if any): NONE

Set-Up Start Time: "

Take-Down Start Time and End Times: "

Does this require time in the park the day before your event?

☒ Yes ☐ No

If Yes, provide details of times and area requested: ATTACHED

Are you requesting use of the park shelter?

☐ Yes ☒ No

PERMITS

Will you have amplified sound at this event?

☒ Yes ☐ No

(If Yes, please fill out an Amplification Permit Application.)

Will you sell anything in the park?

☒ Yes ☐ No

(If Yes, please fill out a Park Event Vending Permit Application.)

Will you serve any food or beverage?

☒ Yes ☐ No

If Yes, what:

Will you sell beer/wine?

☒ Yes ☐ No

(If Yes, please fill out a Beer/Wine Sales Permit Application.)

Will you put up any temporary structures, such as tents, stages, inflatables?

☒ Yes ☐ No

(If Yes, please fill out a Park Event Temporary Structure Permit Application.)

Note that permits are not required for 10' x 10' pop-up tents.)

APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE 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.

The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Applicant Signature

A. Kallas

Date

4.22.16

2016 LA FETE DE MARQUETTE—STREET USE PERMIT APPLICATION ADDENDUM:

LOCATION(S) REQUESTED:

We have three street use requests:

- 1) The first is to close S. Ingersoll Street between the railroad tracks from Thursday morning beginning at 9 am July 14 through midnight Sunday evening, July 17.
- 2) The second is to close the 200 block of S. Brearly Street between E. Main and Williamson Street beginning Friday, July 15 at 6 pm through midnight Sunday evening, July 17
- 3) The third request asks for no parking for the 300 block of South Few between E. Wilson and Williamson from Thursday, morning July 14 through Sunday evening, July 17.

Impacted residents, businesses, streets, Madison Police and others have been engaged and informed of these requests and are supportive of these requests.

STEP 3

EVENT DATE(S)/SCHEDULE

DATE	ACTIVITY	HOUR(S)	NOTES:
Thursday, July 14	Street Closes at Ingersoll Set-up & Event First Day	9 am 9 am to 4 pm 4 pm to 10 pm	No Parking Signs posted on S. Few Set-up Continues Event Hours
Friday, July 15	2 nd Day	6:00 pm 4 pm to 11 pm	S. Brearly Street Closed Event Hours
Saturday, July 16	3 rd Day	11 am to 11 pm	Event Hours
Sunday, July 17	4 th Day	9 am to 10 pm 12 midnight	Final Event Day and Hours Ingersoll and Brearly Streets Reopen

2016 LA FETE DE MARQUETTE—PERMIT APPLICATION:

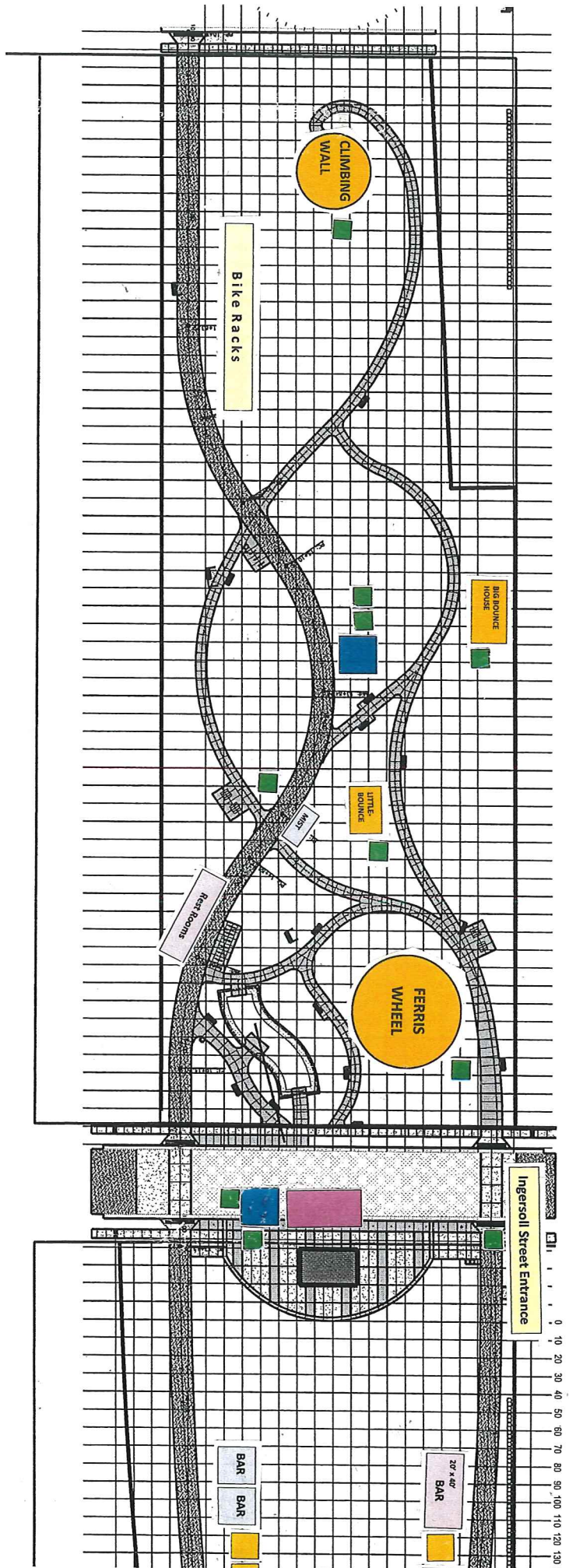
STEP 3— COMPLETE EVENT SCHEDULE

DATE	ACTIVITY	HOURS	NOTES:
Tuesday, July 12	Set-up Begins	10 am to 8 pm	We do provide overnight security and we have come to an agreement with the farmers' market to whereby the market can be held while we do our work.
Wednesday, July 13	Set-Up Continues	10 am to 10 pm	Again, overnight security is provided
Thursday, July 14	Set-up & First Day	9 am to 4 pm 4 pm to 10 pm	Set-up Continues Event Begins. End time is a revision from previous 11 pm closings.
Friday, July 15	2 nd Day	4 pm to 11 pm	Event Continues
Saturday, July 16	3 rd Day	Noon to 11 pm	Event Continues
Sunday, July 17	4 th Day	9 am to 10 pm	Final Event Day
Monday, July 18	Strike	10 am to 10 pm	Strike the Event

Note:

Schedule calls for one additional revision that being: music is scheduled to end 15 minutes short of scheduled closing time each night. For 2016, we ask parks to work cooperatively with us on our proposed revision, rather than permit us and create a "gotcha regulation"

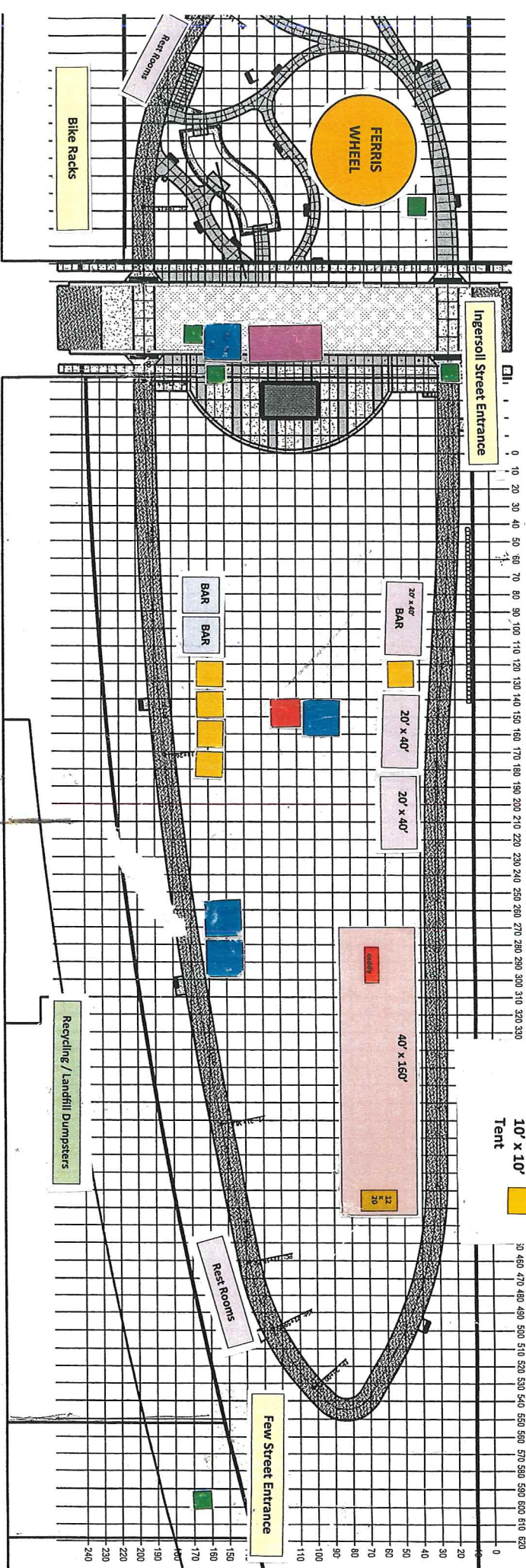
STEP 4
ISBARKLY HALF



STEP 4

STEP 4

INGERSOLL RAMP



- 10' x 10' Tent
- 20' x 20' Tent
- 16' x 16' Stage
- 10' x 10' Tent

STEP 5—

EMERGENCY ACTION PLAN (EAP) i.e. SAFETY AND SECURITY

Primary Contact:	Secondary Contact(s):	EMS (on Site All Times)
Gary Kallas (608) 235-2925	Bruce Woods (608) 628-2793	Devin Abshere (608) 228-9692
	Beatrice Hadidian (608) 520-2291	

Notification:

We will have an EMS on Site at all times.

We will have uniformed security on site at all times.

We will have 11 event leaders and 1 Off-Duty Police Officer equipped with two-way radios at all times

Severe Weather or Other EAP announcements:

This event will follow the 30/30 rule for lightning and will make public announcements as needed.

This event will maintain emergency 20' lanes throughout the event site by closing public access to the paths surrounding the park.

Finally, we retain both public (off-duty officers) and private security staff. At all times a minimum combined 9 (up from 8 in 2015) uniformed security staffs are on-site. In addition, our La Fete committee consists of over 50 community members and most are experienced with previous events. Every featured activity is staffed by experienced, seasoned Fete de Marquette community members. Most security matters are addressed by these community members.

STEP 6—

CLEAN-UP AND RECYCLING PLAN

We have recycled at the Fete since inception in 2006. We maintain clearly labeled waste and recycling containers on the grounds. In addition, for the past three events we've been implementing on a trial basis strategies for a zero-waste event. Our efforts were mostly successful and in 2015/2016 we look to expand the effort to include all four days. Typically we bring in dumpsters from Waster Management and/or the City.

STEP 7—

NOTIFICATION SCHEDULE

The area alder, businesses and the few residents in the immediate site of the event have been informed of the upcoming event. Indeed, we have convened general meetings with area residents, Alderperson Marsha Rummel has convened her own meetings.

STEP 8—

INSURANCE FOR YOUR EVENT

Required insurance is on file in the City's Risk Management Office.

STEP 9—

BICYCLE PARKING FOR YOUR EVENT

Bicycle parking will be provided. Typically we either rent racks from the bike fed and/or the City of Madison and we bring as many racks that are available. *SEE MAP*

STEP 10—

MARKETING YOUR EVENT

Application attached.

STEP 11—

EVENTS WITH AMPLIFICATION

Application attached.

STEP 12—

VENDORS AT YOUR EVENT

Application attached

STEP 13—

TEMPORARY STRUCTURES

Application attached.

We are mindful of and will respect the tent staking compromise reached with Parks in 2015

STEP 14—

BEER/WINE SALES AT YOUR EVENT

Application attached

STEP 15—

Please invoice:

Wil-Mar Neighborhood Center

953 Jenifer Street

Madison, WI 53703 or by pdf email to:

garyk@wil-mar.org

STEP 16—

PARK EVENT EQUIPMENT REQUEST

Two keys:

One key for the Central Park restroom and

One key to access the electrical panels/circuit board in the event of tripping a circuit.

Note: as in 2015, we will continue to prohibit public access to the restrooms.