

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

FAX _____

Work Phone (608) 335-8282

Phone During Event SAME

E-mail bob.hemauer@gmail.com

Website yumyumfest.org

Secondary Contact Jonny Hunter

Work Phone (608) 320-0017

Phone During Event SAME

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

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

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

Estimated Attendance 3000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 3:00PM to 8:00PM ☒ 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) 8/20/16 - 8/22/16 Rain Date(s) NONE
Event Start Date(s)/Time(s) 8/23 3 PM Set-Up Date(s)/Time for Event 8/20 8:00 am
Event End Date(s)/Time(s) 8/21 8 PM Take-Down Time 8/21 12 AM / 8/21 - 8/22
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 Robert Hemauer Date 8/21/16

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.

YUM YUM EVENT SCHEDULE

- The schedule begins when event set-up starts and ends when clean-up of the event area is complete, all equipment is removed and the park is available for regular use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: When will vendors set-up, hours of operation, tear-down, leave park
 - » Music/Performances: Stage set-up, performance schedule, tear-down
 - » Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down, leave park
 - » Run/Walk/Parade, etc.: When does staging start, start time(s), end time(s)

Provide Detailed Event Schedule:

8/20/16 --8:00AM-5PM -- Rental Company arrives to set up tents & drop off other rental equipment

8/21/16 -- 6:00 AM -- Requested Street Closure

9:00 AM -- Setup Volunteers Arrive

10:00AM -- Vendor/Sponsor setup begins

2:00 PM -- Vendors/Sponsors setup ends

3:00 PM -- Gates open, food & drink service begin

3:00 PM -- Entertainment Begins

7:30 PM -- Food Service Ends

8:00 PM-- Drink Service Ends

8:15 PM -- Entertainment Ends

8:16 PM -- Event Ends

8:16 PM -- Event Teardown Begins

11:59 PM -- Event Teardown Ends

8/22/16 -- 12:00 AM -- Street Open

8:00 AM --Rental Company arrives to strike tents & collect rented equipment.

MACN Volunteers arrive to perform a final sweep of the park & remove trash.

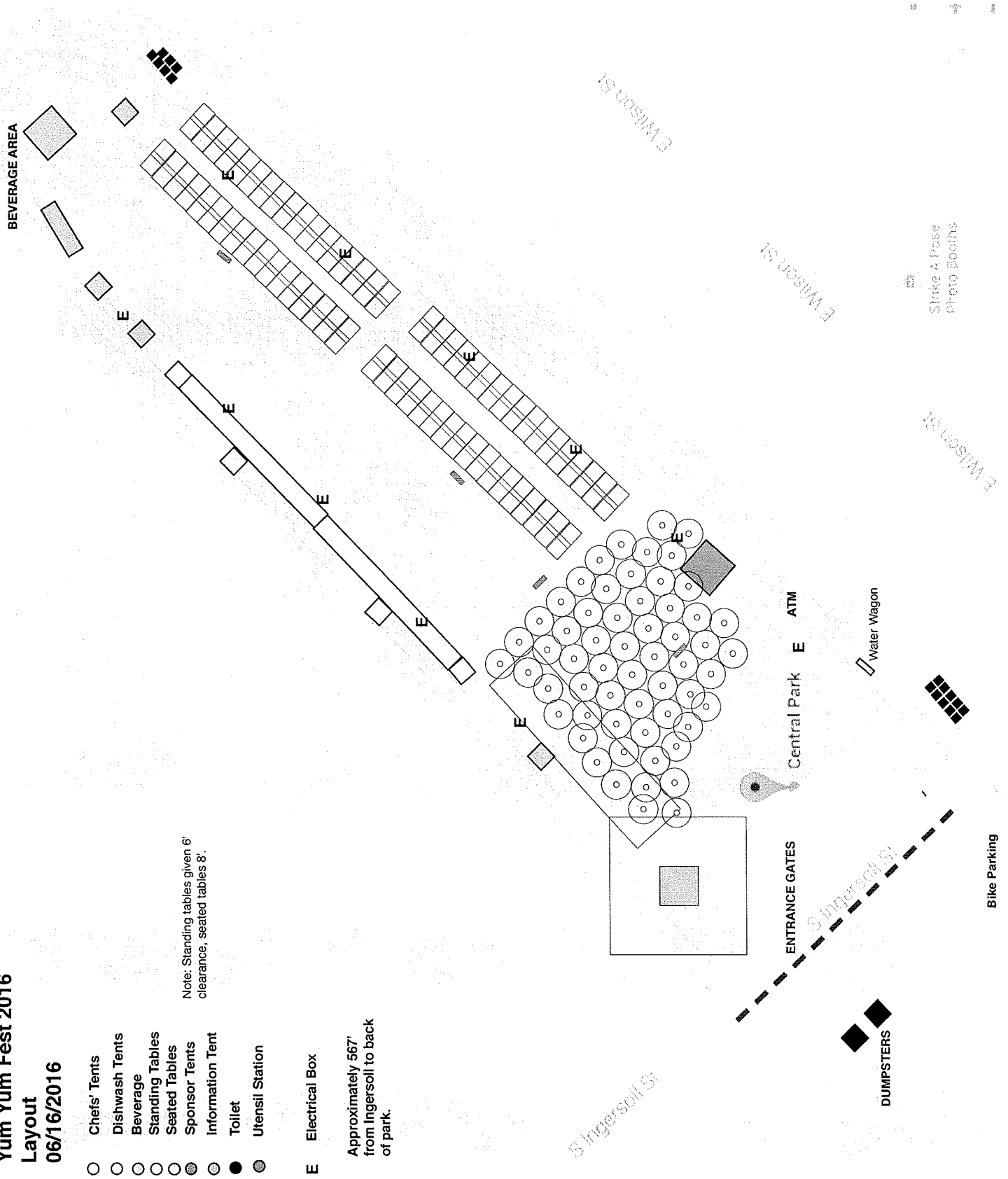
Yum Yum Fest 2016 Layout 06/16/2016

- Chefs' Tents
- Dishwash Tents
- Beverage
- Standing Tables
- Seated Tables
- Sponsor Tents
- Information Tent
- Toilet
- Utensil Station

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

E Electrical Box

Approximately 567' from Ingersoll to back of park.



YUM YUM FEST 2016 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 21st, 2016 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 take by organizers, management, personnel and attendees. These action 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 emergences 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 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 Hemaue - (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 60 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 ROUNDEL NOTIFIED 6/20/16 VIA EMAIL
\$222 LBS

- ☐ 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

- ☒ 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.

Date Class "B" Permit Application Submitted PENDING

POS SALES RECEIPT

Receipt # 452039
Payment Date: 06/21/16
Household #: 40566

City Of Madison Parks Div
PO Box 2987
210 MLK Jr. Blvd, Rm 104
Madison WI 53703
Phone: (608)266-4711
www.cityofmadison.com/parks

YUM YUM
ROBERT HEMAUER, MAD. AREA C
807 WILLIAMSON ST
MADISON WI 53703
bob.hemauer@gmail.com

Hm Ph: (608)335-8282
Cell Ph:

POS Transaction Details

Misc: STREET-USE APP FEE, 50233
Quantity: 1

<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
100.00	0.00	0.00	100.00	0.00

Processed on 06/21/16 @ 10:09:29 by PKNAC

FEES CHARGED ON NEW LINE ITEMS (+)	100.00
DISCOUNT APPLIED AGAINST THESE FEES (-)	0.00
NEW AMOUNT DUE	100.00

PREVIOUS NET HOUSEHOLD BALANCE	0.00
TOTAL DUE	100.00

NEW FEES PAID ON THIS RECEIPT (-)	100.00
TOTAL PAID	100.00

NEW NET HOUSEHOLD BALANCE	0.00
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Payment of ==> 100.00 Made By ==> CRED CARD Auth: 308873 Card#: xxxxxxxxxxxx7048 With Reference ==> cc

I agree to pay the above amounts listed as credit card charges according to credit card issuer agreements.

YUM YUM FEST
SET UP 8/20
EVENT 8/21
CENTRAL PARK