

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Wonder Ball

Event Organizer/Sponsor: Madison Children's Museum

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

☒ Yes ☐ No

**MANDATORY: State Sales Tax Exemption Number:**

ES#: 22920

**OPTIONAL: Federal Tax Exempt Number:**

39-1383497

Address: 100 North Hamilton

City/State/Zip: Madison, WI 53703

Primary Contact: Ti Gauger

Work Phone: 608-354-0536

Email: tgauger@madisonchildrensmuseum.org

Phone During Event: 608-256-6445

Website: www.madisonchildrensmuseum.org

FAX: \_\_\_\_\_

Secondary Contact: Kia Karlen

Work Phone: 608-354-0541

Email: kkarlen@madisonchildrensmuseum.org

Phone During Event: 608-256-6445

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: Madison Children's Museum Foundation

Estimated Attendance: 350

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☐ Yes ☒ No

Hours: \_\_\_\_\_ to \_\_\_\_\_

## EVENT CATEGORY

☐ Run/Walk

☐ Music/Concert

☐ Festival

☐ Rally

☐ Parking (i.e., bagging meters)

☒ Other: gala

## 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: closed 100 block North Pinckney St, no parking on museum side of 100 North Hamilton and Rotary Stage

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 9/9/16

Event Start and End Times: 6:30pm – 11pm

Rain Date (if any): \_\_\_\_\_

Set-Up Start Time: 12pm

Take-Down Start Time and End Times: 11:59pm

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

ate 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 Alvado Gauger

Date 8/3/16



## 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:***

8 a.m. – Meters on the museum side of the 100 block of N. Hamilton Street bagged all day

Noon – Close 100 block of N. Pinckney Street

1 p.m. – Catering/entertainment/delivery vehicles arrive, park on N. Pinckney Street

6 p.m. – Classic cars arrive for display on N. Hamilton Street.

6:30 p.m. – Guests arrive

11pm – Event ends

Midnight – N. Pinckney Street reopens



## STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

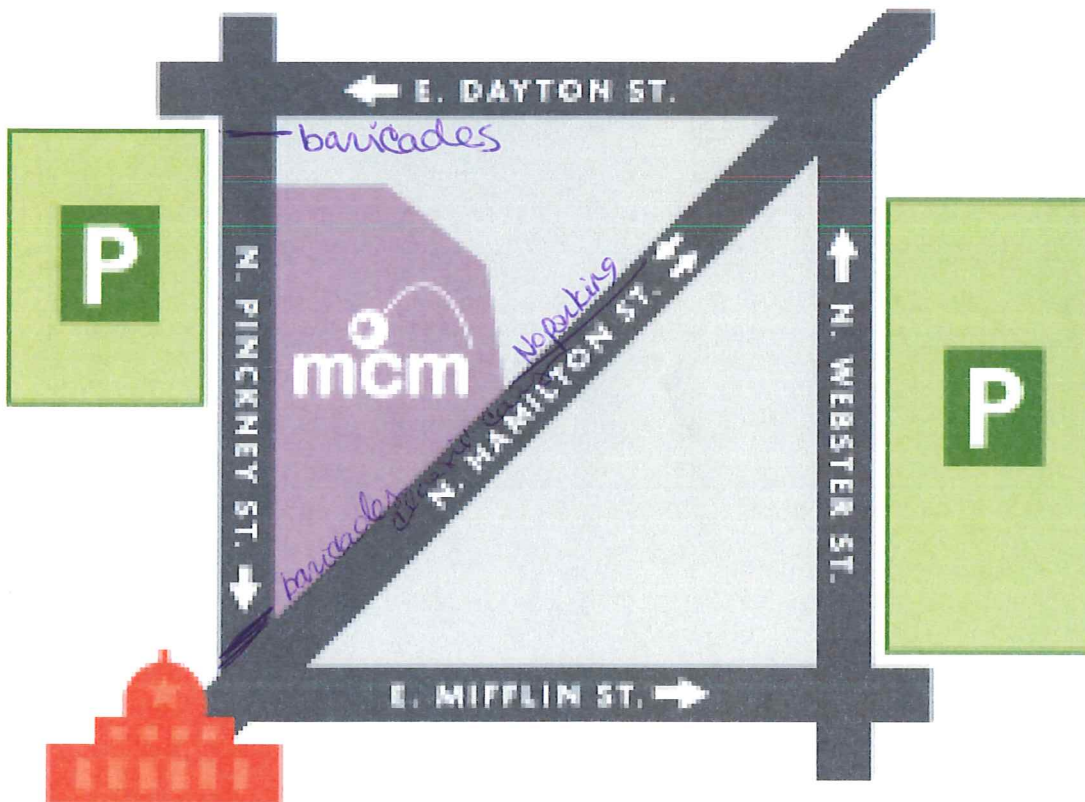
### EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, [tknight@cityofmadison.com](mailto:tknight@cityofmadison.com).

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

**Provide Detailed Event Site Map:**







# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Wonder Ball" will be held Friday, September 9, 2016 at Madison Children's Museum, 100 North Hamilton Street.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Wonder Ball" (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: Ti Gauger.

### 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 ( )
- 3. We ☐ will / ☒ will not have on-site Police or Security ( )

### 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 Ti Gauger 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 Ti Gauger 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: Luke Schultz.
6. Parking for vendor and staff vehicles will be: public/private ramps, limited on Pinckney).
7. Parking for attendee vehicles will be: Public/Private Ramps.

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

Primary Contact	Ti Gauger	608.206.2625
Secondary Contact	Dani Lockett	608.692.3264
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



## 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.

### ***Provide Detailed Trash/Recycling/Cleanup Plans:***

Madison Children's Museum staff and volunteers will ensure timely clean up of streets. All trash and recycling will be placed in MCM dumpsters for normal disposal. No street based activities will produce trash.



## STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?

If Yes, please continue. If No, skip this form.

*all amplification inside*

☐ Yes ☒ No

### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Amplified Sound:

☐ Band ☐ DJ ☐ Sound System ☐ Speeches/Announcements ☐ Karaoke

☐ Other (please specify): \_\_\_\_\_

Hours of Amplification:

Date: \_\_\_\_\_ Time: \_\_\_\_\_



## STREET EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you have marketing information?

*private invitation.*  
If Yes, please continue. If No, skip this form.

☐ Yes ☒ No

How will this event be marketed, promoted, or advertised?

Will there be live media coverage during the event and where will the media vehicles be parked?

### PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Public Contact Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Admission Cost: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Beginning/End Time of Event: \_\_\_\_\_

Two sentence description of event (for internet calendar):





# STREET USE PERMIT APPLICATION CHECKLIST

## REQUIRED STREET EVENT DOCUMENTS

Please check below to indicate that you have attached the following to the completed application:

- |   |              |
|---|--------------|
| <input checked="" type="checkbox"/> Street Event Schedule                   | (Step 3)     |
| <input checked="" type="checkbox"/> Street Event Site Map                   | (Step 4)     |
| <input checked="" type="checkbox"/> Emergency Action Plan                   | (Step 5)     |
| <input checked="" type="checkbox"/> Street Event Cleanup and Recycling Plan | (Step 6)     |
| <input checked="" type="checkbox"/> Street Use Permit Application           | (Final Step) |
| <input checked="" type="checkbox"/> Application Fee                         | (Final Step) |

Date(s) the alder, businesses and residents will be notified of the event:

as soon as we have the permitting, 8/31/2016

## ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- |   |           |
|---|-----------|
| <input type="checkbox"/> Route Map                                | (Step 4)  |
| <input type="checkbox"/> Certificate of Insurance                 | (Step 8)  |
| <input type="checkbox"/> Street Event Marketing Information       | (Step 10) |
| <input type="checkbox"/> Amplification Permit Application         | (Step 11) |
| <input type="checkbox"/> Street Event Vending License Application | (Step 12) |
| <input type="checkbox"/> Beer/Wine Sales Permit Application       | (Step 13) |

## ADDITIONAL CITY OF MADISON PERMITS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. 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. An application is available online: [www.publichealthmdc.com/environmental/food/tempfood.cfm](http://www.publichealthmdc.com/environmental/food/tempfood.cfm) or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.  
Date Temporary Restaurant Permit Application Submitted: \_\_\_\_\_

- ☐ **Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: [www.cityofmadison.com/clerk/licensingliquor.cfm](http://www.cityofmadison.com/clerk/licensingliquor.cfm) or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.  
Date Temporary Class "B" Retailers Permit Application Submitted: \_\_\_\_\_

- ☐ **Fireworks Permit** - An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.  
Date Fireworks Permit Application Submitted: \_\_\_\_\_

- ☐ **Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.  
Date Tents and Canopies Permit Application Submitted: \_\_\_\_\_

