

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Third Annual Fall Food Cart Fest

Event Organizer/Sponsor: Project Kinect

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: 820 East Dayton Street, Madison WI 53704

City/State/Zip: Madison, WI 53704

Primary Contact: Gregg Potter

Work Phone: 702-807-1607

Email: gregg@projectkinect.com

Phone During Event: same

Website: www.projectkinect.com

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

Secondary Contact: Christine Ameigh

Work Phone: 760-845-4662

Email: christine@letseatoutwi.com

Phone During Event: same

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: Carts for Community, INC

Estimated Attendance: 3000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☒ Yes ☐ No

Hours: 12pm to 7pm

## 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: 200 Block MLK

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 10/2/16

Event Start and End Times: 11am-7pm

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

Set-Up Start Time: 7am

Take-Down Start Time and End Times: 7pm-9:30pm

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

CP 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

8-19-16

## 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,

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

***Provide Detailed Event Site Map:***

Doty Street/Capital

Entrance

STAGE

Dancing/open

high top tables

Beer

Post Office

Craft Vendors

Craft Vendors

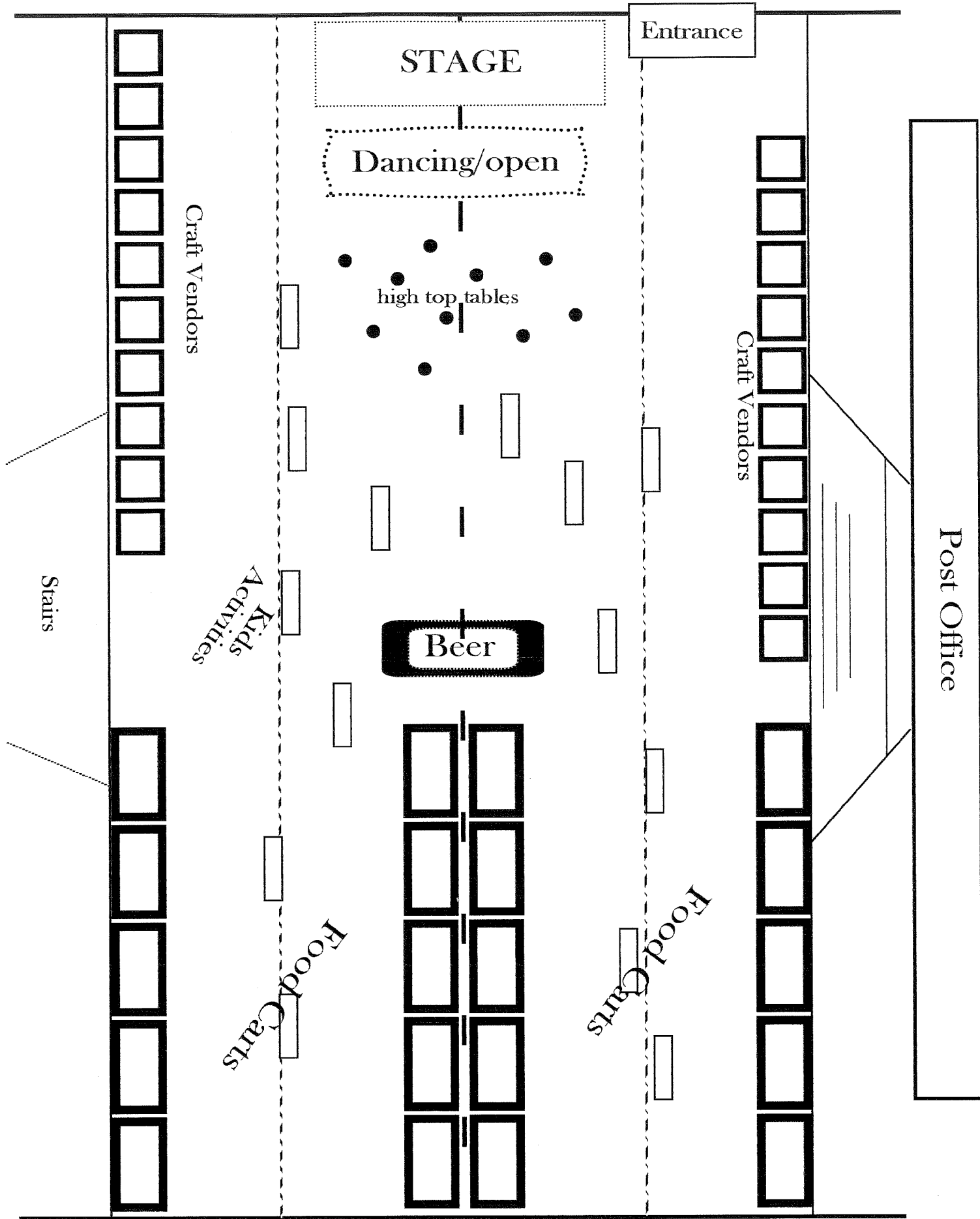
Kids  
Activities

Stairs

Food Carts

Food Carts

Wilson Street/Terrace



# STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

☒ Yes ☐ No

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

## EVENT ORGANIZER INFORMATION

Name of Group: Project Kinect

Contact Person: Gregg Potter

Address: 820 East Dayton Street, Madison, WI 53703

Work Phone: 702-807-1607 Phone During Event: SAME

Today's Date: 8/18/16

## BEER SALES PERMIT INFORMATION

**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.**

Name of the Licensed Bartender: Christine Ameigh

Security Company: TBD

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)? ☐ Yes ☒ No  
Indicate Application Date: \_\_\_\_\_

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured? ☐ Yes ☒ No  
Indicate Application Date: \_\_\_\_\_

## 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?

☒ Yes ☐ No

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

### EVENT INFORMATION

Name of Event: Third Annual Food Cart Fest

Contact Person: Gregg Potter

Location: 200 Block MLK

Date: 10/2/16

Type of Amplified Sound:

☒ Band

☒ DJ

☒ Sound System

☐ Speeches/Announcements

☐ Karaoke

☐ Other (please specify): \_\_\_\_\_

Hours of Amplification:

Date: 10/2/16

Time: 12pm-7pm

# STREET EVENT VENDING LICENSE APPLICATION

- ☐ 1-25 Vendors .....\$400.00  
☒ 26-100 Vendors .....\$675.00  
☐ 101-300 Vendors .....\$975.00  
☐ 301 or more Vendors .....\$1,700.00

## EVENT INFORMATION

Name of Event: Third Annual Fall Food Cart Fest

Event Organizer/Sponsor: Project Kinect

Address: 820 East Dayton Street

City/State/Zip: Madison, WI 53703

Date(s) of Event: 10/2/16 Rain Date(s): N/A

Primary Contact: Gregg Potter

E-mail: gregg@projectkinect.com

Work Phone: 702-807-1607 Phone During Event: SAME

Vendor Name	WI State Seller's Permit #
1. TBD	
2.	
3.	
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25.	

## 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 \_\_\_\_\_, \_\_\_\_\_ via \_\_\_\_\_ or at (608) 267-2626.

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

We will ensure all food carts come equipped with their required trash cans. We will provide 10 self-owned trash cans for additional trash. We will also borrow recycling bins from the city for recycling our beer cups, etc. We will lease a dumpster from the city for the event.

We have 5 volunteers scheduled for trash clean-up throughout the day. The final clean-up will run from 7pm-9:30pm with a total of 4 staff and 5 volunteers.



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Third Annual Fall Food Cart Fest" will be held October 2<sup>nd</sup>, 2015 at 200 Block MLK Blvd.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Third Annual Fall Food Cart Fest" (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 Gregg Potter.

### 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 (TBD)

### C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the
- 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 Gregg Potter 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 Gregg Potter 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: Parking Structures or available street parking .
- 7. Parking for attendee vehicles will be: Street and Parking Structures.

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

Primary Contact	Gregg Potter	702-807-1607
Secondary Contact	Christine Ameigh	760-845-4662
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

## 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:***

7am - street barricades

- Porta potties
- Stage setup
- Table & chair setup
- Tents - spread out and scattered

8am - Carts parked & vendor set up starts, beer caddy

10am - ALL vehicles off the area by 10

10:30am - Vendors must be ready to sell

11am - Event Opens

Noon - DJ or Sound starts

1:30-2pm - Community performance

2:30-4 - Band

4:30-5 - Community performance

5:30-7 - Band

7pm - Breakdown Scheduled

Breakdown Complete 9:30pm