

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: UW Homecoming Kickoff

Event Organizer/Sponsor: UW Homecoming Committee/WAA

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 5954

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: 650 N. Lake Street

City/State/Zip: Madison, WI 53706

Primary Contact: Lexi DesRochers Work Phone: 608-516-1344

Email: ldesrochers@wisc.edu Phone During Event: 608-516-1344

Website: \_\_\_\_\_ FAX: N/A

Secondary Contact: Elise Blust Work Phone: 414-530-8077

Email: eblust@wisc.edu Phone During Event: 414-530-8077

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 300/hr (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 12:30pm to 2pm

## EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)

☒ Other: Kickoff Event for UW Students for Homecoming Week to learn about events, pictures with Bucky, free snacks

## 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: \_\_\_\_\_

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 11/7/2016 Event Start and End Times: 12pm-3pm

Rain Date (if any): N/A Set-Up Start Time: 11am

Take-Down Start Time and End Times: 3pm-4pm

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

LD 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 Lexi DesRochers

Date 7/10/2016

## 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:***

#### 11am-12pm: Set Up

- Tables set up and organized for food/information
- Supplies (trash cans, recycling bins, etc.) placed in event area

#### 12pm-3pm: Event

- Students will visit tables to learn about UW Homecoming week and other events taking place
  - Pictures with Bucky Badger
  - Free snacks handed out (food will be donated by UW Homecoming Sponsors)
  - UW Marching Band performance/walk by
  - UW Homecoming members will be engaging students who walk by
- \*\*amplification from 12:30-3pm

#### 3pm-4pm: Clean up

- Take down tables
- Remove all trash and clean up any messes

## 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.

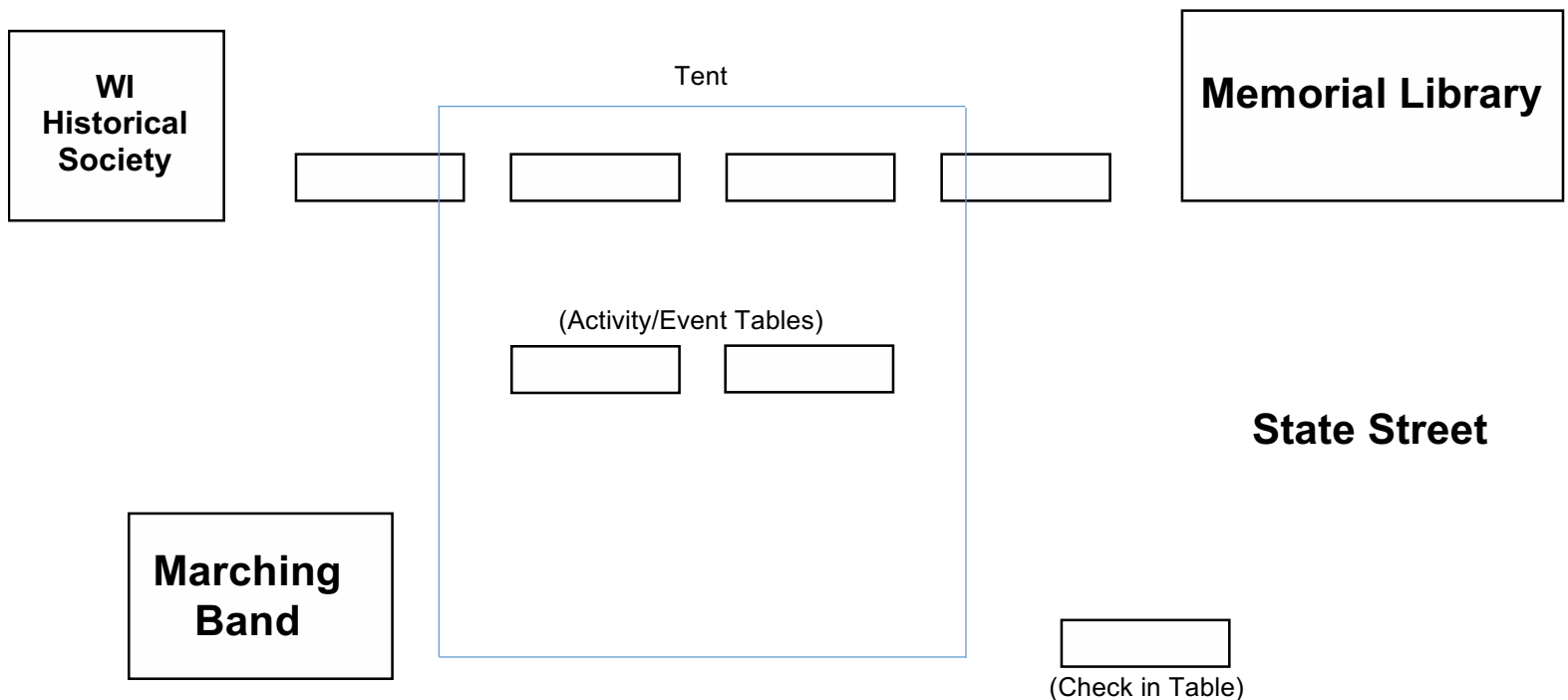
### EVENTS INCLUDING A RUN, WALK OR PARADE

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 "Homecoming Kickoff" will be held November 7, 2016 from 12pm-3pm at Library Mall (600-700 block of State Street).

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Homecoming Kickoff" (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 Lexi DesRochers.

### 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 Elise Blust 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 Elise Blust 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: Tyler Reinecke.
- 6. Parking for vendor and staff vehicles will be: UW Alumni Building.
- 7. Parking for attendee vehicles will be: N/A.

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

Primary Contact	Lexi DesRochers	(608) 516-1344
Secondary Contact	Elise Blust	(414) 530-8077
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:***

UW Homecoming Committee and the Wisconsin Alumni Association will provide plenty of garbage bags for trash and recycling. They will be placed around the tables, near the snacks, and at each end of the tent, which serve as entrance points for the event.

## STATE STREET MALL SIGNATURE PETITION

Groups or individuals requesting the use of the State Street Mall for an event with amplification during regular business hours, Monday-Friday, 8:00 a.m. - 5:00 p.m., are responsible for notifying the agencies surrounding the area of their activities. The agencies listed below prefer e-mail notification. **You, the Event Organizer, must provide the agencies with the application information (e.g., date, time, activities) for your event and get a signature (electronic signatures are acceptable) from each of the listed agencies.** Return the petition with your completed Street Use Permit Application. If you have questions about the process, call (608) 266-6033.

UW Homecoming Committee

is submitting a Street Use Permit Application to have an event with amplification at the State Street Mall

on Monday, November 7, from 12pm to 3pm.

### University Bookstore

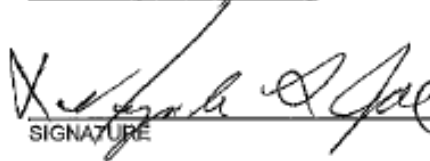
711 State Street  
Madison, WI 53706  
(608) 257-3784  
Pat McGowan, President  
[pmcgowan@uwbookstore.com](mailto:pmcgowan@uwbookstore.com)

(electronic signature from Pat on 7/12/16)  
SIGNATURE

### Pres House Student Center

731 State Street  
Madison, WI 53706  
(608) 257-1030  
Brandon Donkersgoed, Administrator  
[brandon@preshouse.org](mailto:brandon@preshouse.org)

Myrda L Joe  
Office Manager  
[myrda@preshouse.org](mailto:myrda@preshouse.org)

  
SIGNATURE

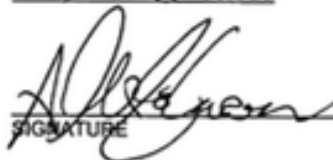
### St. Paul's University Catholic Center

723 State Street  
Madison, WI 53706  
(608) 258-3140  
Tom Coffey  
[tcoffey@stpaulscc.org](mailto:tcoffey@stpaulscc.org)

  
SIGNATURE


### UW-Madison Memorial Library

728 State St., Room 112A  
Madison, WI 53706  
(608) 262-6526  
Alex Johnson  
[alex.johnson@wisc.edu](mailto:alex.johnson@wisc.edu)

  
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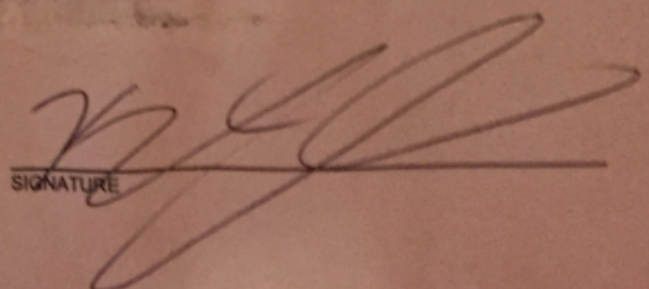
### State Historical Society

816 State Street  
Madison, WI 53706  
(608) 264-6440  
Bob Thomasguard, Assoc. Dir.  
Margaret C. Maly (contact person)  
[mcmaly@whs.wisc.edu](mailto:mcmaly@whs.wisc.edu)

  
SIGNATURE  
Division Administrator: Library, Archives  
Museum Collections

### The University Club

803 State St.  
Madison, WI 53706  
(608) 262-5023

  
SIGNATURE

## 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: UW Madison Homecoming Kickoff

Contact Person: Lexi DesRochers

Location: Libarary Mall, 600-700 Block State St.

Date: 11/7/2016

Type of Amplified Sound:

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

☐ Other (please specify): \_\_\_\_\_

Hours of Amplification:

Date: 11/7/2016

Time: 12:30pm-2pm