

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Wednesday Farmers' Market

Event Organizer/Sponsor: Dane County Farmers' Market

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

MANDATORY: State Sales Tax Exemption Number: ES#: 456-567732-06

OPTIONAL: Federal Tax Exempt Number: _____

Address: P.O. Box 1485

City/State/Zip: Madison, WI 53701

Primary Contact: Sarah Elliott/Jill Carlson Work Phone: 608-455-1999

Email: sarah.elliott@dcfm.org Phone During Event: 608-455-1999

Website: www.dcfm.org FAX: n/a

Secondary Contact: Tom Murphy Work Phone: 608-606-0172

Email: tomsal@countyspeed.com Phone During Event: 608-606-0172

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 1,100 (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: Farmers' Market

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, Jr. Blvd.

EVENT DATE(S)/SCHEDULE

Date(s): Wednesdays, 4/19/17 thru 11/01/17 and 11/8/17 (tentative) Event Start and End Times: 8:30 am – 2:00 pm

Rain Date (if any): n/a Set-Up Start Time: 8:00 am

Take-Down Start Time and End Times: 1:30 – 2:00 pm

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

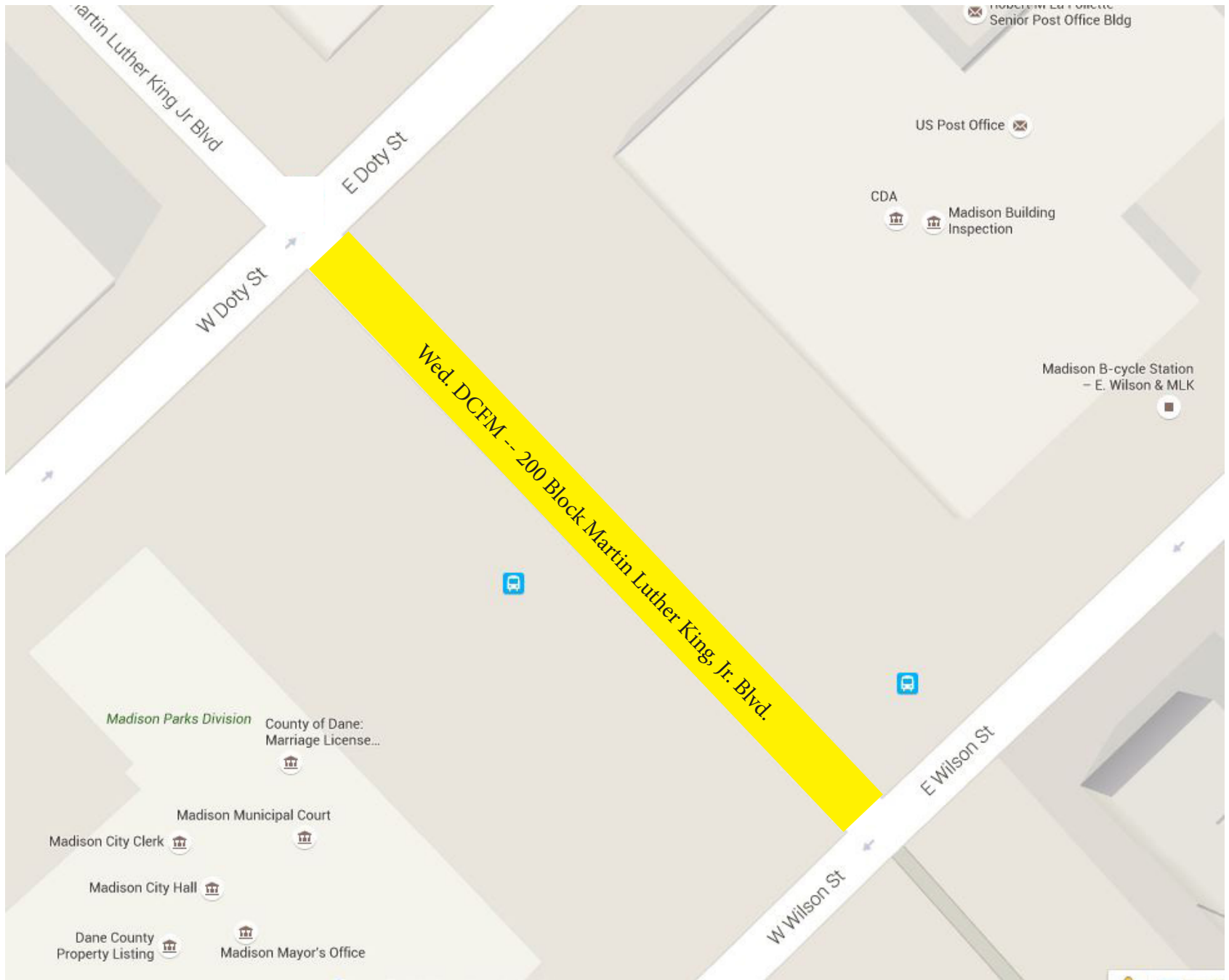
If class B license is denied, will the event(s) occur? ☐ Yes ☐ No

_____. 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 Sarah J Elliott Date 12.20.16



P.O. Box 1485
Madison, WI 53701
608-455-1999
www.dcfm.org
info@dcfm.org

Date: December 20, 2016

To: Kelli Lamberty
City of Madison

From: Sarah Elliott
Dane County Farmers' Market

Re: Safety & Security Plan - Wednesday Markets – 200 blk of MLK, Jr. Blvd.

Safety Plan

First Aid and Emergency Response – Call 911

Primary Contact: Sarah Elliott, Manager Office: 608-455-1999

Cell: 608-455-1999

Jill Carlson, Asst Manager has the same phone number during Wed market

Alternative Contact: Tom Murphy Cell: 608-606-0172

“Lost Child” area: Murphy Farms tent – middle of Market, at the base of the steps to the City Building

Vendors receive written instructions before the events. Key people are also verbally briefed.

Security Plan

Streets will be closed to vehicles. Private security is not necessary.

No alcohol allowed. No cooking allowed.

Vendors will be at or near their vehicles if they need to be moved.

Approved fire lanes will be maintained.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Dane County Farmers' Market Wednesday Farmers' Market" will be held Wednesdays, 4-19-2017 through 11-8-2017 at 200 block of Martin Luther King, Jr., Blvd., Madison, WI.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "DCFM Wednesday Farmers' Market" (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: Sarah Elliott.

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 (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 Sarah Elliott 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 Jill Carlson 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 -