

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: 20th Annual WORT Black Party

Event Organizer/Sponsor: Back Porch Radio Broadcasting, Inc.

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

MANDATORY: State Sales Tax Exemption Number: ES#: 14039

OPTIONAL: Federal Tax Exempt Number: 23-7328965

Address: 118 S. Bedford St.

City/State/Zip: Madison, WI 53703

Primary Contact: DOUG HOLTZ Work Phone: 256-2001

Email: wortbiz@wortfm.org Phone During Event: 239-8702

Website: wortfm.org FAX: _____

Secondary Contact: Glenn Mitroff Work Phone: 256-2001

Email: volunteer@wortfm.org Phone During Event: 239-5537

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, Name of charity to receive donations: Back Porch Radio Broadcasting

Estimated Attendance: 750 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 11 AM to 7 PM

EVENT CATEGORY

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

☒ Other: Neighborhood Block Party

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 of Martin Luther King Jr Blvd

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 5/21/17 Event Start and End Times: 11 AM / 7 PM

Rain Date (if any): N/A Set-Up Start Time: 5/21 7 AM

Take-Down Start Time and End Times: 7 PM - 9 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 Douglas A. Holtz

Date 3/3/17

EVENT SCHEDULE
20th ANNUAL WORT BLOCK PARTY
Sunday May 21st

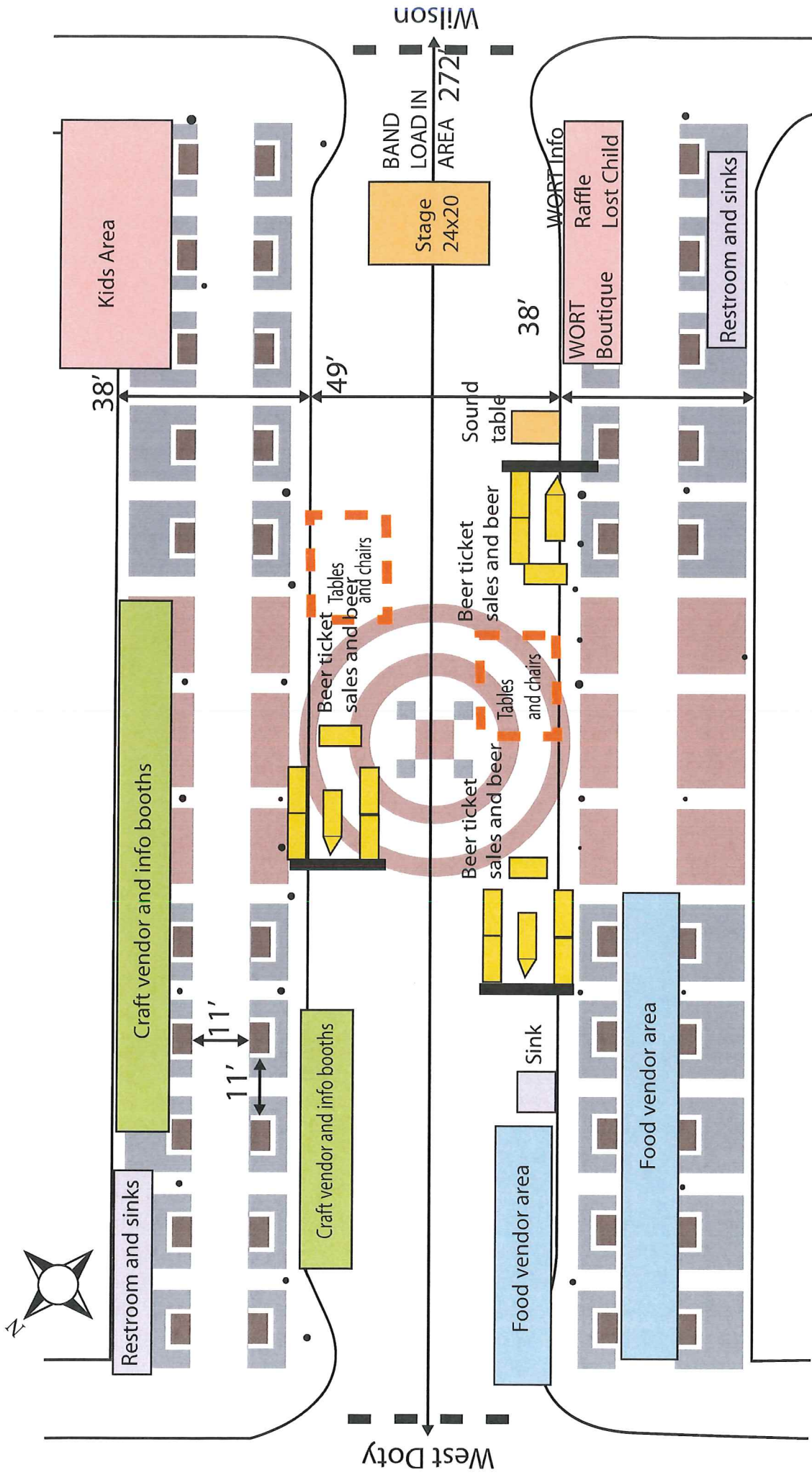
6:00pm May 20th
BAG METERS AND EQUIPMENT DELIVERY
(no street closure required)

7:00am to 11:00am May 21st
SET UP
-Stage/sound equipment
-vendor load-in

11:00am to 7:00pm
LIVE MUSIC
-one stage
-six performance groups - TBA
VENDORS OPEN
KIDS' ACTIVITIES
BEER SALES

8:00pm
Re-open 110 Block of Martin Luther King Jr. Blvd.

7:00pm to 9:00pm (or later)
TEAR DOWN/CLEAN UP



Notes

- Image is to scale
- Measurements are approximate
- Street is 49' wide and 272' long
- Sidewalks are 38' wide
- Tree dots/marks represent obstacles
- Placement and size is approximate. May have missed some.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "20th Annual WORT Block Party" will be held May 21st, 2017 at the 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 "WORT Block Party" (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 Douglas Holtz.

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 (JBM Patrol, 222-5156)

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 (Glenn Mitroff) 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 (Glenn Mitroff) 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: WORT Event Staff and Volunteers as well as JBM Patrol Services.
- 6. Parking for vendor and staff vehicles will be: on Doty and Wilson Streets.
- 7. Parking for attendee vehicles will be: various ramps and street parking downtown.

V. CONTACT INFORMATION

Primary Contact	Douglas Holtz	239-8702
Secondary Contact	Glenn Mitroff	239-5537
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:

(10) 50-gal trash receptacles (rented from Area Rental), and (10) recycling containers (obtained from City of Madison) will be located throughout the event.

Volunteers are scheduled to collect trash and recycling throughout the day and deposit at the West corner of MLK and Doty Streets for Monday pickup.

Trash is to be collected on the West corner of MLK and Doty streets for Monday pickup.