

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Co-op Connection

Event Organizer/Sponsor: Summit Credit Union

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: 2424 Rimrock Rd.

City/State/Zip: Madison, WI 53713

Primary Contact: Jody Stollendorf

Work Phone: 608-243-5000 x2836

Email: jody.stollendorf@summitcreditunion.com

Phone During Event: 608-628-2958

Website: summitcreditunion.com

FAX: _____

Secondary Contact: Jeremiah DeGollon

Work Phone: 608-243-5000 x2501

Email: jeremiah.degollon@summitcreditunion.com

Phone During Event: 608-692-2132

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 3,000

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☒ Yes ☐ No

Hours: 8:00am to 12:00pm

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: 100 block of MLK Jr. Blvd.

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 10-7-2017

Event Start and End Times: 8:30am-Noon

Rain Date (if any): None

Set-Up Start Time: 5:00am

Take-Down Start Time and End Times: Noon-2pm

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

J 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 Jody Stollendorf

Date 2-27-17

STREET EVENT SCHEDULE

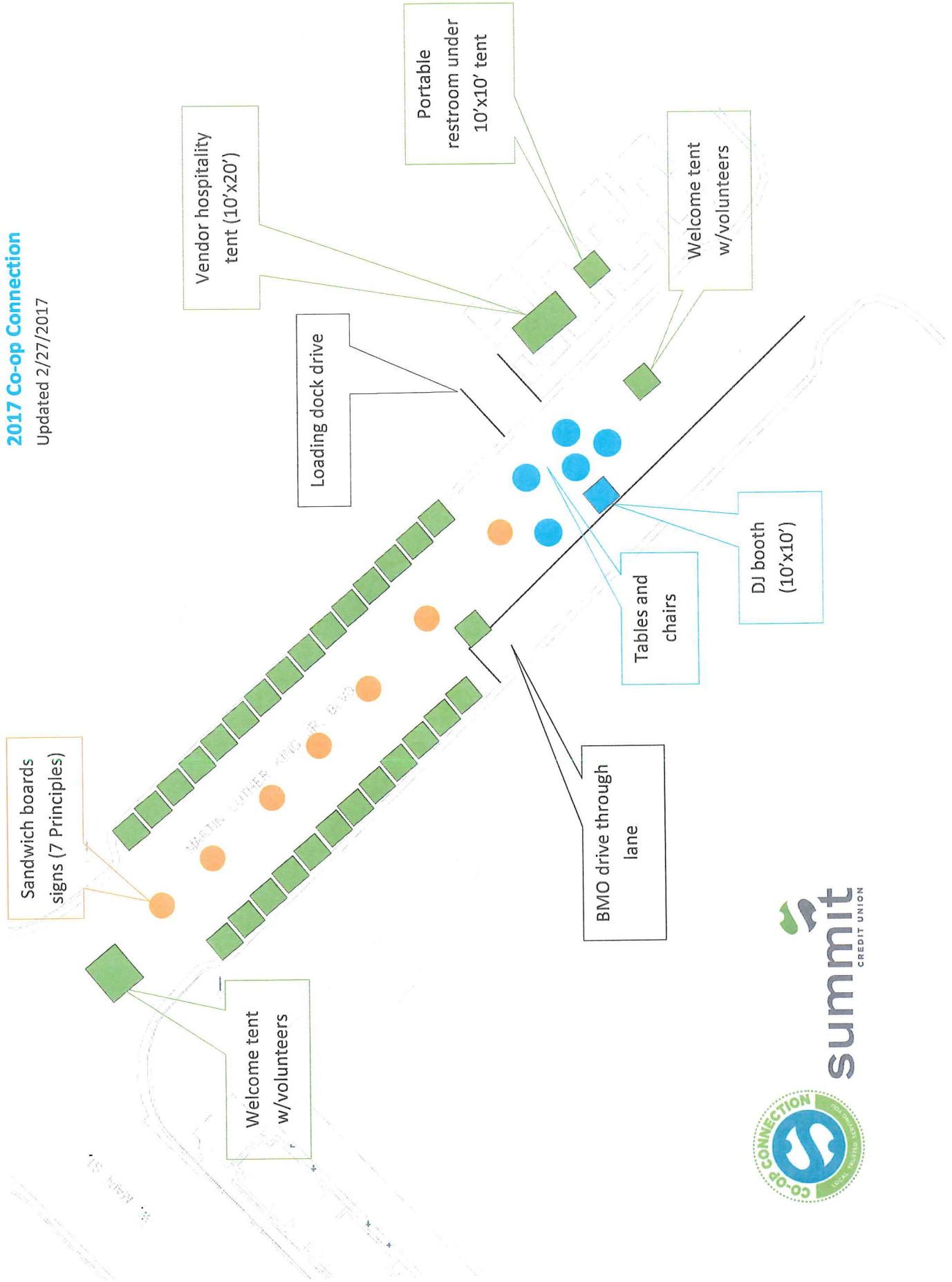
- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

2017 Coop Connection Timeline	
Saturday, October 1st	
Time	Action
Friday, October 6	Meter hoods placed on 100 block of MLK
Saturday, October 7:	
5:30 AM	Event Essentials arrives to set up tents/tables
	Street closes - barricades go up
7:00 AM	Exhibitor set up begins
7:00-8:00 AM	Entertainer set up
7:30 AM	All vehicles must be off the street
7:45 AM	All vendors must be set up
8:00 AM	Event open
Noon	Event close
1:00 PM	All vendors must be clear of their booth
3:00 PM	Equipment must be removed

2017 Co-op Connection

Updated 2/27/2017



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:

We will request 4 trash and 4 recycling cans from the city. Summit staff will monitor trash during the event and our facilities team will pick up trash and recycling bags for disposal in our private dumpsters off site.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Co-op Connection" will be held October 7, 2017 at 100 block of MLK Jr. Blvd Madison, WI .

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Co-op Connection" (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 Jody Stolldorf, Event Coordinator.

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 (Jody Stolldorf 608-628-2958)
- 3. We ☐ will / ☒ will not have on-site Police or Security (Jody Stolldorf 608-628-2958)

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 Jody Stolldorf 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 Jeremiah DeGollon 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: Summit Credit Union staff.
- 6. Parking for vendor and staff vehicles will be: City ramps/metered spaces.
- 7. Parking for attendee vehicles will be: City ramps/metered spaces.

V. CONTACT INFORMATION

Primary Contact	Jody STolldorf	608-628-2958
Secondary Contact	Jeremiah DeGollon	608-692-2132
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



Celebrating Cooperatives & Community

Hosted by: Summit Credit Union

Dear business owner/manager,

On Saturday, October 7th, Summit Credit Union will be hosting our annual Co-op Connection event on MLK Jr. Blvd.

Co-op Connection is a public celebration of cooperatives and all that they contribute to our communities and the local economy. The event includes a DJ, kids' activities and co-op exhibitor booths.

Logistical details - *An event map is on the back of this page for your reference.*

- The event will take place from 8:30am-Noon on the 100 block of MLK Blvd.
- We will be set up in the street, so will not affect sidewalk cafes.
- Parking meters will be covered starting at 3pm on Friday, October 6th and marked to be enforced starting October 7th.
- The street will be closed to vehicular traffic starting at 5am Saturday morning.

If you have any questions about Co-op Connection, please contact me at the email or phone number below. You can find more information on Co-op Connection by visiting summitcreditunion.com/coopconnection.

Thank you! We look forward to a great event and appreciate your support.

Jody Stollendorf

Community Giving & Event Coordinator

Summit Credit Union

Jody.stollendorf@summitcreditunion.com

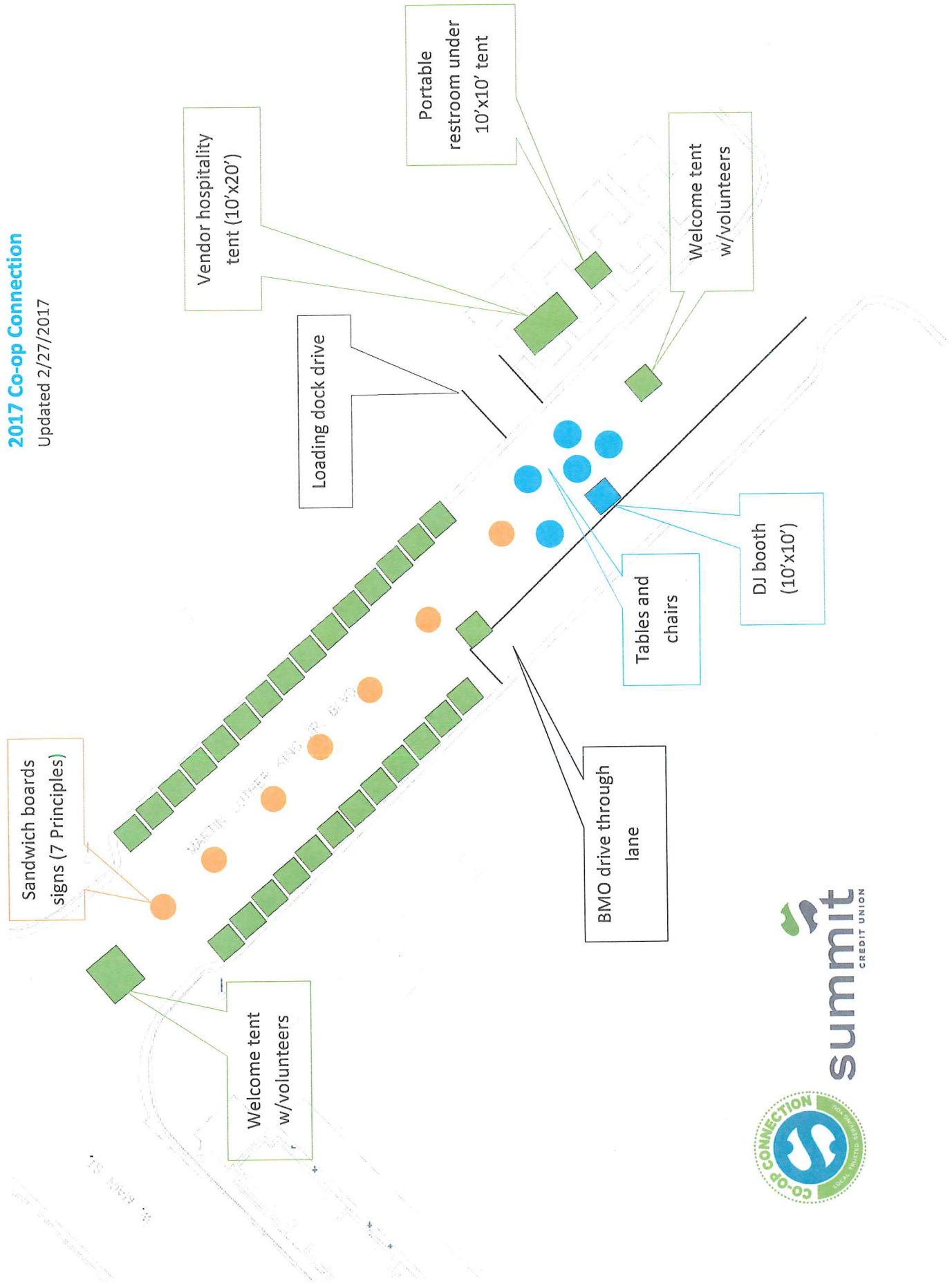
608-243-5000 ext. 2836



your resource to a richer life

2017 Co-op Connection

Updated 2/27/2017



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: Co-op Connection

Contact Person: Jody Stollendorf

Location: 100 block of MLK Jr. Blvd Date: 10-7-17

Type of Amplified Sound:

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

☐ Other (please specify): _____

Hours of Amplification:

Date: 10-7-17 Time: 8:00am-Noon

STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

☒ Yes ☐ No

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

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

Co-op Connection will be marketed via the Summit Credit Union website, social media, and print media.

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

No – N/A

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: Co-op Connection

Location: 100 block of MLK Jr. Blvd. In downtown Madison

Public Contact Phone: 608-243-5000

Website: SummitCreditUnion.com

Admission Cost: Free

Date of Event: 10/7/2017

Beginning/End Time of Event: 8:30am- Noon

Two sentence description of event (for internet calendar):

Area cooperatives and cooperative enthusiasts host interactive booths. Enjoy entertainment and kids' activities.