

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Madison Mini Maker Faire

Event Organizer/Sponsor: Arts Wisconsin

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☒ Yes ☐ No

**MANDATORY: State Sales Tax Exemption Number:**

ES#: 39086

**OPTIONAL: Federal Tax Exempt Number:**

391763871

Address: Box 1054

City/State/Zip: Madison, WI 53701

Primary Contact: Anne Katz

Work Phone: 608-255-8316

Email: akatz@artswisconsin.org

Phone During Event: same

Website: www.artswisconsin.org

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

Secondary Contact: Heather Sabin

Work Phone: 608-261-4015

Email: hsabin@mononaterrace.com

Phone During Event: 608-843-7996

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

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

Estimated Attendance: 3500

(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: \_\_\_\_\_

## 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 Martin Luther King Jr. Blvd.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: May 13, 2017

Event Start and End Times: 10am-5pm

Rain Date (if any): n/a

Set-Up Start Time: 6:30am

Take-Down Start Time and End Times: 5-7pm

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 \_\_\_\_\_

Date 31 March 2017

## 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:***

**6:30am Race Day Rentals moves in equipment** barricades, tents, tables, and chairs

### **7:00-9:30am Exhibitors load in**

Exhibitors as of 4/5:

Robot Resurrection 30 ft robot made from airplane parts

Madison Bike Showcase Unusual bikes on display and available to ride in a bicycling corral

Metal Artists Aluminum Pour and Blacksmith Team Strike

Art Cars Parked vehicles

**10:00am-5:00pm Event- ongoing exhibits**

**5:00-7:00pm Exhibitors move out**

**6:00am-7:00pm No street parking available for vehicles not associated with the event.**

**\*Street Vending License Application Form will be forthcoming when all retailers are identified.**

**\*Certificate of Insurance will be forthcoming.**





Barricades

Bicycle Showcase (Riding Corral)

Barricades

Bicycle Showcase (Display)

EMERGENCY VEHICLE ACCESS LANE

3-4 Art Cars Parked

Team Blacksmith Strike

[dumpster]

Fellon Studios

Barricades

Robot Resurrection

Barricades



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Madison Mini Maker Faire" will be held May 13, 2017 at Monona Terrace Community and Convention Center, One John Nolen Drive, and 200 Block MLK Jr Blvd, Madison, WI.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Madison Mini Maker Faire" (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 Heather Sabin.

### 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 (Heather Sabin, 608-843-7996)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Monona Terrace contracted security Per Mar)

### 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 Heather Sabin 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 Heather Sabin 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: Heather Sabin.
6. Parking for vendor and staff vehicles will be: Monona Terrace.
7. Parking for attendee vehicles will be: Monona Terrace.

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

Primary Contact	Heather Sabin	608-843-7996
Secondary Contact	Fran Puleo	920-296-0546
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

## 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:***

The Faire's metal artist exhibitors will put waste in city- rented dumpsters. They have experience in public festivals and already have a plan in place involving laying masonite boards down on the street surface.

Extra trash receptacles will be ordered through the city as advised by the Parks Dept.

Event organizers will empty trash and recycling containers at the end of the event and remove the waste from the premises.

Race Day Rentals will remove all of their inventory at the end of the event.