

2017

FINAL

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: LA FESTE DE MARQUETTE
 Event Organizer/Sponsor: WIL-MAR NEIGHBORHOOD CENTER
 Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No
MANDATORY: State Sales Tax Exemption Number: ES#: 41148
OPTIONAL: Federal Tax Exempt Number: 39-1796793
 Address: 953 JENIFER ST
 City/State/Zip: MADISON, WI 53703
 Primary Contact: GARY KALLAS Work Phone: 608-257-4576
 Email: garyk@wil-mar.org Phone During Event: 608-235-2925
 Website: wil-mar.org FAX: 608-257-1052
 Secondary Contact: BEATRICE MADIPIAN Work Phone: 608-257-4576
 Email: beatriceb@wil-mar.org Phone During Event: 608-520-2291
 Annual Event? ☒ Yes ☐ No
 Charitable Event? ☒ Yes ☐ No
 If Yes, Name of charity to receive donations: WIL-MAR NEIGHBORHOOD CENTER
 Estimated Attendance: 16,000-18,000 for weekend (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
 Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No
 Hours: SEE ATTACHED 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: SEE ATTACHED MAP

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 7.12-17.17 SEE ATTACHMENTS Event Start and End Times: _____
 Rain Date (if any): _____ Set-Up Start Time: _____
 Take-Down Start Time and End Times: _____
 TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?
 If class B license is denied, will the event(s) occur?

☒ Yes ☐ No
☐ 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: A. Kallas

Date: 3-27-17

2017 LA FETE DE MARQUETTE—STREET USE PERMIT APPLICATION ADDENDUM:

LOCATION(S) REQUESTED:

We have **three** street use requests:

- 1) The first is to close S. Ingersoll Street between the railroad tracks **beginning Wednesday morning, July 12, 9 am through 12 am Monday morning, July 16.**
- 2) The second is to close the 200 block of S. Brearly Street between E. Main and Williamson Street **beginning Friday, July 14 at 1 pm through 12 am Monday morning, July 16**
- 3) The third request asks for no parking for the 300 block of South Few between E. Wilson and Williamson **beginning Thursday, morning July 13 through 12 am Monday morning, July 16.**

STEP 3

EVENT DATE(S)/SCHEDULE

DATE	ACTIVITY	HOUR(S)	NOTES:
Wednesday, July 12	Street Closes at Ingersoll	9 am	No Parking Signs posted on S. Few Security Retained to allow access for MG&E service trucks and direct traffic at Main Street to turn left from southbound lanes
	Event Set-Up	9 am to 8 pm	
	Overnight	9 pm to 8 am	Security retained to allow (if needed) emergency vehicle access
Thursday, July 13	Set-up Continues 1 st Day of Event	8 am to 4 pm 4 pm to 10 pm	
Friday, July 14	2 nd Day	1:00 pm 4 pm to 11 pm	S. Brearly Street Closed Event Hours
Saturday, July 15	3 rd Day	11 am to 11 pm	Event Hours
Sunday, July 16	4 th Day	9 am to 10 pm	Final Event Day and Hours
Monday, July 17	Streets Re-open Parking on Few	12 am	Ingersoll and Brearly Streets Reopen No Parking on Few Lifted

2017

S. BEAARD ST
 CLOSED BEGINNING
 FRIDAY, JULY 14 AT
 4 PM. REOPENS
 MONDAY, JULY 16 17
 AT 12 AM (S. MAIN TO WILLIAMSON ST)
 JULY 17 AT 12 AM
 JULY 16 11:30 PM
 SECURITY
 POSTED AT ALL
 FOUR CORNERS
 DURING EVENT MRS.

STEP 5

EMERGENCY ACTION PLAN (EAP) i.e. SAFETY AND SECURITY

Primary Contact:	Secondary Contact(s):	EMS (on Site All Times)
Gary Kallas (608) 235-2925	Beatrice Hadidian (608) 520-2291	Devin Abshire (608) 228-9692
	Bruce Woods (608) 628-2793	

Notification:

We will have an EMS on Site at all times.

We will have uniformed security on site at all times.

We will have uniformed security posted at all four street closing locations.

We will have 11 event leaders and 1 Off-Duty Police Officer equipped with two-way radios at all times

Severe Weather or Other EAP announcements:

This event will follow the 30/30 rule for lightning and will make public announcements as needed.

This event will maintain emergency 20' lanes throughout the event site by closing public access to the paths surrounding the park.

Finally, we retain both public (off-duty officers) and private security staff. At all times a minimum combined 4 uniformed security staffs are on-site. In addition, our La Fete committee consists of over 50 community members and most are experienced with previous events. Most security matters are addressed by these community members.

STEP 6

CLEAN-UP AND RECYCLING PLAN

We have recycled at the Fete since inception in 2006. We maintain clearly labeled waste and recycling containers on the grounds. In addition, for the past three events we've been implementing on a trial basis strategies for a zero-waste event. Our efforts were mostly successful and in 2015/2016 we look to expand the effort to include all four days. Typically we bring in dumpsters from Waster Management and/or the City.

NOTIFICATION SCHEDULE

The area alder, businesses and the few residents in the immediate site of the event have been informed of the upcoming event.

INSURANCE FOR YOUR EVENT

Required insurance is on file in the City's Risk Management Office.