

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Fruit Fest 2017
Event Organizer/Sponsor: Corey Gresen / Plan B
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: 924 Williamson Street
City/State/Zip: Madison WI 53703
Primary Contact: 608-772-0040 Work Phone: _____
Email: Corey@planbmadison.com Phone During Event: 608-772-0040
Website: www.FruitFestMadison.org FAX: _____
Secondary Contact: _____ Work Phone: _____
Email: _____ Phone During Event: _____
Annual Event? ☒ Yes ☐ No
Charitable Event? ☐ Yes ☐ No
If Yes, Name of charity to receive donations: _____
Estimated Attendance: 2,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No
Hours: 11 am to 9 pm

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: 900 Block of Williamson

EVENT DATE(S)/SCHEDULE

Date(s) of Event: Sat. June 3rd Event Start and End Times: 12 pm - 9 pm
Rain Date (if any): _____ Set-Up Start Time: 7 am
Take-Down Start Time and End Times: 9 pm - 10 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 Corey Gresen Date 4-25-17

Fruit Fest 2017

Cha Cha's Salon

Madison Sourdough

Plan B

Indie Art vendors

Fire lane
20+ ft

LOST KID

vendors

Fire lane
20+ ft

TABLES

Toilets are right here

Grill

vendors

toilets

Stage

trash

security personnal ==

Fruit Fest Madison, WI 2017 EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Fruit Fest" will be held Saturday June 3, 2017 at 900 Block of Williamson Street/ 924 Williamson Street.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "**FRUIT FEST**" (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.
- C. Special Risk Considerations which may affect the required fire/medical resources needed include but are not limited to:
 - 1. Night vs. Daytime
 - 2. Location/Geography/Multiple Locations
 - 3. Alcohol availability/use
 - 4. Weather/Time of Year
 - 5. Length of Event
 - 6. Problems encountered w/Event in past
 - 7. Type of Event
 - 8. Fireworks/Pyrotechnics
 - 9. Audience demographics
 - 10. General Admission/Reserved Seating

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

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: COREY GRESSEN.

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 have on-site EMS (Trenell Darby & 262-422-8649)
3. We will have on-site Police or Security (Diane Kvalo 608-669-8060)

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 (COREY GRESSEN) 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 (COREY GRESSEN) 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. But we do have PLAN B (924 Williamson Street) as a place to shelter participants if severe weather does occur the day of event.
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 10' 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** 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 **Diane Kvalo (Security lead 608-669-8060)**
6. Parking for vendor and staff vehicles will be **800/ 900 blocks E. Main Street**
7. Parking for attendee vehicles will be **Paterson St./ Jennifer St./ Williamson St./ Brearly st.**

V. Contact Information

Primary Contact	Corey Gresen	608-772-0040
Secondary Contact	BriAnna Storey	920-728-0862
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector	Jerry McMullen	(608) 266-4420
Division Chief	Ron Schwenn	(608) 266-4420

Madison Police Department

Non-Emergency

Lieutenant Carl Strasburg

(608) 261-9686

Lieutenant David McCaw

(608) 261-9694

VI. Event Area Map (attached)

MFD Fire Prevention Guides for Special Events

20' Fire Lanes are required to be kept open at events

A 14' minimum height clearance requirement for anything that goes over a street or fire lane

Fire Hydrants and Fire Department Connections must be accessible from the street and a 5' clearance must be maintained around them

Fire Extinguishers are required for every cook site at an event, contact the Fire Department for guidelines.

Tents and Canopies – if you intend to use tents or canopies of any size, contact the Fire Department for guidelines

Cooking – any cooking, you must contact the Fire Department and the Fire Department, contact the Fire Department for guidelines.

- Minimum clearance of 20' away from tents or canopies

- Must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)

- No Cooking under tents

Compressed gas cylinders – must be secured to immobile objects

- Flammable gasses must be kept at least 10' away from tents and canopies

An Emergency Action Plan must be developed and submitted with your “special event” application

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

Electrical and Generator safety (for placement and protection), contact the Fire Department for guidelines.

Fireworks - contact the Fire Department for guidelines.

Your event may require more specific or different guidelines. Once you have written your Emergency Action Plan for your event, contact the Fire Department and we will review all necessary guidelines and your Emergency Action Plan.

Fruit Fest 2017 Security Plan

During the event of Fruit Fest located on the 900 Block of Williamson Street one of two first aid stations will be located on the street near Plan B. This tent will serve as a “lost child” area and will be designated with a sign. The other first aid location will be the inside office of Plan B (924 Williamson Street). Plan B security team will be debriefed on these first aid locations and will have constant radio communications the entire length of event. The security staff will be roving the grounds during the length of the event looking for security issues that may arise. Off duty Madison Police will also be present during the event.