

2017

FINAL

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: ATWOOD FEST

Event Organizer/Sponsor: WIL-MAR CENTER + LOCAL NEIGHBORHOOD ASSOCIATION + BARRYMORE

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: STEVE SPERLUXIO Work Phone: 608-334-3323

Email: barmoretheatre@sbcglobal.net Phone During Event: " " "

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, Name of charity to receive donations: WIL-MAR CENTER + NEIGHBORHOOD ASSOC. + REDEVELOPMENT ARM

Estimated Attendance: 2500 DAILY (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): SATURDAY, JULY 29 ☐ Yes ☐ No

Hours: 11 AM TO 10 PM +

SUNDAY, JULY 30, 11 AM TO 6 PM

EVENT CATEGORY

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

☐ Other: STREET FAIR

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: 2000 BLOCK OF ATWOOD AVE

EVENT DATE(S)/SCHEDULE 7.29-30.17

Date(s) of Event: SEE ADDENDUM Event Start and End Times: SEE ADDENDUM

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? ☒ 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 AKK

Date 3-27-17

2017 ATWOODFEST—STREET USE PERMIT APPLICATION ADDENDUM:

LOCATION REQUESTED:

The street location requested is the 2000 block of Atwood Avenue. The hours of the closing would be: Saturday, July 29 beginning at 8 am. The street would reopen to traffic on Sunday evening, July 30 at 10 pm.

We also request no parking on Amoth Court from Eastwood Drive to Atwood Avenue for the duration of the event.

Impacted residents have been engaged and informed of these requests and are supportive of these requests.

EVENT DATE(S)/SCHEDULE

DATE	ACTIVITY	HOURS	NOTES:
Saturday, July 29	Street Closing	Beginning at 8 am	
Saturday, July 29	Event	Noon to 10 pm	Street Remains closed Overnight Security Present 20' Emergency Lane Maintained
		1 am to 11:59 pm	No Parking on Amoth Court from Eastwood to Atwood
Sunday, July 30	Final Day	Noon to 8 pm	Final Event Day
		10:00 pm	Street Re-Opens
		12 am to 11:59 pm	No Parking on Amoth Court from Eastwood to Atwood

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

Primary Contact: Gary Kallas (608) 235-2925	Secondary Contact: Steve Sperling (608) 334-3323	EMS (on Site All Times) Megan Williamson (retired Madison EMS and Firefighter) (608) 334-1050
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Notification:

We will have an EMS on Site at all times.

We will have uniformed security on site 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 vendor access to center sections of the street.

Finally, we retain both public (off-duty officers) and private security staff. At all event times 2 off-duty officers will be on site. In addition, our AtwoodFest team consists of nearly 20 community members ten (10) of whom will be equipped with two-way radios. Most team members are experienced with previous events and thus address most security and safety matters.

CLEAN-UP AND RECYCLING PLAN

Recycling has been a part of AtwoodFest events since 1995. We maintain clearly labeled waste and recycling containers on the grounds. In addition, for the past two events we've been implementing on a trial basis strategies for a zero-waste event. Our efforts were mostly successful and in 2016 we look to expand the effort to include all 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. The local neighborhood association has informed area residents in various means. And finally, Alderperson Marsha Rummel is supportive of our request.

INSURANCE FOR YOUR EVENT

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

STEP 3

FEST

Atwood [REDACTED] Barricade Plan

TOTALS
14 - Barricades
6 - RC Signs
1 - RC Ahead

On Corscot at Atwood
1 Barricades
1 Road Closed

On Atwood
1 Road Closed
on folding

On Rusk at Atwood
2 Barricades
1 Road Closed

On Atwood at Winnebago
4 Barricades
1 Road Closed

On Amoth at Atwood
2 Barricades
1 Road Closed

On Atwood N Side
Between Corscott & Division
Maintain Fire Access
Allow Traffic From East to South
3 Barricades
1 Road Closed

On Division
Between SB Lai
2 Barricades
1 Road Closed

ATWOOD AV

WINNEBAGO ST

ATWOOD AVE

RUSK ST

CORSCOTT ST

LINDEN AVE

EASTWOOD DR

DIVISION ST

DIVISION ST

ATWOOD

AMOTH ST

ATWOOD AV

STREET CLOSURES 8 AM ON SAT JULY 29
STREET REOPENS 10 PM ON SUN JULY 30

NO PARKING BOTH SIDES FROM EAST WOOD TO ATWOOD
SATURDAY, JULY 29
SUNDAY, JULY 30

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

☒ Yes ☐ No

EVENT INFORMATION

Name of Event: ATWOOD FEST

Contact Person: GARY KALLAS

Location: 2000 BLK OF ATWOOD AVE Date: 3-27-17

Type of Amplified Sound:

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

☐ Other (please specify): _____

Hours of Amplification:

Date: SEE ATTACHMENT Time: SEE ATTACHMENT

STREET EVENT VENDING LICENSE APPLICATION

- ☐ 1-25 Vendors\$400.00
☒ 26-100 Vendors\$675.00
☐ 101-300 Vendors\$975.00
☐ 301 or more Vendors\$1,700.00

WON'T BE LESS THAN 25 AND
WILL NOT BE MORE THAN 100

EVENT INFORMATION

Name of Event: ATWOOD FEST
 Event Organizer/Sponsor: WILMAR CENTER, LOCAL NEIGHBORHOOD ASSOC & REDEVELOPMENT ORG
 Address: 953 JENIFER ST
 City/State/Zip: MADISON, WI 53703
 Date(s) of Event: SEE ADDENDUM Rain Date(s): NONE
 Primary Contact: GARY KALLAS
 E-mail: garyk@wct-mar.org
 Work Phone: 608-257-4576 Phone During Event: 608-235-2925

Vendor Name	WI State Seller's Permit #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
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25.	

STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

☐ Yes ☐ No

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

EVENT ORGANIZER INFORMATION

Name of Group: FRIENDS OF WIL-MAR aka Wil-Mar Neighborhood Center

Contact Person: GARY KALLAS

Address: 953 JENIFER ST, MADISON, WI 53703

Work Phone: 608-257-4576

Phone During Event: 608-235-2925

Today's Date: 3-22-17

BEER SALES PERMIT INFORMATION

Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Name of the Licensed Bartender: MIKE MOORE

Security Company: PER MAR

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

☒ Yes ☐ No

Indicate Application Date: _____

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

☒ Yes ☐ No

Indicate Application Date: 1-1-17