

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Eken Park Festival

Event Organizer/Sponsor: Eken Park Neighborhood Association (EPNA)

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: 515 Pawling Street

City/State/Zip: Madison, WI 53704

Primary Contact: Catie Shannon Work Phone: 608.347.0909

Email: Catiemcdonald26@yahoo.com Phone During Event: " "

Website: N/A FAX: _____

Secondary Contact: Tom Running Work Phone: 608.213.0246

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

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☐ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 500 ~~people~~ approx. throughout the day (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No

Hours: noon to 8pm

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: 700 block of Mayer Avenue

EVENT DATE(S)/SCHEDULE

Date(s) of Event: Saturday, August 19, 2017 Event Start and End Times: noon - 8pm

Rain Date (if any): N/A Set-Up Start Time: 8am

Take-Down Start Time and End Times: 8pm - 9:30 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 Catie Shannon

Date 5 May 2017

NBP PETITION FOR STREET USE PERMIT APPLICATION

This signature petition must be signed by an adult resident/occupant of at least 75% of the residential and/or non-residential units on the street(s) for which closure is requested.

We, the undersigned residents of the 700 block of Mayer Ave, a street in the city of Madison, request consent to the recreational use of this street between the hours of 10am and 10 pm on Saturday, 8/19/2017 (day/date) and do hereby petition the Street Use Staff Commission to grant a Street Use Permit for us to use said street for said purpose and do hereby agree to abide by the conditions of the permit.

We designate Catie Shannon (contact person) as the responsible person or persons who shall sign an application for a Street Use Permit on our behalf.

Please attach pages if additional signatures are required.

[illegible]

I, Susan Spangenberg, am personally acquainted with the persons who have signed the foregoing petition and know them to be residents of the street(s) proposed to be closed. I further certify that the foregoing petition is signed by an adult resident/occupant of at least 75% of the residential and/or non-residential units on the street(s) for which closure is requested.

Signature of Circulator

Date 5. Apr. 2017

Exen Park Festival Saturday, August 19th, 2017

traffic reroute/
emergency
access

NOTE: trash
paying to
be spread
throughout

tables,
vendor
tables,
food carts

KIDS AREA

MUSIC/FOOD
VENDING

STAGE
Mayer Ave

Porta
Potties

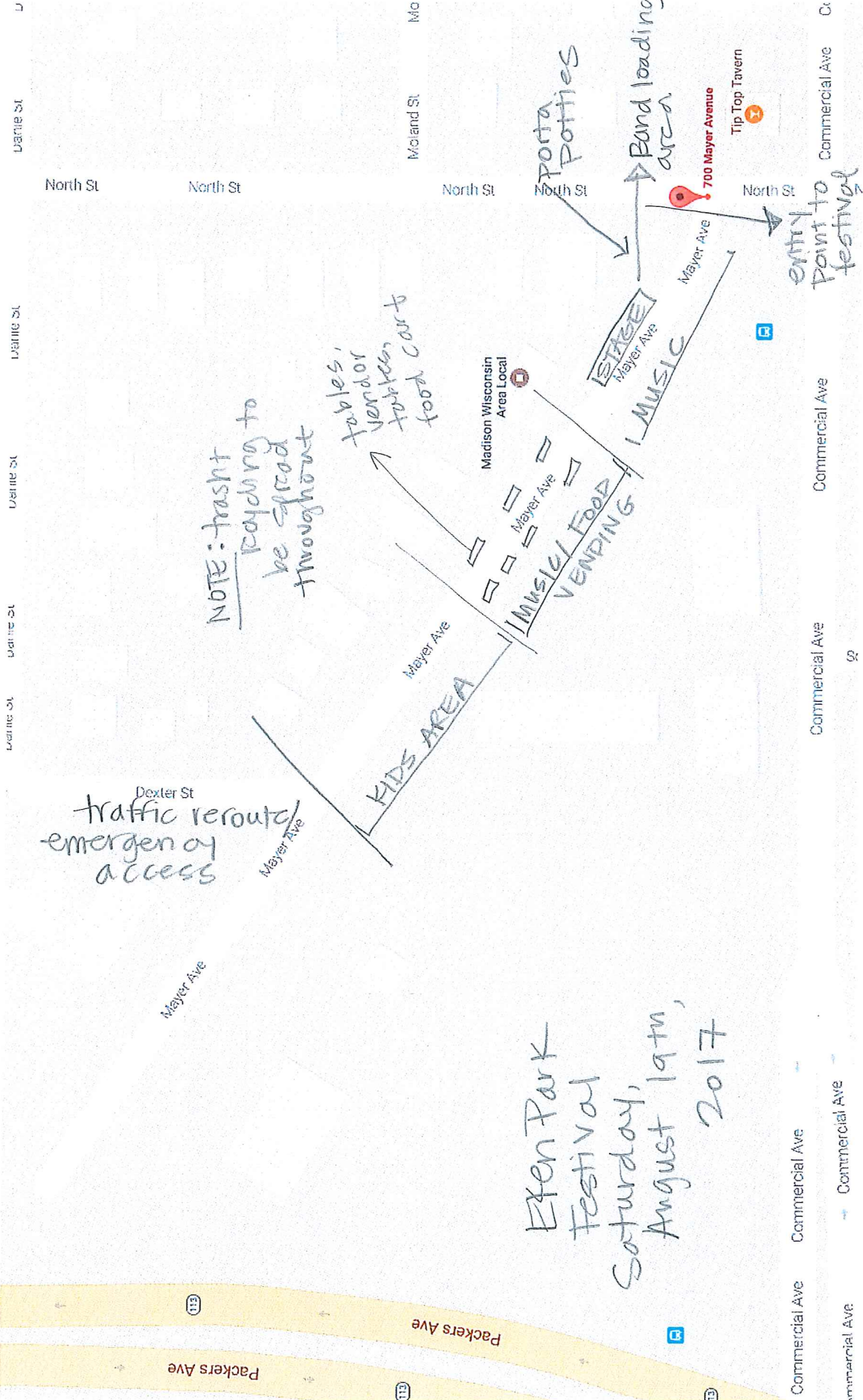
Band loading
area

entry
point to
festival

700 Mayer Avenue

Tip Top Tavern

Madison Wisconsin
Area Local



EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

II. PURPOSE

The Egon Park festival will be held Saturday, August 19, 2017 on the 700 Block of Mayer Avenue.

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (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 PRIMARY CONTACT: FIRST/LAST NAME.

Catie Shannon

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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We ☐ will / ☒ will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

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 FIRST/LAST NAME 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 FIRST/LAST NAME 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: NAME. *Eken Park Neighborhood Association*
6. Parking for vendor and staff vehicles will be: LOCATION(S). *> 700 + 800 block of Mayer Avenue,*
7. Parking for attendee vehicles will be: LOCATION(S). *other street parking*

V. CONTACT INFORMATION

Primary Contact	FIRST/LAST NAME	CELL PHONE
Secondary Contact	FIRST/LAST NAME	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

Catie Shannon 608.347.0909

Zach Johnson 847.567.3314

We expect many attendees to walk, or bike

STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

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

☒ Yes ☐ No

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

- Facebook page > create event
- website → ekenpark.org
- local press
- local radio
- posters

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

- not at this time

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: Eken Park Festival

Location: 700 block of Mayer Avenue, Madison, WI

Public Contact Phone: 608.347.0909

Website: ekenpark.org

Admission Cost: FREE!

Date of Event: Saturday, August 19th, 2017

Beginning/End Time of Event: noon - 8pm

Two sentence description of event (for internet calendar):

Family friendly event with music, food, drinks, and kids section.
Bring a chair and spend your summer afternoon in the Eken Park neighborhood!

Eken Park Festival – Saturday, August 19th, 2017

High Level Schedule as of May 5th, 2017

Time	Activity	Notes
Friday Night (8/17)		
	Porta-potties delivered	
Saturday (8/19)		
9:00 AM	Close street Set up: trash/recycling, stage, tables, kids area, etc	
11:00 AM	Sound check Beer truck delivery	
12:00 NOON	Welcome!	
12:30 – 1:30 PM	Band One (50-60 minutes)	
1:30 – 2:30 PM	Band Two (50-60 minutes)	
2:30 – 3:00 PM	Break / DJ / Announcements	
3:00 – 4:15 PM	Band Three (Hirt Alpert) (75 minutes)	
4:15 – 5:00 PM	Break / DJ / Announcements	
5:00 – 6:15 PM	Band Four (75 minutes)	
6:15 – 6:30 PM	Raffle Winners Break / DJ / Announcements	
6:30 – 7:50 PM	Band Five (75-90 minutes)	
7:50 – 8:00 PM	Thank You, Remember to Clean Up, End Event	
8:00 – 10:00 PM	Clean Up, Break Down	
10:00 PM	Road Open	
Sunday (8/20)		
8:00 AM	Clean Up – anything remaining – anything that's easier to see in daylight	
	Porta Potty Pick Up	

Eken Park Festival
Saturday, August 19, 2017

As of 5.5.17

STREET USE PERMIT APPLICATION CHECKLIST

REQUIRED STREET EVENT DOCUMENTS

Please check below to indicate that you have attached the following to the completed application:

- | | |
|---|------------------------------|
| <input checked="" type="checkbox"/> Street Event Schedule | (Step 3) |
| <input checked="" type="checkbox"/> Street Event Site Map | (Step 4) |
| <input checked="" type="checkbox"/> Emergency Action Plan | (Step 5) |
| <input type="checkbox"/> Street Event Cleanup and Recycling Plan | (Step 6) → will submit later |
| <input checked="" type="checkbox"/> Street Use Permit Application | (Final Step) |
| <input checked="" type="checkbox"/> Application Fee | (Final Step) |

Date(s) the alder, businesses and residents will be notified of the event:

Alder Larry Palm was made aware during neighborhood association meeting (January 2017). Most businesses + residents have been made aware during Q1 2017. All will be made aware during Q2 2017, when mass marketing will start.

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- | | |
|--|--------------|
| <input type="checkbox"/> Route Map | (Step 4) N/A |
| <input type="checkbox"/> Certificate of Insurance | (Step 8) |
| <input checked="" type="checkbox"/> Street Event Marketing Information | (Step 10) |
| <input type="checkbox"/> Amplification Permit Application | (Step 11) |
| <input type="checkbox"/> Street Event Vending License Application | (Step 12) |
| <input type="checkbox"/> Beer/Wine Sales Permit Application | (Step 13) |
- } will submit later

ADDITIONAL CITY OF MADISON PERMITS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- ☐ **Temporary Restaurant Permit** - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: www.publichealthmdc.com/environmental/food/tempfood.cfm or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.

Date Temporary Restaurant Permit Application Submitted: _____

- ☐ **Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: www.cityofmadison.com/clerk/licensingliquor.cfm or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. 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.

Date Temporary Class "B" Retailers Permit Application Submitted: _____

- ☐ **Fireworks Permit** - An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.

Date Fireworks Permit Application Submitted: _____

- ☐ **Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: _____

Contact:
Catie Shannon
608.347.0909
catiemcdonald26@yahoo.com