

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: "The Downtown Get Down" – A Community BreakDancing Event

Event Organizer/Sponsor: Hunter Connors Herm – Video Producer

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

☐ Yes ☒ No

MANDATORY: State Sales Tax Exemption Number:

ES#: None

OPTIONAL: Federal Tax Exempt Number:

None

Address: 913 N Wingra Dr.

City/State/Zip: Madison WI 53715

Primary Contact: Hunter Connors Herm

Work Phone: 608-335-2375

Email: hunterconnorsherm@gmail.com

Phone During Event: 608-335-2375

Website: https://vimeo.com/mrvideo

FAX: None

Secondary Contact: Beth Houlihan

Work Phone: 608-609-8990

Email: elizabethjeann@gmail.com

Phone During Event: 608-609-8990

Annual Event? No

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: No

Estimated Attendance: Gathering of about 30-50 people

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☒ Yes ☐ No

Hours: 3pm to 7pm

EVENT CATEGORY

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

☒ Other: Community Breakdancing Event – featuring East Madison Community Center youth, and other various breakdancers from Madison & Milwaukee

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: Sidewalk Event State Street Mall – Between

EVENT DATE(S)/SCHEDULE

Date(s) of Event: Friday July 7th

Event Start and End Times: 4pm – 6pm

Rain Date (if any): None

Set-Up Start Time: 3pm

Take-Down Start Time and End Times: 6pm

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

HCH 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: Hunter Connors Herm

Date June 15th 2017

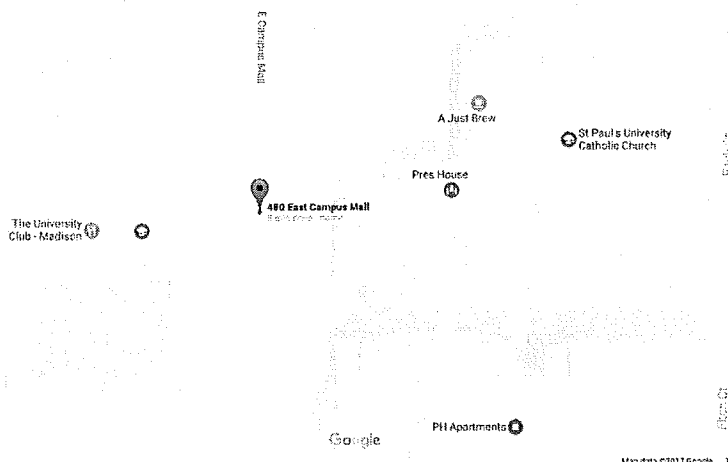
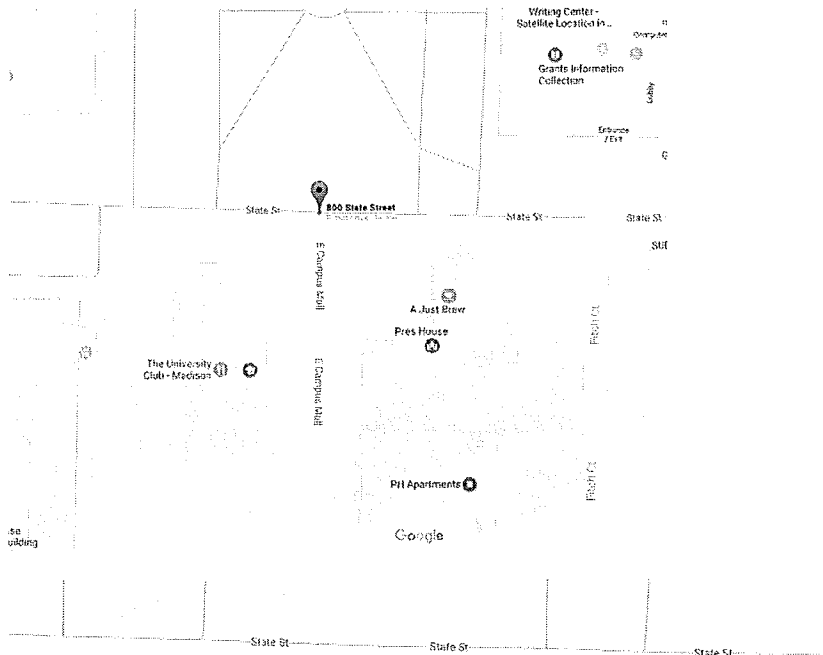
6/15/2017

Map & Exact Location Of Event:

We will find a place that is not obstructing food cart business.

We will also find a place that does not prohibit foot traffic

We will located the 15 foot by 20ft dance mat somewhere between
800 State Street and 480 East Campus Mall (See Maps Below)



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?

☒ Yes ☐ No

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

EVENT INFORMATION

Name of Event: The Downtown Get Down - Community Breakdancing Event

Contact Person: Hunter Connors Herm - 608-335-2375

Location: 800 State Stree/ East Campus Mall

Date: Friday July 7th 2017

Type of Amplified Sound:

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

☐ Other (please specify): Please note that we will be keeping our sound amplification to a minimum so as not to disturb businesses and passers by.

Hours of Amplification:

Date: Friday July 7th 2017

Time: 4pm-6pm

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:

Friday July 7th Schedule of Event - Community Breakdancing Event

3pm – Breakdancing teams load in and set up the Breakdancing mat

3:30pm - DJ sets up portable audio (We will keep sound amplification to a minimum, as the purpose of this event is to video tape the performers, we are not trying to attract attention from passers by, so music will be kept to a minimum)

4pm – Breakdancing Event Begins

5pm - Breakdancing Video Recording

5:45pm - Winners of Breakdancing are declared

6pm - Clean up and load out.

7pm - Event End

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

Provide Detailed Event Site Map:

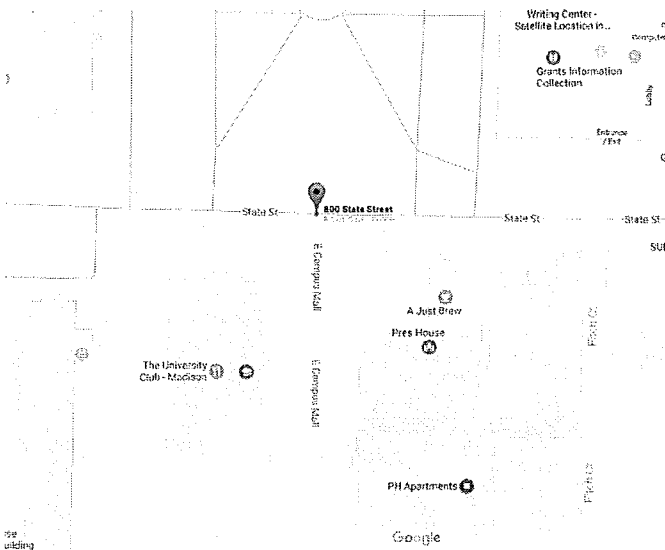
Map & Exact Location Of Event:

Our event is pretty small and self contained. We will be laying down a dance mat on the concrete that is approximately 15 feet by 20 feet. This dance mat is where the event will take place. The mat will be surrounded by people watching the dancers.

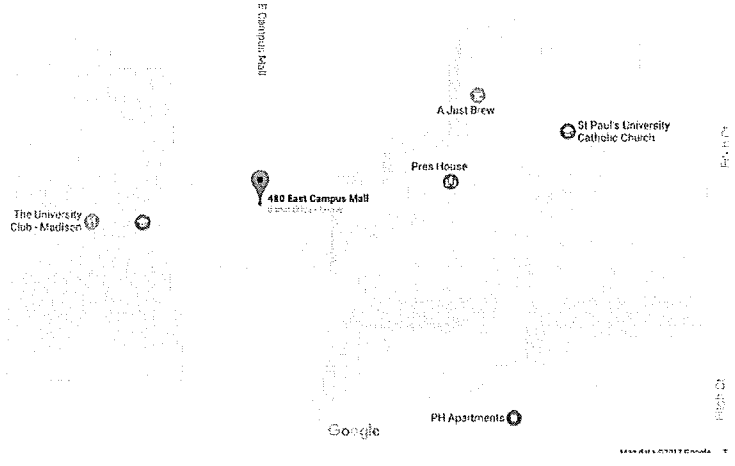
We will find a place that is not obstructing food cart business.

We will also find a place that does not prohibit foot traffic

We will located the 15 foot by 20ft dance mat somewhere between 800 State Street and 480 East Campus Mall (See Maps Below)



State St State St State St



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:

This being a smaller event with no food or beverages being served, we will not have a need for a garbage collection agency.

We will bring 1 large trash bin and 1 large recycling bin of our own and keep them near the performance space in case people bring their own food or water containers.

We will empty the public trash cans that are in our immediate vicinity upon the completion of our event.

We will have 8 staff members overseeing the event and they will all be instructed to help clean up during and after the event.

Event is from 3pm to 7pm.

3pm: Clear area of Trash that we find upon arrival.

5pm: Break for Trash Pick Up

6pm: Trash clean up

7pm: Final sweep for trash and emptying of public bins.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "The Downtown Get Down Breakdancing Event" will be held July 7th 2017 at 800 State Street/East Campus Mall.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "The Downtown Get Down Breakdancing Event" (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 Hunter Connors Herm - 608-335-2375.

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 (None - Contact the EAP Hunter @ 608-335-2375)
- 3. We ☐ will / ☒ will not have on-site Police or Security (None - Contact the EAP Hunter @ 608-335-2375)

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 Beth Houlihan 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 Rachele Weisensel 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: Rachele Weisensel .
6. Parking for vendor and staff vehicles will be: Lake Street Ramp.
7. Parking for attendee vehicles will be: Lake Street Ramp.

V. CONTACT INFORMATION

Primary Contact	Hunter Connors Herm	608-335-2375
Secondary Contact	Beth Houlihan	608-609-8990
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345