

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Community United – Stop the Violence! Save our Children! Parade

Event Organizer/Sponsor: Today Not Tomorrow, Inc. and Neighborhood Connectors

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

☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number: ES#:

OPTIONAL: Federal Tax Exempt Number:

04-3762268

Address: PO Box 7728

City/State/Zip: Madison, WI 53707

Primary Contact: Jeanne F. Erickson

Work Phone: 608-770-2049

Email: Jeanne.erickson@clubtnt.org

Phone During Event: 608-770-2049

Website: www.clubtnt.org

FAX: _____

Secondary Contact: Sheray Wallace

Work Phone: 608-622-2355

Email: sherayw@yahoo.com

Phone During Event: 608-622-2355

Annual Event?

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: approx. 200 participants in the parade (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☐ Yes ☐ No

Hours: _____ to _____

EVENT CATEGORY

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

X Other: Parade

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) X Other (specific blocks/streets requested below)

Street Names and Block Numbers: 5701 Raymond Rd (Good Shepherd Lutheran) to 1701 McKenna Blvd (Our Redeemer)

EVENT DATE(S)/SCHEDULE

Date(s) of Event: August 26, 2017

Event Start and End Times: 11 am and estimated to 12 noon

Rain Date (if any): _____

Set-Up Start Time: Staging at 10 am

Take-Down Start Time and End Times: 12 noon

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?

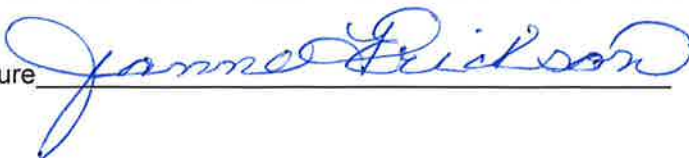
☐ Yes ☐ No

_____. 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



Date

06/20/17

STREET USE PERMIT APPLICATION CHECKLIST

REQUIRED STREET EVENT DOCUMENTS

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

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

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

Alder Barbara McKinney and Alder Matt Phair have already been notified.
Mayor Soglin, Chief Koval, Lieutenant Mike Hanson (West District) and Lieutenant Trevor Knight have been notified.
Businesses and residents will be formally notified after the permit process is complete. Some residents have already been notified as part of the event planning.

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- | | |
|---|-----------|
| X Route Map | (Step 4) |
| X Certificate of Insurance TNT has City Listed on Ins. | (Step 8) |
| X Street Event Marketing Information | (Step 10) |
| <input type="checkbox"/> Amplification Permit Application (N/A) | (Step 11) |
| <input type="checkbox"/> Street Event Vending License Application (N/A) | (Step 12) |
| <input type="checkbox"/> Beer/Wine Sales Permit Application (N/A) | (Step 13) |

ADDITIONAL CITY OF MADISON PERMITS (N/A)

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/doinNeedAPermit.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/doinNeedAPermit.cfm, (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: _____

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:

Community Unity - Stop the Violence! Save our Children! Parade
Saturday August 26, 2017

Gathering at 9:00 am at Good Shepherd Lutheran Church on Raymond Road. Good Shepherd will be serving breakfast to parade participants.

Parade Staging at Good Shepherd 10:00 am.

Parade to begin at 11:00 am.

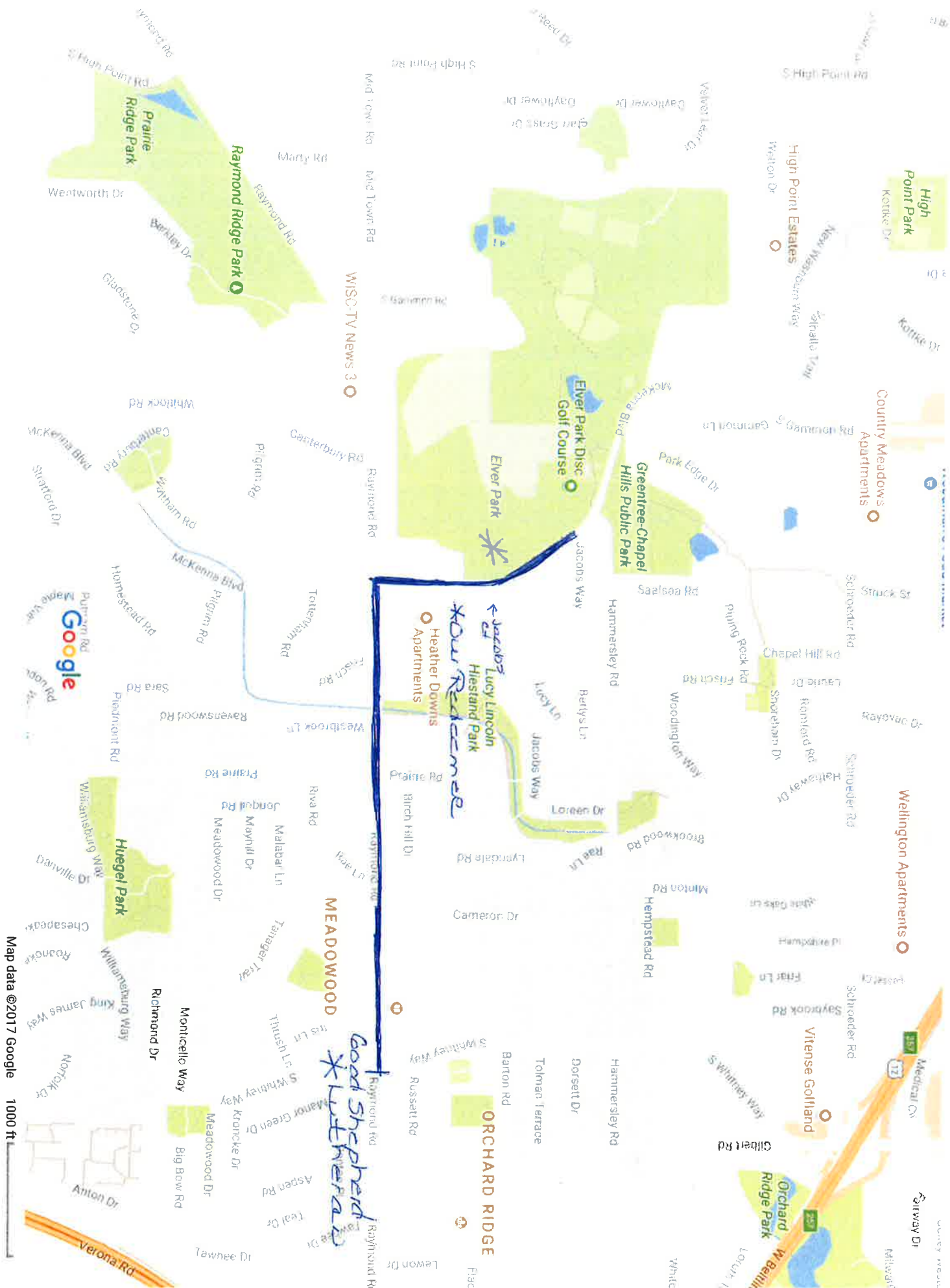
Route is from Good Shepherd Parking lot, east on Raymond Road to Our Redeemer Church on McKenna Blvd.

There are no vendors or merchandise associated with the parade.

There will be dance group participating in the parade.

Banners and signs will be carried.

It is estimated that the parade will last no longer than 1 hour.



EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Community United - Stop the Violence! Save our Children! Parade" will be held Saturday, August 26, 2017 at the designated parade route of 5701 Raymond Rd (Good Shepherd Lutheran Church to 1701 McKenna Blvd (Our Redeemer Lutheran Church) .

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Community United - Stop the Violence! Save our Children! Parade" (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 Jeanne Erickson 608-770-2049.

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 ()
- 3. We ☐ will / ☒ will not have on-site Police or Security (** The MPD Will be participating in the parade and have been contacted about road closures. MFD is being asked to participate in the parade as well with Fire vehicles and EMS vehicles.)

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 Jeanne Erickson 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 Jeanne Erickson 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: There is no anticipation of crowd control for this parade. .
6. Parking for vendor and staff vehicles will be: there are no vendors. Organizers will park cars at 5701 Raymond Road. .
7. Parking for attendee vehicles will be: 5701 Raymond Road and 1705 McKenna Blvd. .

V. CONTACT INFORMATION

Primary Contact	Jeanne Erickson	608-770-2049
Secondary Contact	Sheray Wallace	608-622-2355
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

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 event is a parade only event and there will be no need for collection and disposal of refuse. There are no street vendors associated with this event along the designated parade route.

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: _____

Contact Person: _____

Location: _____ Date: _____

Type of Amplified Sound:

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

☐ Other (please specify): _____

Hours of Amplification:

Date: _____ Time: _____

STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

X Yes ☐ No

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

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

Flyers, word of mouth, radio announcements and television promotion

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

Yes, there will not be a designated media area as there are access points along the parade route.

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: Community United – Stop the Violence! Save our Children! Parade

Location: Parade route is Raymond Road at S. Whitney to McKenna Blvd.

Public Contact Phone: 608-358-7036 or 608-622-2355

Website: <http://tinyurl.com/StopTheViolenceParade>

Admission Cost: No cost

Date of Event: August 26, 2017

Beginning/End Time of Event: Parade kick off at 11am

Two sentence description of event (for internet calendar):

Community United – Stop the Violence! Save our Children! Parade is an awareness event to highlight the incidences of violence in the community. It is being held to rally people to stand together to seek solutions on a united front.