

## STREET USE PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: Shine United TV shoot

Event Organizer/Sponsor: Shine United

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

☐ Yes ☒ No

**MANDATORY:** State Sales Tax Exemption Number:

ES#: 004-00003716-33-01

**OPTIONAL:** Federal Tax Exempt Number:

Address: 202 N. Henry St.

City/State/Zip: Madison, WI 53703

Primary Contact: Justin Johnson

Work Phone: (608) 698-6115

Email: jjohnson@shineunited.com

Phone During Event: (608) 698-6115

Website: www.shineunited.com

FAX: (608) 442-7374

Secondary Contact: Kourtney Freiburger

Work Phone: (765) 414-7834

Email: Kfreiburger@shineunited.com

Phone During Event: (765) 414-7834

Annual Event?

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations:

Estimated Attendance: 20-25

(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)

☒ Other: TV/Video shoot

### 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: Lakeland Avenue, 3200 block - Near Olbrich Park

### EVENT DATE(S)/SCHEDULE

Date(s) of Event: 7/11/17, Tuesday

Event Start and End Times: T.B.D, approximately 7am-5pm

Rain Date (if any): 7/13/17, Thursday

Set-Up Start Time: 7am - T.B.D

Take-Down Start Time and End Times: 3-5pm

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?

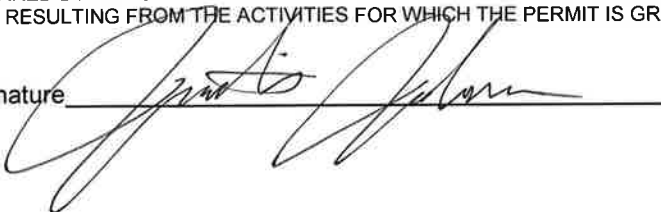
☐ Yes ☒ No

\_\_\_\_\_ 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 06/29/2017

## 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:

- Exact schedule is still To be determined. Will have confirmation on 7/5/2017.
- Arrival would occur no earlier than 6:00am
- Tear-down and departure would be no later than approximately 6:00pm.
- 2-3 hours of setup when we arrive
- Film for 2-4 hours
- Tear down and leave would take approximately 2 hours.
- \* We will be scouting the location to determine exact time of day we want to film. Probaly a 6-8 hour event.
- There will not be any of the following:
  - vending or sales
  - music or performances
  - rally or parade
  - exhibits or displays
- We will need the entire block of Lakeland Avenue blocked off and clear of parked cars.
- 7/11/17 is intended date
- 7/13/17 is our rain date.

## 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](mailto: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 attached as separate page

- Red lines mark places where traffic would need to be blocked - 1 road and 2 walking/bike paths.
- Orange lines represent where staging and parking would be.
- Green arrow and star represents where we will be filming and what direction.







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**RE:** Shine United TV shoot Emergency Action Plan  
**TO:** City of Madison  
**FROM:** Justin

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### **General**

The TV/Video shoot for Shine United will take place on Tuesday July 11<sup>th</sup>, 2017. Our rain/weather contingency date is Thursday July 13<sup>th</sup>, 2017.

### **Purpose**

We are working with the City of Madison to help secure a street and control traffic flow to provide a safe working environment for all crew members. We will have road vests and walkie-talkie radios for communication. We will also have motorhome on-site with first aid for inclement weather or emergencies.

### **Assumptions**

We are assuming the city of Madison will have some sort of volunteer or officer to help us block the entrance to the road that allows car traffic. We can provide production crew members to direct traffic on the bike & walking paths.

### **Basic Plan**

#### **A. Emergency Action Plan Representative**

1. Justin Johnson
2. [jjohnson@shineunited.com](mailto:jjohnson@shineunited.com)
3. (608) 698-6115

#### **B. Emergency Notification**

1. We are hoping to have at least 1 police officer / volunteer with us to help block the road from traffic, he would hopefully act as our on-site police/security.
2. No on-site EMS

#### **C. Severe Weather**

1. If hazardous weather conditions look to be in the forecast, the event will be postponed until clear and safe weather occurs.

#### **D. Fire**

1. We will have an on-site fire extinguisher with us.
2. There should be no fire hazards
  - i. No cooking
  - ii. No fires

#### **E. Medical Emergencies**

1. I will be able to contact the Emergency medical services if anything occurs. We work on a lot of production sets and safety is always our number 1 priority.

#### **F. Law Enforcement**

1. We would like at least 1 law enforcement officer at the event to help control the traffic and cars turning onto Lakeland Ave.
2. We should not need additional security or police outside of this.

#### **G. Emergency Vehicle Access**

1. Emergency vehicles will be able to access the location via the entrance the requested police officer will be blocking to control traffic.

#### **H. Contact Information**

1. Primary Contact
  - i. Justin Johnson
  - ii. (608) 698-6115
2. Secondary Contact

- i. Kourtney Freiburger
  - ii. (765) 414-7834
- 3. Emergency
  - i. Dane County 911 Center
  - ii. 911
- 4. Non-Emergency
  - i. Madison Police Department
  - ii. (608) 266-4420
- 5. Non-Emergency
  - i. Madison Fire Department
  - ii. (608) 255-2345



## STREET EVENT CLEAN-UP 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 clean-up.
- 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 clean-up by City crews will be charged the full cost of clean-up.
- If you need assistance with your clean-up and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

### **Provide Detailed Trash/Recycling/Clean-Up Plans:**

- We will have a motorhome with bathrooms and trash/recycling parked nearby. Approximately 2 garbage and 2 recycling containers.
- There will be crew members dedicated to clean-up making sure that no trash/recycling is left behind.
  - Approximately 3-5 crew members
- will bring trash with us to our dumpsters at our office when we leave.