

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Madison Night Market

Event Organizer/Sponsor: Madison's Central Business Improvement District (BID)

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

☐ Yes ☒ No

**MANDATORY: State Sales Tax Exemption Number:** ES#: 049831

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: 122 West Washington Avenue, Suite 250

City/State/Zip: Madison, WI 53703

Primary Contact: Tiffany Kenney, Exec Director

Work Phone: 608-512-1340

Email: tkenney@visitdowntownmadison.com

Phone During Event: secondary contact will be primary event contact person

Website: www.madisonnightmarket.com

FAX: \_\_\_\_\_

Secondary Contact: Jenny Sligh Programming Coord.

Work Phone: 608-512-1342

Email: jsligh@visitdowntownmadison.com

Phone During Event: 608-335-6455 & 608-259-6177

Annual Event?

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 5000+

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☒ Yes ☐ No

Hours: 6pm to 11pm

## EVENT CATEGORY

- ☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)  
☒ Other: Public Night Market

## 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: 200-400 blocks of West Gilman Street, 400 block of North Broom Street

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 5/10, 6/14, 8/9, 9/13, 2018

Event Start and End Times: 6pm-11pm

Rain Date (if any): none-event rain or shine

Set-Up Start Time: 8am / roads close at 2pm

Take-Down Start Time and End Times: 11pm, end at 12AM  
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?

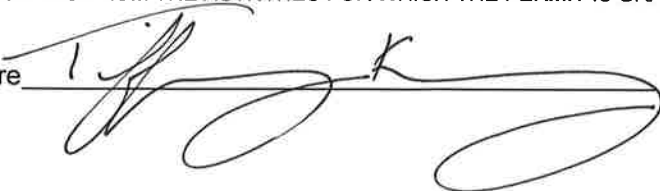
☐ Yes ☒ No

TK 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

5/26/18

## 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:***

<b>Time</b>	<b>Task</b>
<u>Day Before:</u>	
3:00 PM	Cardboard street signs put up to mark NO PARKING for event
<u>Day Of:</u>	
7:00 AM	Bagging of meters along Gilman Street
8:00 AM	City Deliveries including barriers, dumpster, garbage & recycling
8:30 AM	Rental deliveries and set up of port-a-potties and washing stations
2:00 PM	Road closes – barriers put up
2:00 PM	Ambassadors arrive to monitor/let in deliveries
2:00 PM	<b>until 4:00 PM Deliveries and Set up</b>
3:00 PM	<b>3pm – 5pm Vendor Arrival and Set Up</b>
3:45 PM	All delivery and set up vehicles removed from West Gilman Street
4:00 PM	Sound Engineer arrival and set up
5:00 PM	Performer arrival and sound check
5:30 PM	All vendor booths set and ready
5:30 PM	Early Night Market start
6:00 PM	1st clean-up volunteer crew arrives
6:00 PM	<b>Night Market Opens</b>
6:00 PM	Concert - Opening Act at Lisa Link Peace Park (time slot 6PM - 7:30PM)
7:30 PM	Concert set break
8:00 PM	Concert - Headliner at Lisa Link Peace Park (time slot 8PM - 10:00PM)
8:00 PM	2nd clean-up volunteer crew arrives
10:00 PM	Concert ends
10:30 PM	Last call in Beer Garden
10:45 PM	Done serving in Beer Garden
11:00 PM	<b>Market Closes</b>
11:00 PM	Vendor tear down begins
12:00 AM	Decor teardown
12:00 AM	Potties locked for the night
1:00 AM	West Gilman Street re-opens
<u>Day After</u>	
8:00 AM	All rentals, city equipment, and potties removed

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Madison Night Market" will be held 5/10, 6/14, 8/9, 9/13, 2018 at 200-400 blocks of West Gilman Street & , 400 block of N. Broom Street, *Top of State and 800/STATE STREET.*

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Madison Night Market" (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: Jennifer Sligh .

### 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 (NA)
- 3. We ☒ will / ☐ will not have on-site Police or Security (unknown as of 1/12/2018)

### 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 JENNIFER SLIGH 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 JENNIFER SLIGH 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

## 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:***

#### **Basic Plan:**

- A. Primary Contact Person
  1. Jennifer Sligh, Programming Coordinator BID, 608-335-6455.
- B. Dumpsters
  1. We will have 1 dumpsters available for the Night Market event.
  2. Dumpster will be located along N. Broom Street
- C. Garbage & Recycling Cans
  1. We will have 20 trash barrels per event.
  2. 10 dedicated to refuse/10 dedicated to recycling.
  3. See event map site map for locations.
  4. Vendors will be expected to have refuse and recycling containers within their booth if they will be generating trash.
  5. Vendors are expected to take any trash to the dumpsters as part of their booth/tent space/food cart clean up.
- D. Fire/Hot Coal
  1. Will work with the Madison Fire Department if needed on a per vendor basis.
- E. Volunteer Organization and or labor for hire to assist in event clean up support

## 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: Madison Night Market

Contact Person: Jennifer Sligh Office: 608-512-1342 Cell: 608-335-6455

Location: Lisa Link Peace Park, 200 & 400 blocks W. Gilman Street, Top of State

Type of Amplified Sound:

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

☐ Other (please specify): \_\_\_\_\_

Hours of Amplification:

Date: 5/10, 6/14, 8/9, 9/13 2018















Time: 6pm - 10:30pm

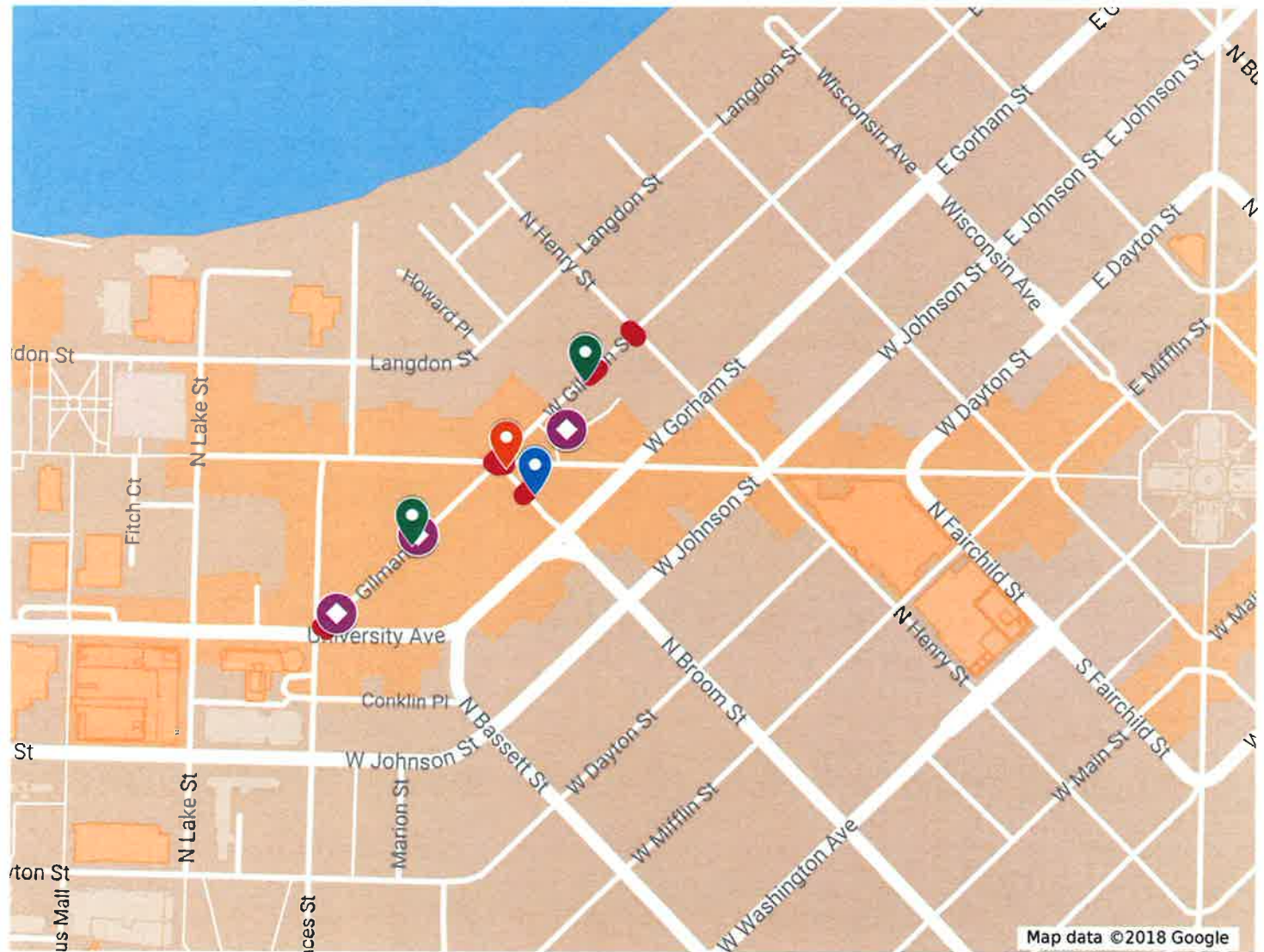




# MAP - 2018 MNM

## MNM Locations

-  Barricades
-  Line 5
-  Line 6
-  Line 7
-  Line 8
-  Line 9
-  Line 10
-  Dumpster
-  Art/Performers
-  Art/Performers
-  Art/Performers
-  Bathrooms
-  Bathrooms
-  BID Info Booth



# MAP - 2018 MNM Aux Locations

## MNM Locations

- ★ State Street Mall/800 State
- ★ Lisa Link Peace Park
- ★ Top of State Street

