

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Jill Krynicki  
Madison Opera  
335 W. Mifflin St  
Madison, WI 53703  
Email: Krynicki@madisonopera.Org  
Phone: (608) 238-8085

### Contact During Event

Jill Krynicki  
Madison Opera  
335 W. Mifflin St  
Madison, WI 53703  
Email Krynicki@madisonopera.Org  
Phone: (414) 628-8085

### Event Information

Name of Event: Opera in the Park

Event Type: One Day

Estimated Attendance: 13000

Is this a new event: No

### Event Additional Information

Run/Walk: ☐

Music/Concert: ☒

Festival: ☐

Rally: ☐

Parade: ☐

Posting no parking signs or bagging meters? ☒

Other: ☐

If other, please describe:

### Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

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

I understand I must attach site map and route map with this application, if applicable: ☐

## Location Information

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Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

333 S. Rosa Rd from Mineral Point Rd to South Hill Dr, 5600 block of South Hill Dr

## Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
07/19/2018	7am	07/21/2018	8pm	07/21/2018	11pm	07/22/2018	2:00pm	07/22/2018

## Temporary (Picnic/Beer) Licenses

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Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

No

Will beer/wine be served (Free of charge)?:

Yes

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \*

☒

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

☒

If the Temporary (Picnic/Beer) License is denied will the event occur?:

Yes

## Street Use Event Vending License

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If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

☒

Will food and/or merchandise be sold?(\$):

Yes

Estimate number of vendors:

4

## Public Amplification Permit

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If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

☐

Start Date	Start Time	End Date	End Time	Rain Date
07/20/2018	7pm	07/21/2018	11pm	

### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

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### Equipment Rental - Downtown events only.

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Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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

Do you want this included in the Madison Parks calendar of events?:

## Acknowledgement

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If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement: ☒

## Signature

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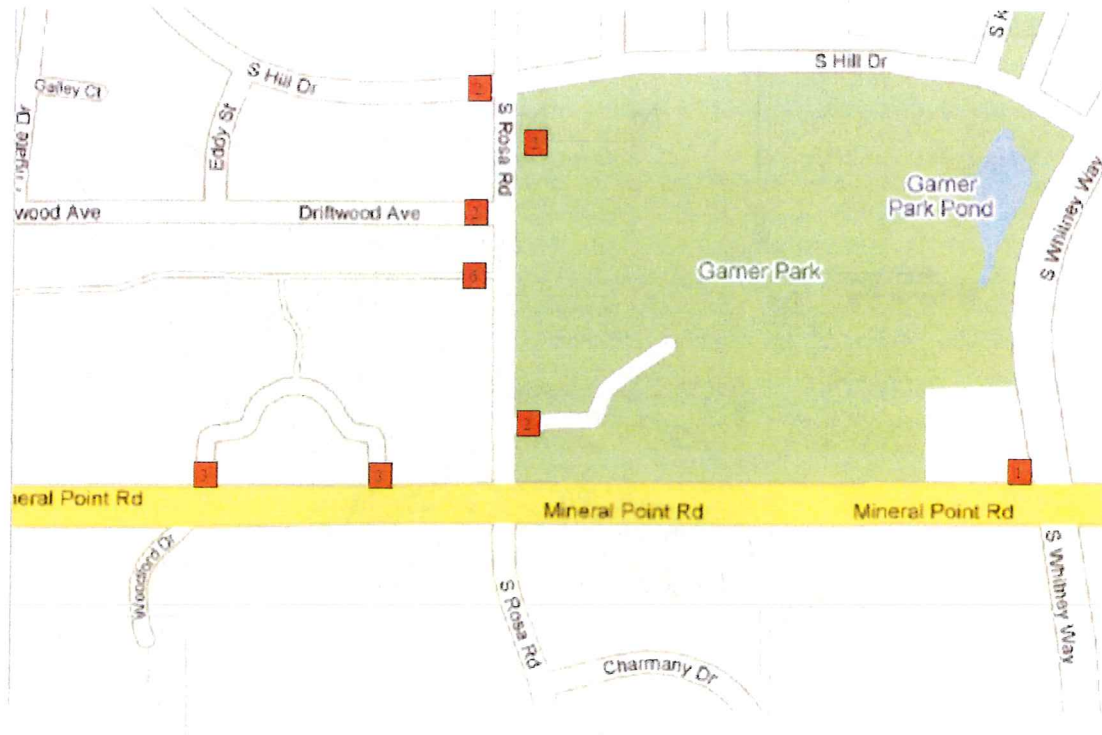
Signature: Jill Krynicki

Date: 01/19/2018

Opera in the Park Schedule - 2018 as of January 10, 2018					
Monday, July 16					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Franck & Volunteers	Misc
9:30		2 Street Banners put up, meet at Rosa/Mineral Pt corner			
Day			Jill picks up no parking signs, Costco Run		
Tuesday, July 17					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Franck & Volunteers	Misc
AM			call in the Jimmy Johns order call in tables & chairs # to Tents		
Wednesday, July 18					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
after 10		"No Parking" Signs put up- Brian & Tim	8am-4:15pm Pick up Garner Park keys, Give gate key to Tim		
Thursday, July 19					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
9:00 AM	TD Picks up Truck, then items at warehouse, OC, Full Compass	AtoZ deliver scaffolding, generator	Today: Pick up radios @General Communication		
12:00 PM	1st load from Sunbelt Power	Vendors: Golf Carts arrive tbd			
1:00 PM	2nd load from Sunbelt (Generators) Intellasound arrives at the park	Brian avail 1:00-6:00pm	1:00-4:00 Sitzprobe in Promenade Hall		
2:00 PM	IA Crew Call: Place the stage, run cable, set side stage scaffolding & FOH, unload motors, lighting	Plywood or Armor Decking for Generators			
3:00 PM	Scaffolding arrives	Culligan Arrives w/H2O			
4:00 PM	(Capital City tents arrives)	Capital City Tents Arrive	Beth & Michael on site		
7:00 PM	End Crew Call, Security arrives	Securitas Security Arrives			
Friday, July 20					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
8:00 AM	Begin crew call		Kate arrives		
9:00 AM	Sunbelt delivers House Lights some time	Vendors arrive: Bucky's			AM Merchandise delivered to shelter
9:30 AM			Pick up Brueger's Bagel order		
10:00 AM	Coffee Break	Coffee Break Huber arrive: set VIP chairs, set trash & recycling cans	Coffee Break		
10:30 AM		Place program tables			Oakwood arrive w/ chairs
12:00 PM		Start fencing & backstage set up	Pick up Jimmy Johns order	Banners arrive	
12:30 PM	Lunch Break	Lunch Break	Lunch Break <b>Supervise banners</b>	Karra Beach & Steve Dutcher put up banners -4:30	
1:00 PM	MSO Arrives, set orchestra	Finish fencing & backstage (Oakwood arriving to set up their chairs)	PVC by prog tables Pepsi will be arriving some time this afternoon		Oakwood arriving around 1pm
2:00 PM	Start Light Focus, run intercom, RV arriving	FOH fencing up	RV Arrives (Get Lrg tshirt for RV)		Tshirts will arrive this afternoon
4:00 PM			Dinner coming from caterer	3:00-5:00 Put bins together	
5:00 PM	Sound touch ups, patch lighting	5pm Huber Released		5:00-7:00 set up VIP tables	Artists Arrive
5:30 PM		Barricades up (start w/Garner Parking lot)	Remember to rope off section for videographer near FOH		
6:00 PM	Dinner for show crew & Sound check for Kathryn	Dinner Break	Dinner Break		Chorus Arrives
7:00 PM	Start rehearsal		T-shirt to ASM		
10:00 PM	Night Focus				
11:00 PM	Securitas Security arrives		Securitas Security arrives		
Saturday, July 21					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
7am			MO Staff on site for set up		
8:30 AM		finish banners	8am Kate arrives		
9:00 AM		Huber arrive: finish setting barricades, rope fence	Get signs ready for sign volunteers		
11:00 AM			Begin to get tub stuff ready for volunteers	Michael Hoke on site	
12:00 PM		Huber released		Signs & Set Up Vols	
1:00 PM		Chocolate Shoppe, Pepsi arr, Brian gets ice	Chocolate Shoppe		
2:00 PM				Volunteer Check in & Parking starts	
3:00 PM	Light & Sound check		Staff on site		

4:30 PM		Police arrive EMS arrives, parks on basketball court			
5:00 PM			Have a cart & driver at drop off for dinner guests	Backstage Parking, Table, Raffle, Golf Carts start	
5:30 PM			Send someone to pick up Jimmy John's		
6:00 PM	Dinner Break, Prelude dinner begins in VIP tent	Dinner Break, Prelude dinner begins in VIP tent	Dinner Break, Prelude dinner begins in VIP tent		
6:30 PM		Mini lights put up in porta potties			Busses pick up Chorus & Symphony
7:00 PM	Show Call, Chorus warm up				Chorus Warm Up
8:00 PM	Show Start (see cue sheet)	Show start	Show start	Show start	
Intermission		Stack tables & chairs from VIP tent	Begin packing up whatever you can. Kate & Grace pack up Shelter	Ushers, Table hosts resume	
10:30 PM	Load out crew arrives				Post Show reception
Post Show	Billy move RV out of the way	A-Z picks up Scaffolding, Vendor Generators.		Tear Down Vols	Park turns on Shelter lights for exit
2am		Done with strike			
Sunday, July 22					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
AM		Bucky's picks up Potties Premier Golf Carts picks up or Monday.			
8:45 AM			Jill arrives at Park		
9:00 AM		Huber arrive: take down fence posts, clean up park.	Jill takes down parking signs, walk park for litter	Clean up Crew arrive: take down parking signs, walk park for litter	
12:00 PM		Huber released			
1:00 PM		Capital City Tents picks up			
	Billy returns Ryder Truck after returning OC risers	Pepsi picks up			
Monday, July 24					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Volunteers	Misc
AM		Sunbelt picks up light towers, generator	Return Radios Arrange for Culligan pick up Return Shelter Key		

## Opera in the Park Barricade Map



## **Opera in the Park**

### **Emergency Evacuation Plan**

In the event that a situation should arise that requires the evacuation of Garner Park, the following plan will be implemented for the purpose of providing a safe and expeditious clearing of spectators and opera participants.

Ultimately, specific situational considerations related to an evacuation may dictate adjustments. Therefore, it is recognized that this plan cannot necessarily apply to every possible situation, but does provide an appropriate emergency evacuation foundation.

#### ***Lost Persons***

Announcements are made from the stage before, during intermission and after the performance informing lost persons to meet their party at the Garner Park Shelter at the top of the hill.

#### ***Communication in the Park***

Announcements are made from the stage before, during intermission and after the performance informing patrons of the location of the first aid station. Patrons needing assistance should send one member of their party to the first aid station for help. The first aid station and the emergency medical team will communicate via radio (provided by the event coordinator). Any other emergency that arises will be communicated via the radios.

#### ***Emergency Evacuation Requiring Shelter***

CUNA has authorized the use of their parking facility in the event a situation should arise requiring immediate evacuation and shelter. CUNA security staff will be available to provide access to this area upon our request. A public address message will be announced directing all persons to move in an orderly fashion to the CUNA complex parking facility located at ground level, immediately west of Rosa Rd and south of Driftwood Ave (Attachment A). All available public safety personnel will be directed to respond and assist with the evacuation.

Just prior to the public address announcement, Opera volunteer staff and Madison Police Officers will be informed to report to the basketball court located on the west side of the park. These personnel will then form a line that will begin on the east side of the basketball court and continue in a westerly direction to the east parking facility overhead door; this line will provide an identifiable path for evacuees to follow to safety. Volunteer staff and police officers should be the last individuals to enter the shelter area. The parking facility will be utilized until an "all clear" notification is received (Attachment B).

#### ***Emergency Evacuation Only***

In the event that a situation should arise that requires the immediate evacuation of the park, Opera volunteer staff and Madison Police Officers will be directed to their post-event assignments. All available public safety personnel will be directed to respond to assist with the evacuation.

A public address message will be announced directing all persons to immediately evacuate the park, return to the vehicles and leave the area (Attachment C). A traffic evacuation plan will be implemented to facilitate the expeditious departure of vehicular traffic (Attachment D). Dependent on the cause of the evacuation, Opera participants and volunteer staff may be asked to leave the area or to stand by and be available at a nearby location. In the event that they are asked to stand by, Opera participants and volunteer staff should move to the most westerly parking lot of the CUNA complex and remain there until directed. In the event that weather or other factors require shelter for these personnel, CUNA staff will be contacted for assistance (Attachment E).



## **Opera in the Park**

### **Emergency Evacuation Plan**

#### **Volunteer, Staff and Police Information Sheet**

In the event that a situation should arise that requires the evacuation of Garner Park during the event, you will be needed to assist in the process of clearing the area and/or moving spectators and Opera participants to a safe location.

It is important to provide a calm and confident demeanor while the evacuation is underway. Please walk calmly to your assignment. Please maintain a calm demeanor throughout the evacuation process as it will significantly reduce the anxiety of others.

#### ***Emergency Evacuation Requiring Shelter***

In the event a situation should arise that requires the immediate evacuation of the park and moving people to shelter, volunteer staff and police will be directed to report to the basketball court located on the west side of the park.

Volunteer staff and police will then be used to form a line that will run from the basketball court to the CUNA complex east parking facility overhead door.

A public address announcement will notify spectators and opera participants to walk west towards Rosa Rd and the basketball court where opera staff and volunteers will direct them to the CUNA parking facility. Volunteer golf cart drivers should be in their carts and prepared to assist those who may need extra assistance exiting the park.

Personnel should point in the direction of the shelter location while maintaining a calm demeanor. During the time of the evacuation any inquiries by the crowd should be answered with comments encouraging them to continue moving towards shelter.

Volunteers, staff and police officers should be the last individuals to enter the shelter area. The parking facility will be utilized until an "all clear" notification is received.

#### ***Emergency Evacuation Only***

In the event that a situation should arise that requires the immediate evacuation of the park, Opera volunteers, staff and Madison Police Officers will be directed to their post-event assignments. All available public safety personnel will be directed to respond to assist with the evacuation.

A public address message will be announced directing all persons to immediately evacuate the park, return to their vehicles and leave the area. Volunteer staff and police should maintain a calm demeanor and encourage the crowd to continue walking to their vehicles to leave the area.

A traffic evacuation plan will be implemented to facilitate the expeditious departure of vehicular traffic.

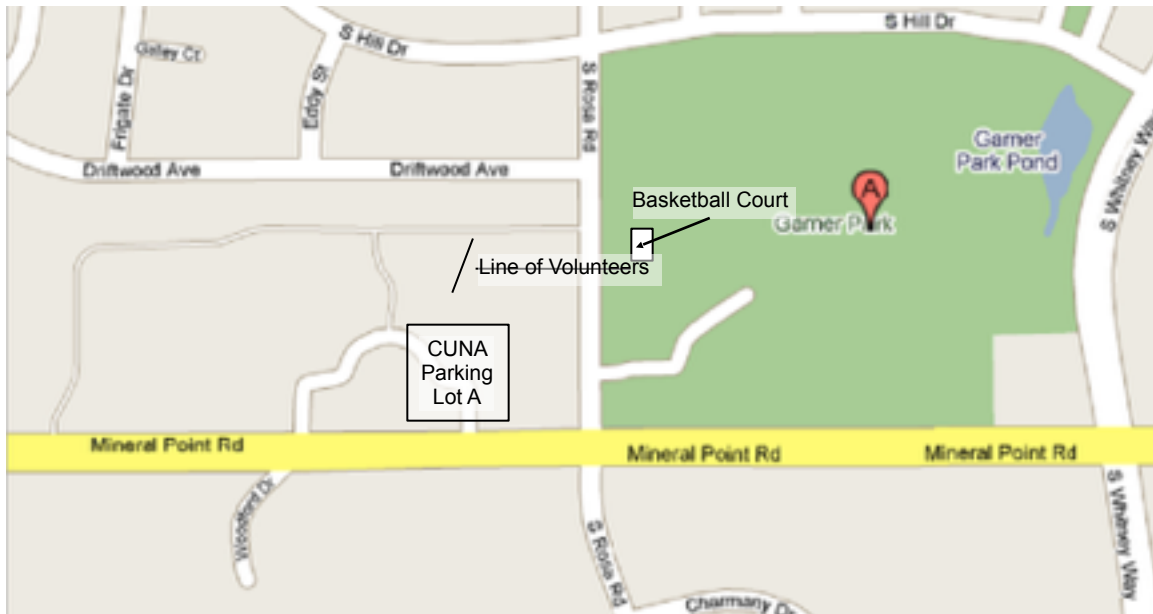
Dependent on the cause of the evacuation, Opera participants and volunteer staff may be asked to leave the area or to stand by and be available at a nearby location. In the event that you are asked to stand by, Opera participants and volunteer staff should move to the most westerly parking lot of the CUNA complex and remain there until directed. In the event that weather or other factors require shelter for these personnel, CUNA staff will be contacted for assistance.

## Public Address Announcements – Opera in the Park

### *Attachment A – Emergency Evacuation Requiring Shelter*

“A tornado warning/severe thunderstorm warning is in effect. Shelter is available in the CUNA complex. Please walk in an orderly fashion towards Rosa Rd and the basketball court where Opera staff will direct you to the CUNA parking facility. Please remain there until notified that the warning has been lifted.”

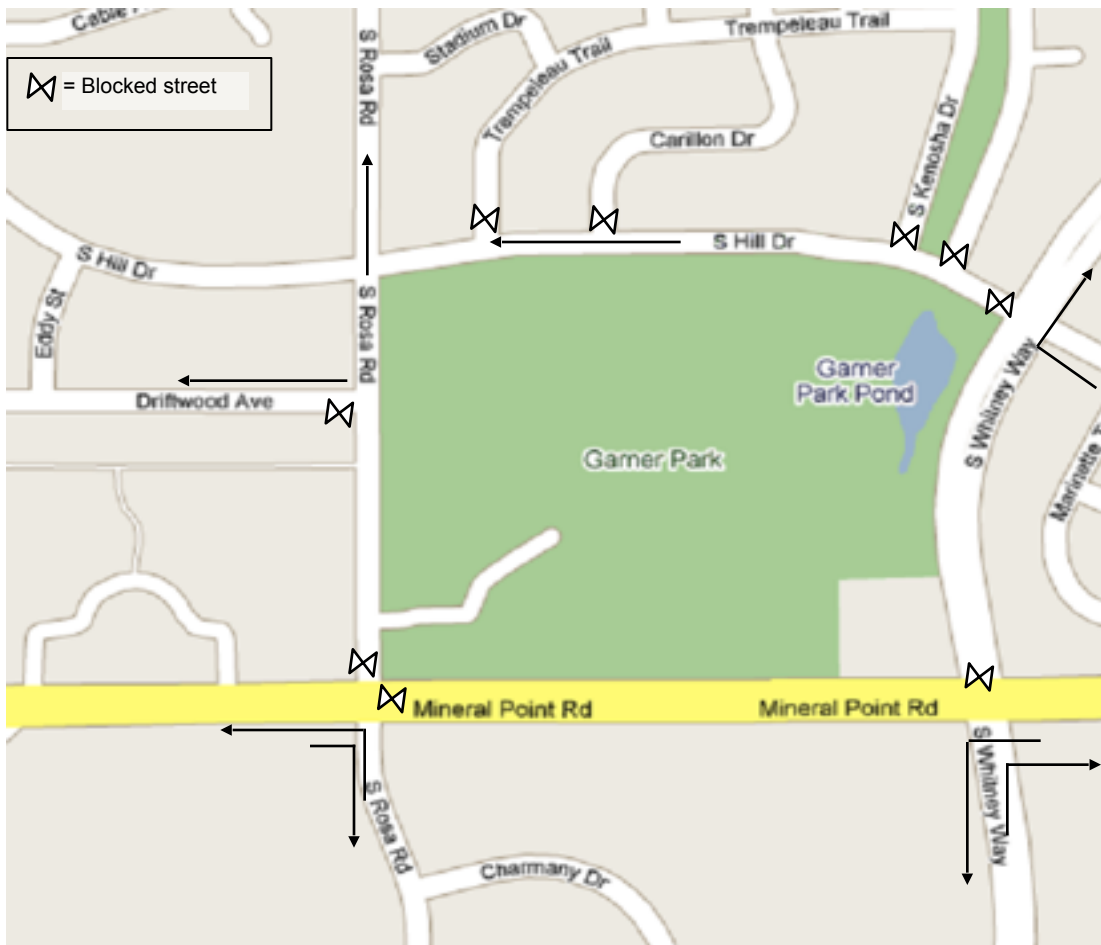
### *Attachment B – Evacuation Requiring Shelter Diagram*



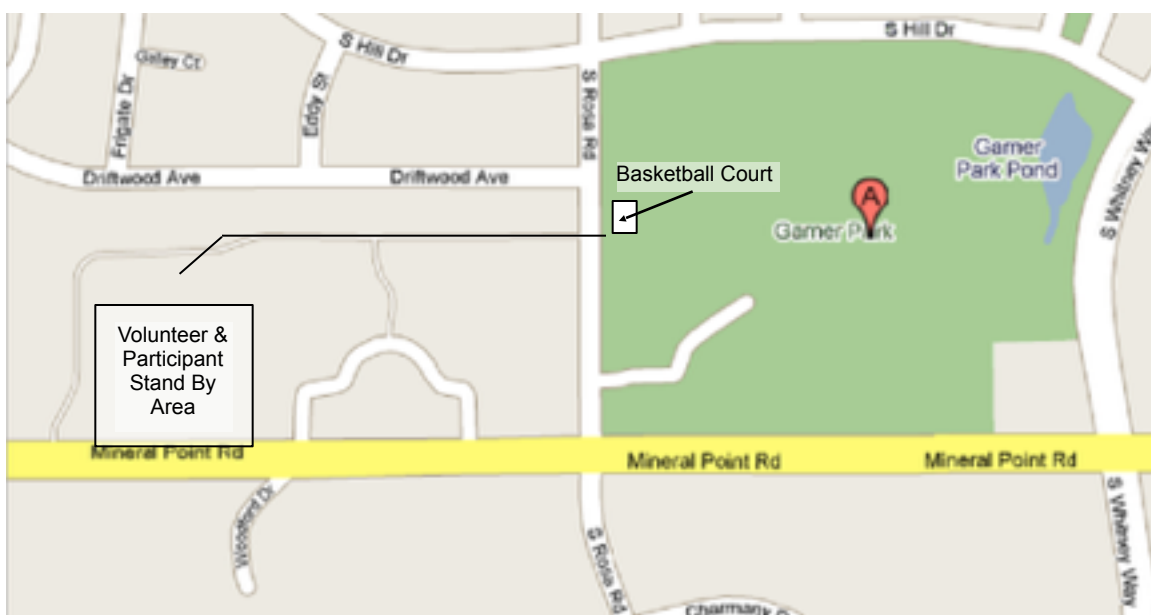
### *Attachment C – Emergency Evacuation Only*

“Due to circumstances beyond our control we regret to inform you that this event must be cancelled. You must leave the park immediately. Please return to your vehicles in an orderly fashion and leave the area.”

***Attachment D – Emergency Evacuation Only Traffic Pattern***



***Attachment E - Volunteer Staff and Participant Stand By Area***



## **Opera in the Park Inclement Weather Protocol**

### **Friday**

If weather, or any other unforeseen occurrence causes a delay in set-up which may delay or prevent the 7pm dress rehearsal, the procedures below will be taken by 4:45pm.

Decisions to continue forward, delay, relocate or postpone the rehearsal will be made by Kathryn Smith, General Director, who will immediately inform Jill Krynicki. If the decision is made to move the rehearsal indoors, it will be moved to the Wisconsin Studio in the Overture Center, the start time will be determined by the Madison Opera General Director.

The following contacts will be made:

#### **Jill Krynicki will call:**

Billy Larimore– TD (608) 345-9180

Tim Ross – (608) 957-4378

Brian Weinkauff- (608) 345-3227

Kate Goodall- (608) 332-6912

Kelli Lamberty - City of Madison  
(608) 266-6033

Ann Bowen – MSO (608) 516-1248

Anthony Cao – Chorus (608) 239-7869

Susan & Jonathan Lipp – Sound  
(608) 239-3578, (608) 239-3576

Madison Police (608) 334-5020

Madison Fire (608) 712-6277

CUNA Security (608) 665-7031

Securitas Security Field Sup (414) 329-2351

Securitas Larry Lindeman (414) 350-0857

**Michael Hoke** will notify volunteers if necessary, and change the message at the office to indicate the changes

**Sal Vasta** will notify the artists.

**Anthony Cao** will notify the Chorus.

**Ann Bowen** will notify the Symphony.

#### **Billy will call:**

Stage Crew

Henry Heine – Sound (847) 910-8750

Ken Ferencek – Lights (608) 334-0953

## **Opera in the Park Inclement Weather Protocol**

### **Day of Show:**

If heavy rain or dangerous weather occurs or is predicted for the evening of the concert, Kathryn Smith, General Director, will decide by 4:45 pm if the event will continue as scheduled, or be postponed until Sunday. If the event is postponed, Kathryn Smith will immediately contact Jill Krynicky. The following contacts will be made:

### **Kathryn**

Ann Bowen – MSO (608) 516-1248  
Anthony Cao – Madison Opera Chorus (608) 239-7869  
Madison Opera Staff  
Susan & Jonathan Lipp – Full Compass (608) 239-3578, (608) 239-3576  
Text webmaster Allen at Makin’Hey 608-213-7593

### **Jill & Kate will contact:**

Tim Ross - (608) 957-4378  
Brian Weinkauff- (608) 345-3227  
Laura Bauer – Parks (608) 288-6164  
Parks Weekend Super Josh (608) 395-8945  
A-Z Rental (608) 222-5004  
Chocolate Shoppe (608) 221-8640  
Madison Police (608) 334-5020  
CUNA Security (608) 665-7031  
Madison Fire (608) 712-6277  
Securitas Security Field Sup (414) 329-2351  
Securitas Larry Lindeman (414) 350-0857  
UW Medical Katy Oksuita (715) 340-2998  
Rite-Way Leasing Co 608-225-3750  
Ryder Truck 608-221-8550  
Brian - Capital City Tents 608-212-3295  
Beth- Premier Golf Carts 608-210-3421  
Bucky’s Rentals (608) 271-1291  
Pepsi (608) 846-1223  
Wellspring Church (608) 238-7753  
Huber- Lynn Montgomery (608) 358-6058

**Michael Hoke** will notify volunteers if necessary, change the office message to indicate the change or postponement, work phones at the office if possible.

### **Billy (608) 345-9180 will call:**

Stage Crew  
Henry Heine – Sound (847) 910-8750  
Ken Ferencek – Lights (608) 334-0953

**Sal Vasta** will notify the artists.  
Limo Driver

**Kathryn Smith** will contact the Media,  
Overture Box office (608) 258-4141

**Beth Tolles** will contact the Board of  
Trustees & Upstairs Downstairs Catering &  
A to Z Rentals

**Jen Fenster & Jonathan Schroerlucke** will  
work the phones at the office