

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Capitol View Farmers Market (CVFM)

Event Organizer/Sponsor: CVFM Board

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

Yes

x No

MANDATORY: State Sales Tax Exemption Number: ES#:

OPTIONAL: Federal Tax Exempt Number:

Address: 5218 Kevins Way

City/State/Zip: Madison WI 53714 WI

Primary Contact: Krista Massian

Work Phone: 608-218-4732

Email: Krista.gullick@gmail.com

Phone During Event: 608-218-4732

Website: capitolviewfarmersmarket.com

FAX: n/a

Secondary Contact: Lauren Cnare

Work Phone: 608-235-9179

Email: speckson@charter.net

Phone During Event: 608-218-4732

Annual Event?

x Yes

No

Charitable Event?

Yes

x No

If Yes, Name of charity to receive donations:

Estimated Attendance: 150

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Yes

x No

Hours: _____ to _____

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)
x Other farmers 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) x Other (specific blocks/streets requested below)

Street Names and Block Numbers: Sharpsburg Dr., block between Northstar and Gemini (Grandview Commons neighborhood)

EVENT DATE(S)/SCHEDULE

Date(s) of Event: May 30, 2018 – October 10, 2018

Event Start and End Times: 3 pm – 7 pm

Rain Date (if any): n/a

Set-Up Start Time: 2 pm

Take-Down Start Time and End Times: 7 pm – 7:30 pm

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

x 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

Lauren Inare

Date

May 9, 2018

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:

Capitol View Farmers Market will be held on Wednesdays, from 2 – 7:30 pm, starting Wednesday, May 30, 2018, until the last day, Wednesday, October 10, 2018.

From 3 to 7 pm, 15 to 20 fresh food vendors and licensed food carts will sell their wares. Each of them is licensed for his/her product.

Periodically, acoustic musicians play.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Capitol View Farmers Market" will be held Wednesdays, May 30, 2018, through Wednesday, October 10, 2018, from 3 to 6 pm at on Sharpsburg Dr. from the corner of Northstar to Gemini.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Capitol View Farmers 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 Krista Massian, Market Manager.

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 not have on-site EMS
- 3. We will not have on-site Police or Security

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 Krista Massian 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 Krista Massian 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 throughways.
5. Crowd control will be managed by: 218Krista Massian.
6. Parking for vendor and staff vehicles will be: at their assigned stalls on Sharpsburg.
7. Parking for attendee vehicles will be: on available and marked street parking areas outside of the market.

V. CONTACT INFORMATION

Primary Contact	Krista Massian	608-218-4732
Secondary Contact	Lauren Cnare	608-235-9179
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:

Trash cans are provided at each vendor's parking space.

We bring large black plastic trash bags for people to deposit trash and we gather paper and large debris.

STREET USE PERMIT APPLICATION CHECKLIST

REQUIRED STREET EVENT DOCUMENTS

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

- | | |
|---|--------------|
| <input checked="" type="checkbox"/> Street Event Schedule | (Step 3) |
| <input checked="" type="checkbox"/> Street Event Site Map | (Step 4) |
| <input checked="" type="checkbox"/> Emergency Action Plan | (Step 5) |
| <input checked="" type="checkbox"/> Street Event Cleanup and Recycling Plan | (Step 6) |
| <input checked="" type="checkbox"/> 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:

May 10, 2018

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- | | |
|---|------------------------------|
| <input type="checkbox"/> Route Map | (Step 4) |
| <input type="checkbox"/> Certificate of Insurance | (Step 8) — <i>in process</i> |
| <input type="checkbox"/> Street Event Marketing Information | (Step 10) |
| <input type="checkbox"/> Amplification Permit Application | (Step 11) |
| <input type="checkbox"/> Street Event Vending License Application | (Step 12) |
| <input type="checkbox"/> Beer/Wine Sales Permit Application | (Step 13) |

ADDITIONAL CITY OF MADISON PERMITS

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.

- n/a* ☐ **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: _____

- n/a* ☐ **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: _____

- n/a* ☐ **Fireworks Permit** - An application is available online: www.cityofmadison.com/fire/code/doINeedAPermit.cfm, (608) 266-4457.
Date Fireworks Permit Application Submitted: _____

- n/a* ☐ **Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: www.cityofmadison.com/fire/code/doINeedAPermit.cfm, (608) 266-4457.
Date Tents and Canopies Permit Application Submitted: _____