

## STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

### EVENT INFORMATION

Name of Event Regent Neighborhood Annual 4th of July Parade

Event Organizer/Sponsor Regent Neighborhood Association

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address PO Box 5655

City/State/Zip Madison, WI 53705

Primary Contact Betsy Repaske

Work Phone (608)852-0619

E-mail betsy@dwelhop.com

Website \_\_\_\_\_

Secondary Contact Tim Lacy

Work Phone (608)213-4009

E-mail tim@dwelhop.com

FAX \_\_\_\_\_

Phone During Event (608)852-0619

Phone During Event \_\_\_\_\_

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

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

Estimated Attendance 300 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours \_\_\_\_\_ to \_\_\_\_\_ ☐ Yes ☒ No

### EVENT CATEGORY

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

☒ Other Annual Parade

### LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ Podium/700-800 State Street

☐ 30 on the Square (a.k.a. top of 100 block of State Street) ☒ Other (specific blocks/streets requested below)

Street Names and Block Numbers: 10 block of Highland Ave, north to 2500 block of Van Hise, west to 10 block of Grand, south to West High practice field.

### EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/4

Event Start Date(s)/Time(s) 7/4 12:00PM

Event End Date(s)/Time(s) 7/4 12:30

Rain Date(s) \_\_\_\_\_

Set-Up Date(s)/Time for Event 7/4 11:45

Take-Down Time 7/4 12:20-12:30

Take-Down Time: start to streets reopened

### APPLICATION SIGNATURE

\_\_\_\_\_/I/We waive the 21-day decision requirement.

\_\_\_\_\_(PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

Signature Elizabeth Repaske (Betsy Repaske) Date 6/4/2018

## **STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE**

The schedule begins when event set-up starts, including set-up 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:

- x Vending – Food, Beverages and/or Merchandise
- x Music/Performances (may require Amplification Permit, see below)
- x Displays, Exhibits, Demonstrations
- x A moving event such as a Rally, Parade, etc.

### **EVENTS WITH AMPLIFICATION**

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

### **PROVIDE DETAILED EVENT SCHEDULE:**

July 4

9am – 12pm: Set up in West High School practice field (tents, tables, games, grilling area)

12pm – 12:20: parade around block (~~2600 block Park Place, 10 block Farley, 2600 block Mason Street~~) ending at the West High School practice field.

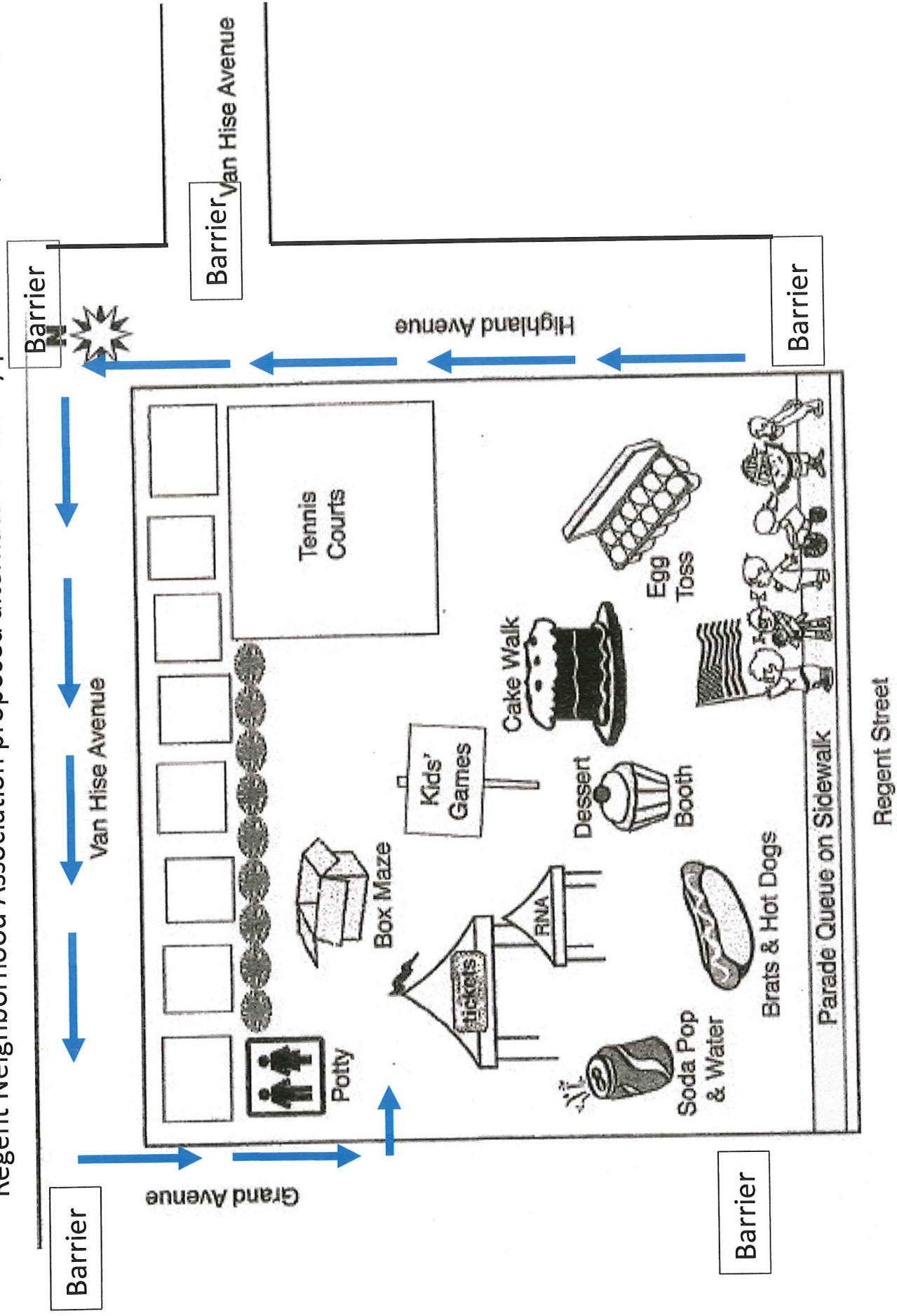
FOR 2017 ONLY: due to street and sewer construction along the regular annual parade route, we offer the following as an alternate route. The Regent Neighborhood Association also contacted the UW Health, Hospitals and Clinics regarding the proposed parade route. We have attached an email from the Director of Community Relations, UW Health agreeing to the parade route and associated temporary street closings.

Proposed route: North on the 10 block of Highland Avenue, West on the 2500 block of Van Hise, <sup>south</sup> ~~north~~ on the 10 block of Grand (or sidewalk if Grand is still under construction) to the West High School practice field.

12:20- 2:30: Festival at West High School practice field (games, hotdogs, brats and soda sold).

2:30 – 3:30: Clean up.

Regent Neighborhood Association proposed alternate 4<sup>th</sup> of July parade route (2017 only)



## **STREET USE PERMIT APPLICATION – SAFETY AND SECURITY PLANS**

The **Safety Plan** should include:

- First aid and emergency response procedures
- Emergency contact information
- A designated “lost child” area
- A plan for information communication to staff and volunteers during the event

The **Security Plan** should include, but is not limited to:

- The hiring of private security companies and licensed professional emergency medical services
- Plans for crowd control
- Plans for alcohol containment (i.e. beer gardens)
- Plans for securing valuables
- Plans for protecting event participants

Per MGO 10.056(4)(a)11 – “[I]f there will be any extraordinary security measures including searches of persons or vehicles, the applicant shall submit that plan as a separate Attachment to the application.”

City of Madison Police and Fire Department representatives may make additional recommendations after review of the Safety and Security Plans at a Street Use Meeting. Police and Fire Department representatives may also require Special Duty Police Officer or Fire Inspector staffing at your event.

### **SPECIAL DUTY POLICE**

The event organizer must call (608) 266-4022 to request Special Duty Officers for their event. Officers are hired at an hourly rate with a 2 hour minimum.

### **DETAIL SAFETY AND SECURITY PLANS:**

July 4

A first aid kit will be at the ticket sales tent, which is centrally located on the festival grounds. The ticket sales tent also serves as a lost-child area.

Parents and guardians supervise their children.

Event Chair, David Hughes, and activity volunteers have cell phones to communicate with each other and to call emergency response if needed (911).

Emergency contact info: David Hughes 608-695-8707

## **STREET USE PERMIT APPLICATION – TRASH 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.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

**Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.**

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via [email](#) or at (608) 267-2626.

### **DETAIL TRASH AND RECYCLING PLAN:**

July 4

Neighbors who live on adjacent streets bring their trash and recycling bins to the festival area for use by festival attendees (3-4 of each bin type).

Cardboard boxes (if any) will be broken down and left on curb and recycling coordinator is contacted in advance for pick up the following business day.

Clean up crew insures that all trash and recycling is collected and disposed of appropriately.



## STREET USE MARKETING INFORMATION

### MARKETING OF EVENT

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

How will this event be marketed, promoted, or advertised? Neighborhood newsletter insert

Will there be live media coverage during the event and where will the media vehicles be parked?  
No

### PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event \_\_\_\_\_

Location \_\_\_\_\_

Public Contact Phone \_\_\_\_\_

Admission Cost \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Beginning/End Time of Event \_\_\_\_\_

Website \_\_\_\_\_

Two sentence description of event (for Internet calendar)  
\_\_\_\_\_  
\_\_\_\_\_

### POSTERS FOR CAPITOL SQUARE/STATE STREET KIOSKS

Madison Parks Mall Staff maintains the various enclosed kiosks on the Capitol Square and State St. **Please be aware that this is NOT a high priority for staff.** The posters are changed approximately every 2-3 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, one month in advance of your event, at the Madison Parks Office, 210 MLK Jr. Blvd, Suite 104.