

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Concerts on the Square

Event Organizer/Sponsor: Wisconsin Chamber Orchestra

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

☒ Yes ☐ No

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

ES#: 019619

**OPTIONAL: Federal Tax Exempt Number:**

Address: 321 E Main St

City/State/Zip: Madison, WI 53575

Primary Contact: Matt Wilshire

Work Phone: 608-257-0638

Email: mattwilshire@wcoconcerts.org

Phone During Event: 817-368-5700

Website: wcoconcerts.org

FAX: 608-257-0611

Secondary Contact: Sue Ellen Maguire

Work Phone: 608-257-0638

Email: sueellenmaguire@wcoconcerts.org

Phone During Event: 608-347-1241

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: Wisconsin Chamber Orchestra

Estimated Attendance: 30,000-35,000 per concert

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☒ Yes ☐ No

Hours: 5:00 pm to 9:30 pm

## EVENT CATEGORY

☐ Run/Walk

☒ Music/Concert

☐ Festival

☐ Rally

☒ Parking (i.e., bagging meters)

☐ Other: \_\_\_\_\_

## 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: The 10 blocks of N & S Pinckney, the 10 blocks of E & W Main, the 100 blocks of E. Wash, MLK, and King St.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 6/27, 7/4, 7/11, 7/18, 7/25, 8/1

Event Start and End Times: 5:00 pm

Rain Date (if any): 6/28, 7/5, 7/12, 7/19, 7/26, 8/2

Set-Up Start Time: State 10:00 am, City 3:00 pm

Take-Down Start Time and End Times: 9:00 pm - Midnight

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: 3/8/18

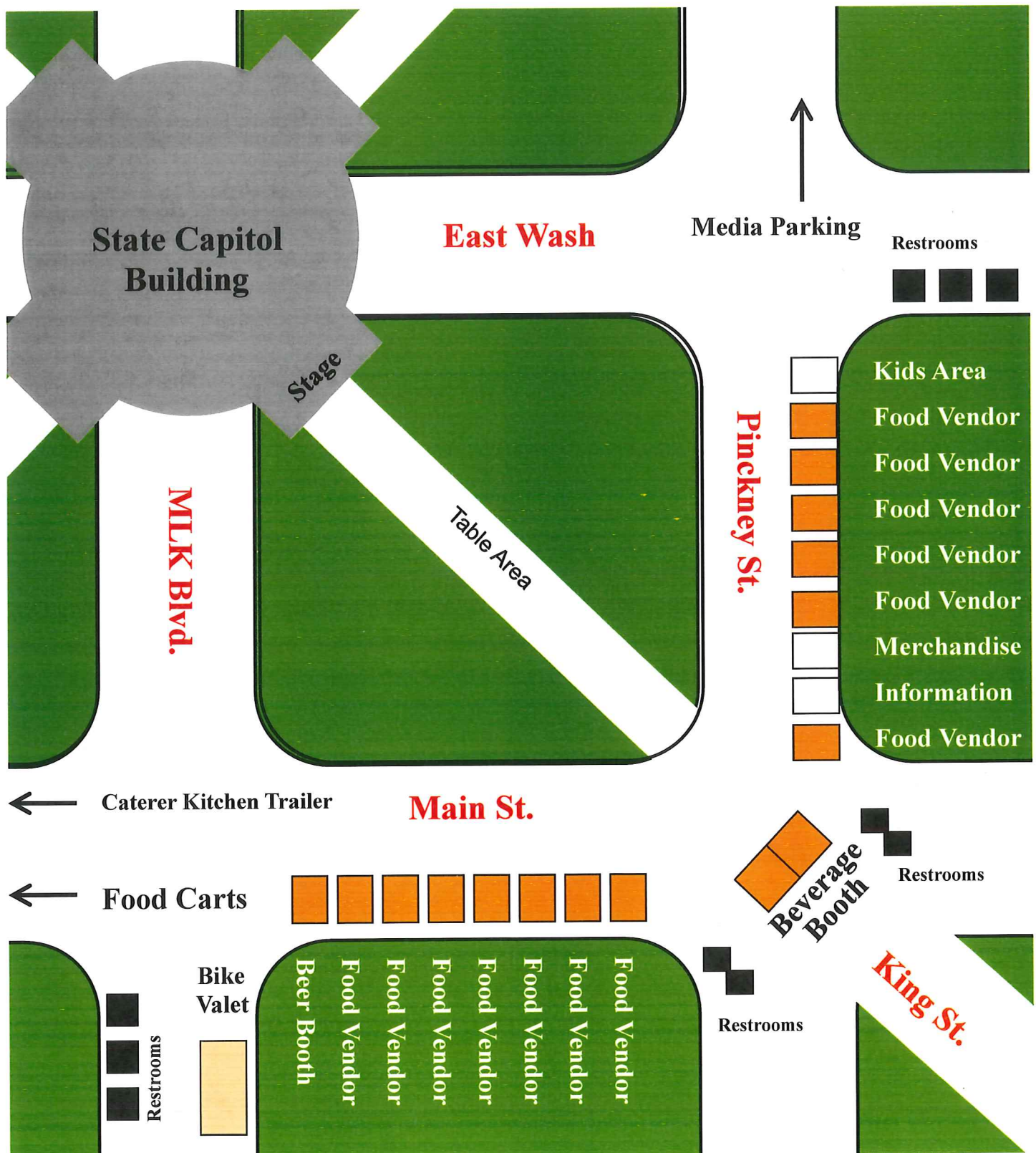
# **Wisconsin Chamber Orchestra**

## **Concerts on the Square<sup>®</sup>**

### **Event Schedule**

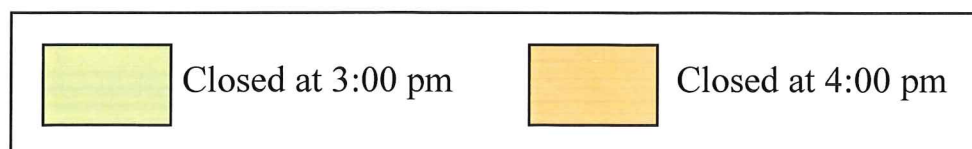
- **Wednesday, day of concert:**
  - Porta-Potties arrive in the early morning hours.
  - Between 9am – Noon: deliveries of tables, chairs, etc. begin arriving on the Capitol and City side of the street in approved areas.
  - 10:00am: WCO Staff begins setting out signs on the Capitol lawn.
  - 10:00am: East Washington meters bagged for event vehicles
  - Noon: Crew, staging, and audio arrives on square and begin set up.
  - 3pm: RAIN DETERMINATION IS MADE.
    - If there is a postponement, City and State agencies are notified first, contingency plans discussed and put into motion. Vendors are notified. Crew readies area for impending weather situation.
    - If there is no postponement, Table area set up completed, street closings begin. Crew begins setting up vendors in streets.
  - 4:30pm: Vendors arrive on the Square, unload, and park vehicles.
  - 4:30pm: Bike Valet area begins setup.
  - 5:00pm: Vending opens. Table area opens. Kids Area opens.
  - 5:30pm: If needed, Guest Artist sound check. Begin announcements every 15 minutes or so until concert time.
  - 7:00pm: Concert begins.
  - 8:45pm ish: Concert ends, vending ends. Crowd begins to disperse.
  - 9:00pm: Crew begins to tear down, clean up grounds.
  - 12am: Anticipated end of clean up. Traffic reopens to the public.
- **Thursday, if concert was postponed, follows the same schedule as Wednesday.**

# Concerts on the Square 2018





## King Street Corner



Schedule for 8.1.18 Concert Only  
Schedule for 100 block of King St.

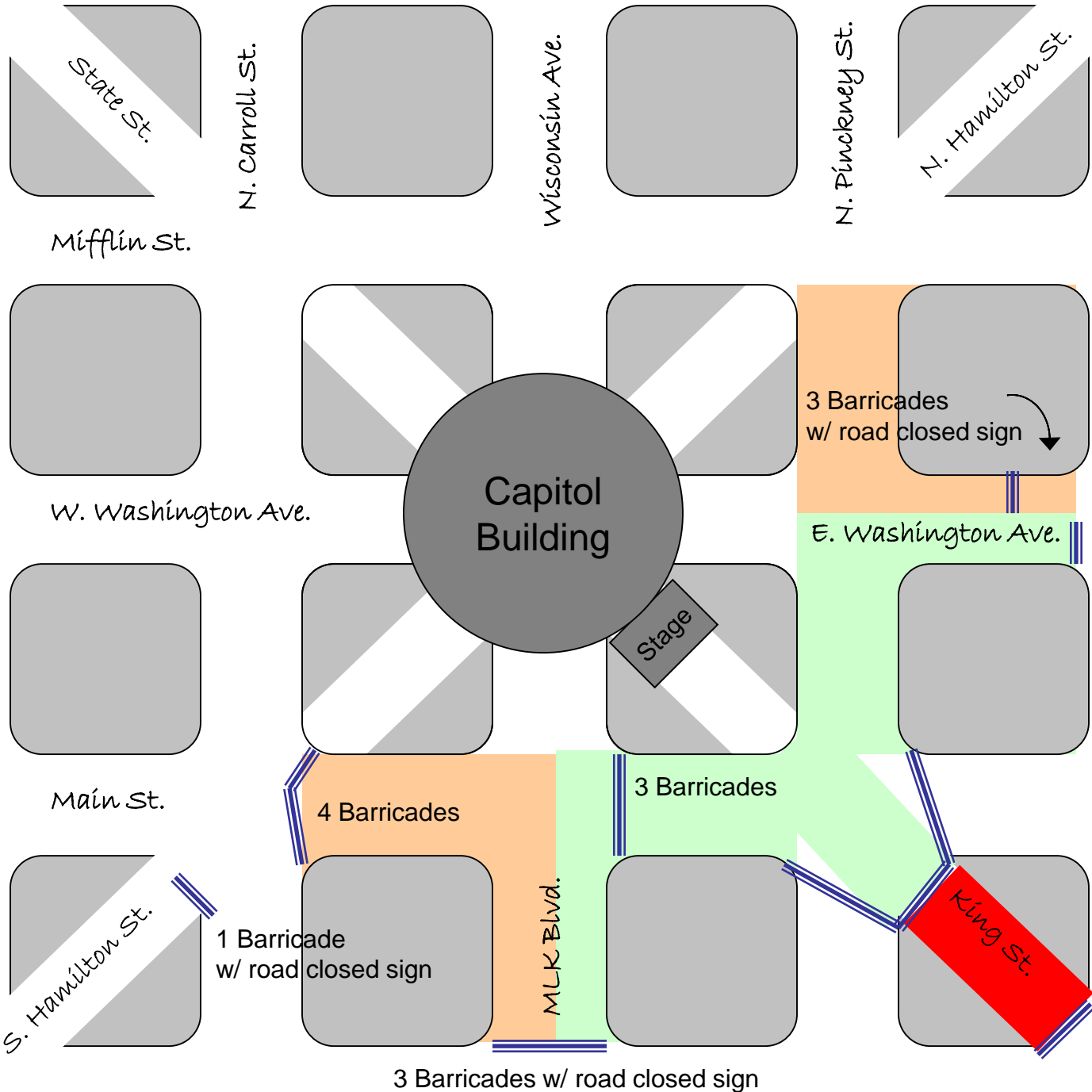
5:00 am set up begins  
4:00 pm set up ends  
4:00 pm placement of the cheese board  
6:00 pm world record ceremony  
6:00 pm consume cheese  
9:00 pm teardown  
12:00 am teardown complete open streets

# Concerts on the Square

## Barricade Locations and Street Closings

King Street Corner

For 8.1 Concert Only



Closed at  
3:00 pm

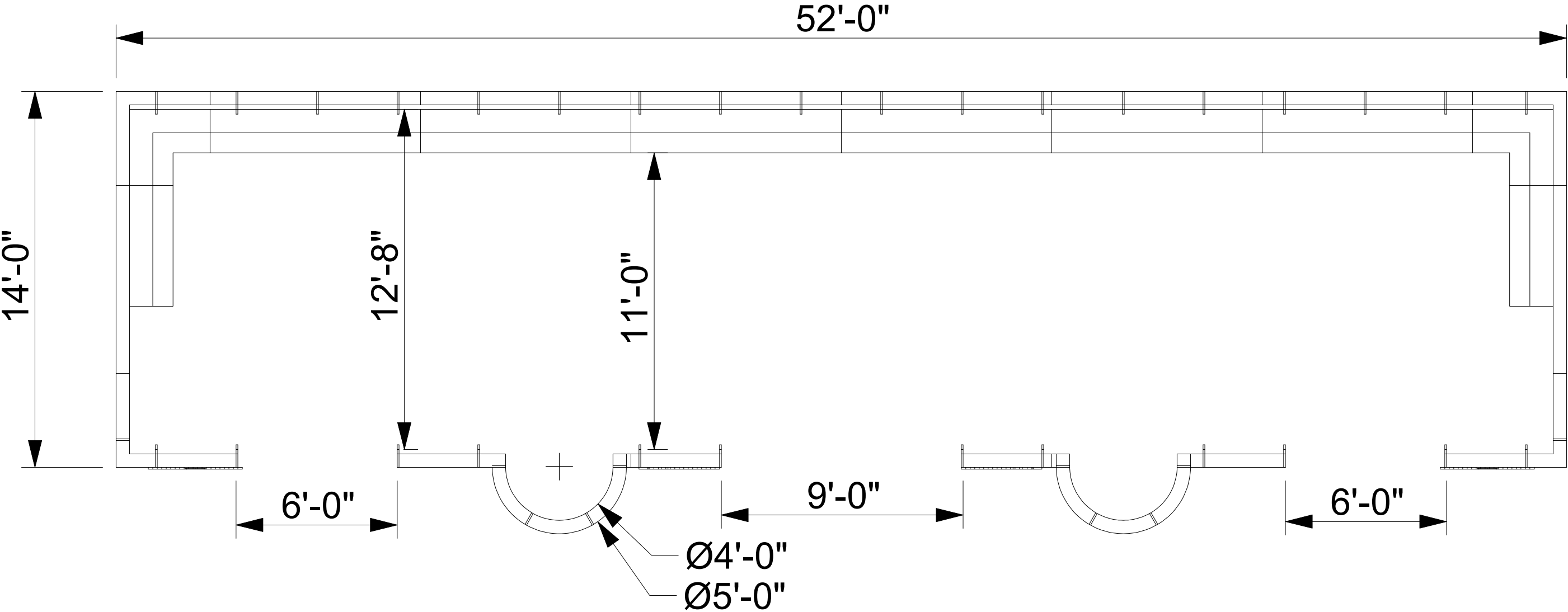


Closed at  
4:00 pm



Closed at  
5:00 am

Structure diagram for 8.1 concert - structure to be erected on 100 block of King St.



# Concerts on the Square ~ Wisconsin Chamber Orchestra

## Emergency and Rain Plan

Updated 3/8/2018

### Purpose

The purpose of the WCO Rain and Emergency Plan is to provide WCO staff, volunteers, and crew with a quick reference to emergency procedures so as to effectively respond to rain or crisis in a manner that will provide efficient and effective results, while providing safety for all.

The WCO plan is summarized in the following pages in a way that will, when followed, give the reader immediate instructions to deal with the situation at hand. When followed, this information will prevent or limit damage to life, limb or property.

Preparedness is key. Stay Calm.

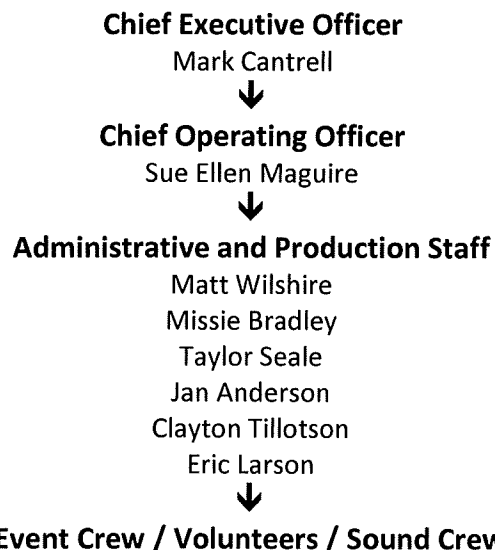
Channel 4 on the radios is reserved for emergencies. Please be aware the public may be within hearing of a crew member's radio and ask everyone to go to Channel 4 and avoid using words like "emergency, accident, or injured."

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### Chain of Command

When faced with a crisis or emergency situation, a major factor in efficient operation is to follow the chain of command. This will provide the necessary organization and leadership to assist in crisis management.



The CEO is the spokesperson for the Wisconsin Chamber Orchestra. All media inquiries about incidents covered in this manual should be directed to the CEO.



# First Aid

## 1) Stay calm

## 2) Notify a staff member immediately (navy blue shirts with WCO logo).

-**Staff contact points:** staff or radio communication to staff are available at the following places:

- Information Booth
- Stage
- All Hospitality entrances to table area

## 3) Location of First Aid kits:

- Information Booth
- Stage Manager Trunk
- Main Hospitality
- WCO office/warehouse

## 4) Staff Direction:

a) When administering First Aid remember to **protect yourself:** gloves, goggles, bodily fluid barriers...

b) **Ensure area is safe**

c) Generally – **when in doubt call for help:**

-**Insect bites:** retrieve epinephrine pin for victim; help them administer (if necessary); call for help

-**Allergic reaction:** respond with epinephrine pen, if available. **WE DO NOT ADMINISTER!** You may take the victim's hand and help him/her administer the pen, but we do not do it without the victim's assistance. If possible retain sample of substance that caused reaction for emergency response personnel.

-**Choking:** administer abdominal thrusts (Heimlich maneuver)

-**Apparent heart attack** (uncomfortableness, numbness, short breath, sweat, nausea, lightheadedness): calm victim, lie victim down or sit quietly, loosen clothes and jewelry. Remember: these victims are often in denial. **Call 911 immediately.**

-**Apparent fainting** (dizziness caused by sudden movement, heat, bad news, etc.): lie victim down, elevate feet, fan, give drink of water...

-**Diabetic reaction** (sudden change in behavior, sleepiness, hunger, thirst, sweating, seizure...): give victim something with real sugar, sit quietly or lie down.

-**Stroke** (facial droop on one side, weakness on one side, trouble speaking or understanding, severe headache, confusion, dizziness, loss of balance): keep victim safe.

-**Seizure:** protect victim by moving objects out of victim's way, place a pad or towel under victim's head

-**Burns:** remove clothing, clean area under cool running water for 15-30 minutes, cover burn with clean dressing

d) **Do not dispense or administer internal medicine.** Victims must do this themselves. Walgreens on the Square is open until 10:00 pm on Wednesdays

## 5) Fill out a report (located in the back of this binder)

# Severe Weather and/or Rain

## Severe Weather

- 1) In the event of severe weather, or impending severe weather (including damaging winds), Mark will inform Brooks of the decision to encourage audience members to leave the Square and seek shelter in the State Capitol or nearby buildings.
- 2) -Mark will tell the Stage Manager to inform the Musicians to take shelter and to make way for the public to enter building (i.e. case instruments)  
  
-Brooks will call the Capitol Police to request that the State Capitol doors be unlocked to permit people to seek shelter.  
  
-Mark will ask Norman to make an announcement encouraging audience members to seek shelter, and informing them that the Capitol Building has been unlocked for their use.
- 3) -Brooks will radio Jen who will tell the volunteers to take cover  
  
-Brooks will radio crew to take cover  
  
-Mark trouble-shoots

***Bottom Line – personal safety for ourselves, crew, musicians, vendors and public, are always top priority. The rest is covered by insurance.***

## Rain (or threatening rain), but not severe weather

When rain is threatening, or happening (!) we proceed as follows:

- Mark will head to the stage in order to make the rain call
- Sue Ellen and Missie will head to the merchandise booth to pack-up with volunteers and handle money pickups
- Jen will pack up Information Booth and direct volunteers
- Taylor (main Hospitality) will head to Hospitality Areas to get things put away
- Brooks will contact operations staff to put operations plan into action:
  - Storage:
    - Crew chief will head to storage to manage equipment coming back in.
  - Stage:
    - Stage Manager
      - Ask Musicians to clear the stage – taking music with them, if possible
      - Prioritize stage tarps for crew (what gets covered; what to watch out for)
      - Piano is always first – cover and tarp
      - Secure percussion equipment
      - Assist librarian collecting any music left behind by musicians.
    - Brooks
      - Triage the stage for tarp covering (lower breakables, etc.)
      - Secure percussion equipment
      - Sand bag plastic around stage

items from your area quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Stage Security (report to Stage Manager): Please check in with your area manager to lend a hand protecting items from water or wind damage on the stage. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Table Area Detailers (Jen Voth): Please secure your area, protecting items from water or wind damage. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Table Area Greeters (Jen Voth): Please secure your area, remove table skirting and take along with binder, easel and sign to the table at the end of the Main Walkway (near statue). If you are willing and able to help, please assist the crew in taking beverage and gift booth supplies quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

***-If weather is severe, the first priority is to maintain personal safety, and the safety of patrons.***

## **Bomb or Personal Threat Report**

Your Name: \_\_\_\_\_

If you receive a call stating that there has been a bomb planted on site or in the Capitol building, obtains as much information as possible while trying to keep the caller on the line. Proceed as follows:

- Remain calm
- Take the threat seriously
- Try to catch someone's attention while you talk to the caller
- Other person should call police for assistance.

Ask the following questions:

- |                                      |                     |
|--------------------------------------|---------------------|
| -Where is the bomb going to explode? | -Why?               |
| -What does it look like?             | -Where are you?     |
| -Where is it right now?              | -What is your name? |
| -What kind of bomb is it?            |                     |
| -What will cause it to explode?      |                     |
| -Did you place the bomb?             |                     |

Wording of call: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of call: \_\_\_\_\_ Time of call: \_\_\_\_\_ Length of call \_\_\_\_\_

Caller details: Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Accent: \_\_\_\_\_

Voice characteristics:

Calm	Slow	Loud	Normal	Nasal	Raspy	Angry
Rapid	Laugh	Distant	Stutter	Deep	Excited	Soft
Crying	Slurred	Lisp	Ragged	Cracking	Familiar	Foreign
Breathing	Disguised	Clearing				

Background Noises:

Street	Airplanes	Voices	PA System	Music	Clear	Static
House (TV, dishwasher...)	Office machines	Factory machines		Animal noises		
Local Call Long distance	Phone Booth	Other				

Language: Well spoken Foul Irrational Incoherent Taped Message

***Do not hang up the phone after the call has ended.***

***Do not pass this information along to anyone who does not need to know, including other staff.***

## **Disorderly Conduct Report**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out this form following any disorderly conduct incident.

- 1) How did you become aware of the incident? \_\_\_\_\_  
\_\_\_\_\_
- 2) What did the individual do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) How did you handle the incident? \_\_\_\_\_  
\_\_\_\_\_
- 4) Did you call for police? If so, what did the police do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5) Was the reaction of the police satisfactory? If not, why not? \_\_\_\_\_  
\_\_\_\_\_
- 6) What was the individual's reaction to being confronted? \_\_\_\_\_  
\_\_\_\_\_
- 7) Did you get the sense that this was an isolated incident, or will the individual be back? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) Were there any witnesses to the event? Who? \_\_\_\_\_  
\_\_\_\_\_
- 9) Describe the perpetrator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Wisconsin Chamber Orchestra  
Concerts on the Square®  
Safety and Security Plan**

**Security Personnel at Concerts on the Square includes:**

- 4 City of Madison Police Officers
- 5 State Capitol Police Officers
- 100+ Volunteers, 20 Crew members and WCO Staff.

**How we help ensure Safety at Concerts on the Square:**

- Staff is connected via 2-way, 4 channel Motorola radios with a 2 mile radius. Channel 4 is reserved solely for Emergency situations.
- Staff is connected to the City agencies and the Capitol via cell phones and through frequent personal contact throughout the event.
- WCO Staff, Crew and Volunteers follow set protocols for a variety of Safety and Security concerns.
- First Aid is available at the Information Booth. First Aid kits are located at the Information Booth, at the Stage and at the Crew home base.



## **We Care about Recycling!**

### **Concerts on the Square<sup>®</sup>**

- There are 55 locations where patrons can take their trash and recycling throughout the event grounds. It's easy to locate recycling containers; each trash barrel is paired with a clearly marked blue recycling container.
- Recycling and trash container liners are changed out frequently; the crew changes bags when the container is half full. A container with plenty of room in it invites people to take the time to sort recycling from trash and makes recycling easy for even the youngest concert goers. It also ensures that the liner can accommodate the weight of its contents.
- Food vendors are encouraged to use recycled / recyclable packaging materials.
- The cups at the beverage booth are made of recyclable materials.
- Water sold at the beverage booth are packaged in recyclable materials.
- Cardboard boxes from the beverage area and food vendors are broken down flat and put with other materials being recycled.
- A pre-concert announcement reminds patrons to take their trash and recycling to the appropriate containers on the grounds.
- We act as a resource for other special events in Madison, sharing how we recycle and encouraging them to follow suit by providing information and contacts to make recycling accessible and easy.
- Our patrons are avid recyclers; each evening ends with as many recycling bags as trash bags!



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/08/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Neckerman Insurance Services 6200 Mineral Point Road  Madison WI 53705-4582		<b>CONTACT NAME:</b> Amanda Mussehl <b>PHONE (A/C, No, Ext):</b> (608)238-2686 <b>E-MAIL ADDRESS:</b> amussehl@neckerman.com <b>FAX (A/C, No):</b> (608)238-7798	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Cincinnati Insurance Companies	
		<b>INSURER B:</b> Cincinnati Casualty Company	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 17-18 Standard **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		EPP0428859	03/01/2017	09/01/2019	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			EPP0428859	03/01/2017	09/01/2019	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
	Employee Benefits \$ 1,000,000						
	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000						
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> DED <input checked="" type="checkbox"/> RETENTION \$ 0			EPP0428859	03/01/2017	09/01/2019	BODILY INJURY (Per person) \$
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	Uninsured motorist \$ 1,000,000						
B	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EWC0344662	09/01/2017	09/01/2018	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$ 100,000						
	E.L. DISEASE - EA EMPLOYEE \$ 100,000						
	E.L. DISEASE - POLICY LIMIT \$ 500,000						
A	Directors & Officers Employment Practices			EMN0460128	10/15/2017	10/15/2020	General Agg/Each Occ. 1,000,000
	General Agg/Each Occ. 500,000						

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Madison is additional insured with respect to general liability. Liquor Liability coverage is provided with limits \$500,000 Each  
Common Cause/\$1,000,000 Aggregate.

## CERTIFICATE HOLDER

City of Madison 210 Martin Luther King Jr Blvd PO Box 171 Madison WI 53701
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## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Douglas Dittmann*

## ADDITIONAL COVERAGES

Ref #	Description Liquor Liability	Coverage Code LIQUR	Form No.	Edition Date
Limit 1 500,000	Limit 2 1,000,000	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description Underinsured motorist combined single limit	Coverage Code UNCSL	Form No.	Edition Date
Limit 1 1,000,000	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description Domestic Terrorism	Coverage Code DTEC	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium \$76.00				

Ref #	Description Premium discount	Coverage Code PDIS	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium -\$1,409.00				

Ref #	Description Experience Mod Factor 1	Coverage Code EXP01	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium -\$8,541.00				

Ref #	Description Expense constant	Coverage Code EXCNT	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium \$220.00				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

## STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

☒ Yes ☐ No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Newspaper articles, social media, website, radio & tv interviews

Will there be live media coverage during the event and where will the media vehicles be parked?

Magic 98 radio (parking off site) others by availability, WKOW TV (parking off site), WPT filming two concerts (parking on State grounds)

### PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: Concerts on the Square

Location: King St. Corner of the Wisconsin State Capitol

Public Contact Phone: 608-257-0638

Website: <https://wisconsinchamberorchestra.org/performance-listing/category/concerts-on-the-square>

Admission Cost: FREE and open to the public

Date of Event: 6/27, 7/4, 7/11, 7/18, 7/25, 8/1 – rain dates next day for all

Beginning/End Time of Event: Concert: 7 pm - 9:00 pm

Two sentence description of event (for internet calendar):

The Capitol Square comes alive for six consecutive Wednesdays during the summer months with music from the Wisconsin Chamber Orchestra. FREE and open to the public, grab a blanket, a picnic basket, and your family and friends for this Madison tradition!

## 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: Concerts on the Square

Contact Person: Matt Wilshire

Location: The 10 blocks of N & S Pinckney, the 10 blocks of E & W Main, the 100 blocks of E. Wash, MLK, & King St.

Date: 6/27, 7/4, 7/11, 7/18, 7/25, 8/1

(Rain date next day for all)

Type of Amplified Sound:

☐ Band

☐ DJ

☒ Sound System

☒ Speeches/Announcements

☐ Karaoke

☒ Other (please specify): Orchestra

Hours of Amplification:

Date: 6/27, 7/4, 7/11, 7/18, 7/25, 8/1

(Rain date next day for all)

Time: 5:00 - 9:30 pm

## STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

☒ Yes ☐ No

If Yes, please continue. If No, skip this form.

### EVENT ORGANIZER INFORMATION

Name of Group: Wisconsin Chamber Orchestra

Contact Person: Matt Wilshire

Address: 321 E Main St

Work Phone: 608-257-0638

Phone During Event: 608-843-1759

Today's Date: 3/8/18

### BEER SALES PERMIT INFORMATION

**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.**

Name of the Licensed Bartender: Jim Ries & Margie Ries; Steve & Sharon Deminsky; Sue Ellen Maguire

Security Company: CITY OF MADISON POLICE

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

☒ Yes ☐ No

Indicate Application Date: 3/8/18

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

☒ Yes ☐ No

Indicate Application Date: \_\_\_\_\_