

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Jared Vincent
Wiasla
5606 Tolman Terrace
Madison, WI 537113441
Email: Jared.Vincent84@gmail.Com
Phone: (608) 298-8904

Contact During Event

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Event Information

Name of Event:	<input type="text" value="Park(ing) Day"/>	Event Type:	<input type="text" value="One Day"/>
Estimated Attendance:	<input type="text" value="50"/>	Is this a new event:	<input type="text" value="No"/>

Event Additional Information

Run/Walk:	<input type="checkbox"/>	Music/Concert:	<input type="checkbox"/>
Festival:	<input type="checkbox"/>	Rally:	<input type="checkbox"/>
Parade:	<input type="checkbox"/>	Posting no parking signs or bagging meters?	<input type="checkbox"/>
Other:	<input checked="" type="checkbox"/>		
If other, please describe:	<input type="text" value="Ephemeral park installation in parking stalls"/>		

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

Capitol Square: ☒

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☐

Street Names and Block Numbers:

100 Block of Martin Luther King Jr. Blvd

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
09/21/2018	6:30am	09/21/2018	8:30am	09/21/2018	5:00pm	09/21/2018	5:00pm	

Temporary (Picnic/Beer) Licenses

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)?:

No

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?:

No

Street Use Event Vending License

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?(\$):

No

Estimate number of vendors:

Public Amplification Permit

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
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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:

☒

Equipment Rental - Downtown events only.

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

No

Trash Barrels:

0

Recycling Barrels:

0

Dumpsters:

0

Electrical Adaptors:

0

Marketing

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?:

No

Acknowledgement

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

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

Signature: Jared A. Vincent

Date: 08/13/2018

Street Use Permit Application: Supplemental Information

Contact : Jared A. Vincent (WIASLA)
608.298.8904, jared.vincent84@gmail.com

Jonathan Bronk (WIASLA)
262.753.3863, bronkjj@yahoo.com

PARK(ing) Day 2018 Summary

Originated by Rebar, a San Francisco art and design studio, the PARK(ing) Day event was designed to call attention to the need for more urban open space and improve the quality of urban experience. The first project started in 2005 by transforming a metered parking stall into a temporary public park in an area of the city most lacking public open space. Much of the open space in urban areas has been dedicated to the movement and storage of vehicles, reducing the amount of usable space available to its inhabitants. The PARK(ing) Day event was created to expand upon this idea and explore a broader range of activities and solutions to this short-term borrowed space idea. The hope of the event is to provoke an examination of the quality of our built environment and to raise awareness of the importance of public, usable open space.

PARK(ing) Day 2018- Park Space Concept- "Public Open Space"

The intention of the PARK(ing) space is to improve the health and wellness of the citizens of the city and to provide a temporary respite that promotes the benefits of usable, public open space. We will be using a variety of natural materials to temporarily transform a concrete/ asphalt parking space into a small *pocket* park. Site furnishings such as chairs, bistro tables, and benches will provide temporary seating to invite visitors into the space and encourage interaction among users. Potted plants will also be added to provide additional shade, color, and beauty to the space. A concerted effort will be made to use natural materials to contrast the surrounding built environment, as well as re-purposed and recyclable materials to reduce waste and promote sustainability. We always incorporate temporary bike parking when possible. Wisconsin Chapter of the American Society of Landscape Architects will also be involving the University of Wisconsin Madison-Landscape Architecture students as a learning opportunity.

We are requesting three parking stalls total. One space will be used to park the safety vehicle and the other two spaces will contain the 'park' space.

Street Use Permit Application: Supplemental Information- Continued

Contact : Jared A. Vincent (WIASLA)
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Event Schedule

Park(ing) Day is a national annual event on the third Friday of September; this year is Friday, September 21, 2018. Being an ephemeral concept the event is intended to be short in duration- appearing in the morning and gone by evening. Set-up will occur the morning of the event between 6:30am and 8:30am to avoid morning rush hour traffic and take-down between 3:30pm and 5:00pm so the parking stalls will be available before the evening rush hour traffic and when demand increases for parking stalls by area restaurants and shops. The event will occur during the day when pedestrian traffic from surrounding businesses is high to capture as large an impromptu audience as possible without disrupting normal traffic patterns, there has been at most 8-10 people gathered in the space at one time. This schedule worked quite well for all the past events. Meter bags will be picked up and installed on Thursday evening to ensure the spaces are available for set up in the morning and then removed immediately after the event. Barricades from City Engineering will be picked up in the morning on the day of the event and dropped off at the end of the day.

Event Site Map

The event will take place in downtown Madison near the Capitol Square where there is street parking. We propose to locate the PARK(ing) Space on Martin Luther King Jr. Blvd, preferably on the corner of Main St. and MLK Jr. Blvd nearest the Capitol Square for better visibility and pedestrian traffic. This area will provide adequate exposure for the event while limiting the impact on parking and traffic for local businesses on adjacent streets. The PARK(ing) Space requires two to three adjacent metered parallel parking stalls, one to two to become the PARK(ing) Space and the other to park a vehicle, and preferably located at the end of the block to take advantage of the curb bump out to improve user safety. All materials will be appropriately sized and kept within the parking space. Materials used to create the Park(ing) Space will be readily movable in the event of an emergency and will allow for easy cleanup without special equipment. (See attached site plan)

Route Map

The PARK(ing) Space is a stationary event that does not require any redirection of vehicular or pedestrian traffic. A single vehicle associated with the event (to provide a buffer on one end of the space as well as loading and unloading of materials) will be parked adjacent to the space(s). There are no special traffic needs as visitors to the space will be primarily by foot or bicycle and will approach from the sidewalk.

Safety and Security Plan

The PARK(ing) Space will require one to two end parking stall(s) at the beginning or end of a block and a vehicle will be parked for the duration of the event on the other side of the PARK(ing) Space, all with bagged meters. Barricades along the street side of the space provide separation between vehicular traffic and users of the space. The PARK(ing) Space will also be organized to discourage users from entering or exiting on the street side. All users of the space will be directed to enter and exit from the adjacent city sidewalk. At least one member of our team will be present in the Park(ing) Space at all times. All team members will have a cell phone in the event of an emergency.

Notifications

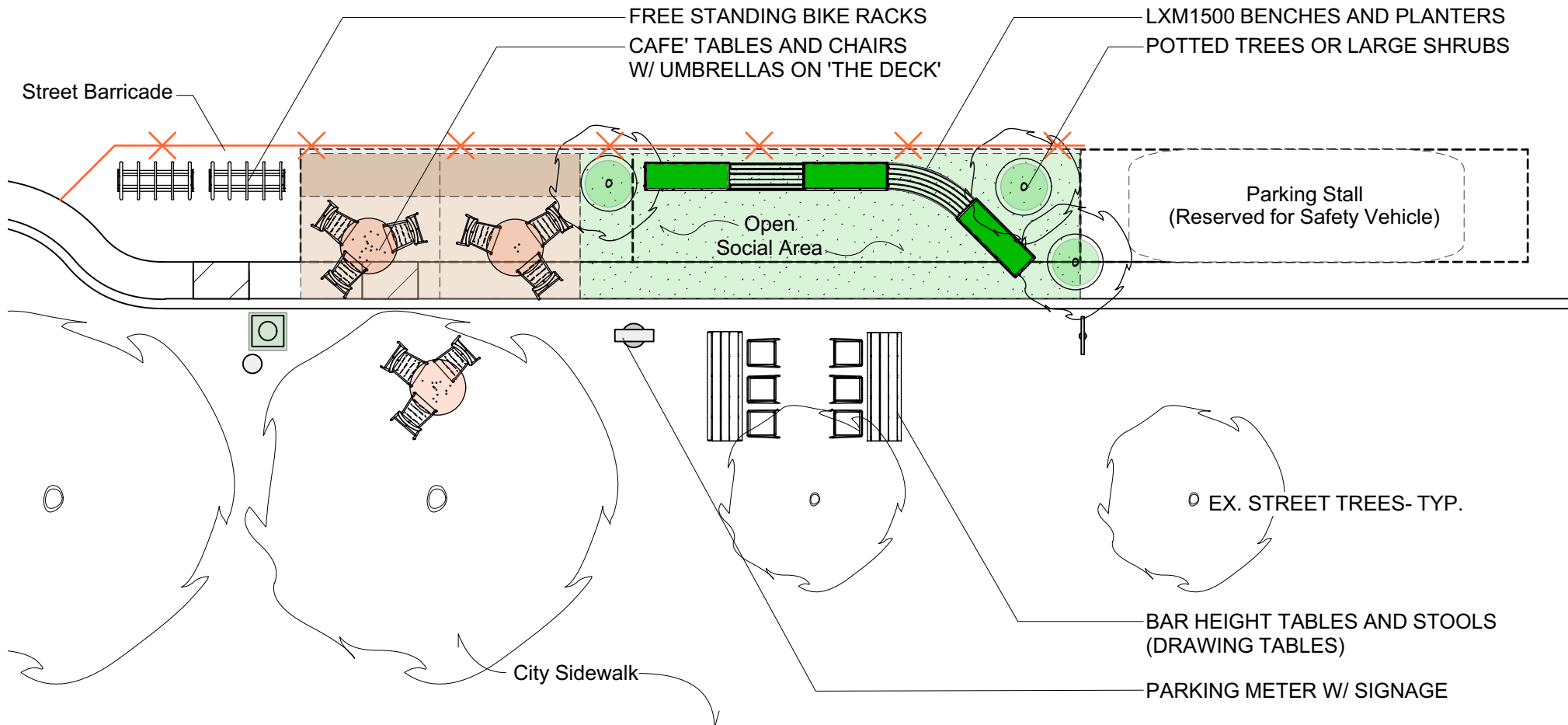
There will be limited public notifications made prior to the event. The transformation is intended to appear spontaneous and temporary. Notification can be made to businesses in the immediate area if necessary; however the impact on these businesses will be minimal. It is our hope that there will be some media coverage the day of the event to help raise awareness through social media and local news sources.

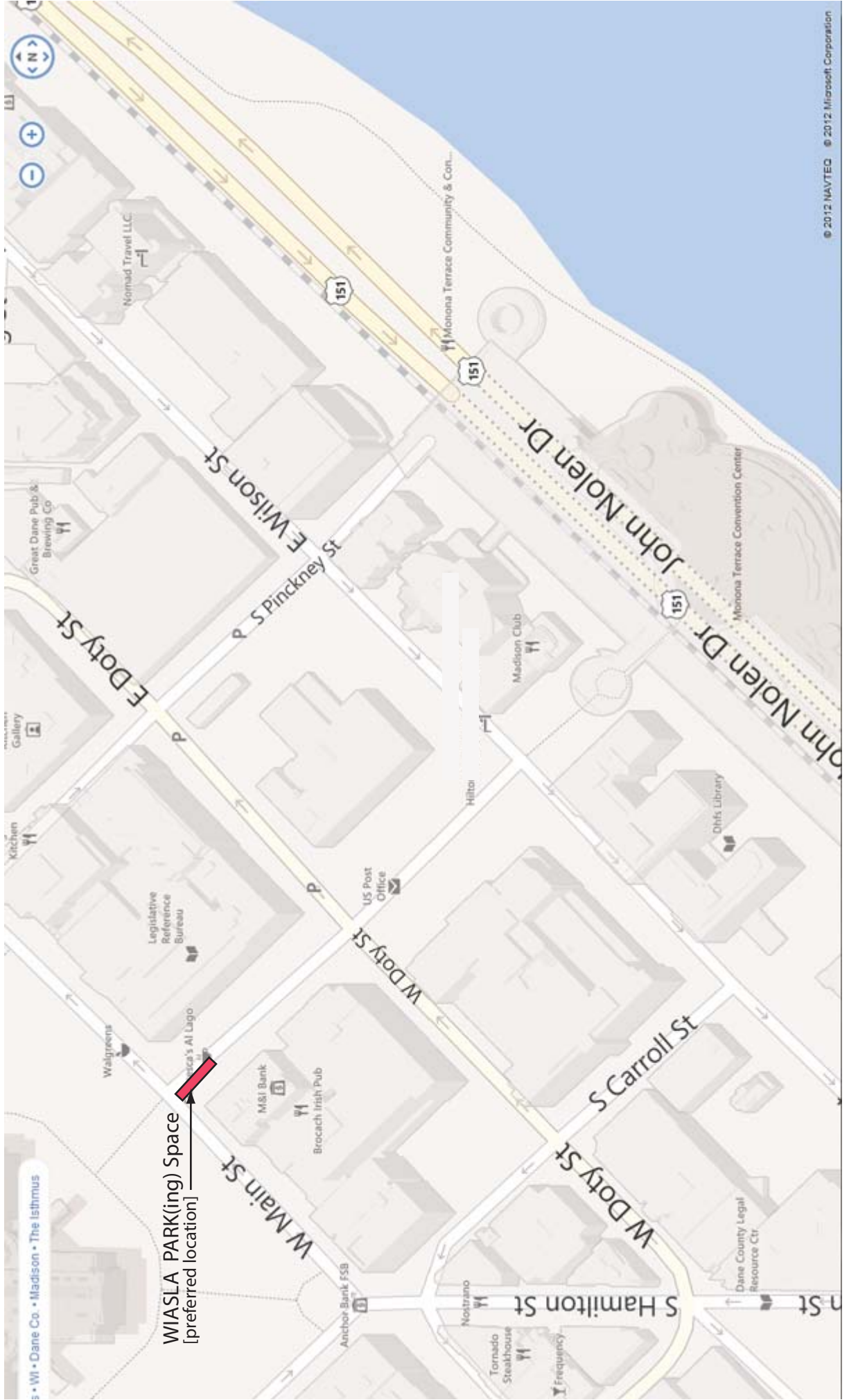
Street Use Permit Application Park(ing) Day

1" = 8'-0"



Martin Luther King Jr. Blvd







AMERSOC-10

CROHDE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/30/2018

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).

PRODUCER License # CA#0658748 AHT Insurance 20 S. King Street Leesburg, VA 20175	CONTACT NAME: PHONE (A/C, No, Ext): (703) 777-2341 FAX (A/C, No): (703) 771-1852 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A : American Casualty Company of Reading, PA 20427 INSURER B : Continental Insurance Company 35289 INSURER C : INSURER D : INSURER E : INSURER F :
INSURED American Society of Landscape Architects Chapters 636 Eye Street NW Washington, DC 20001	

COVERAGES

CERTIFICATE NUMBER:

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"/> COMMERCIAL GENERAL LIABILITY <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:			6045582045	01/04/2018	01/04/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6045582031	01/04/2018	01/04/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6045582059	01/04/2018	01/04/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Host Liquor Liab			6045582045	01/04/2018	01/04/2019	\$ 1,000,000

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

RE: ASLA Wisconsin Chapter; Event: Parking Day 2018 held 9/21/18 at 100 Block of Martin Luther King Jr. Blvd, Madison WI

CERTIFICATE HOLDER

CANCELLATION

City of Madison Parks
Madison Parks Division
210 Martin Luther King Jr. Blvd.
Room 406
Madison, WI 53703

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