

## STREET USE PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: The Great Midwest Marijuana Harvest Festival

Event Organizer/Sponsor: GMMHF collective

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

☐ Yes ☒ No

MANDATORY: State Sales Tax Exemption Number: \_\_\_\_\_

ES#: \_\_\_\_\_

OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_

Address: 1810 Greenway cross Apt. 8

City/State/Zip: Fitchburg WI 53713

Primary Contact: Shelley Kennedy

Work Phone: \_\_\_\_\_

Email: shelleyannkennedy@gmail.com

Phone During Event: 608.381.7760

Website: www.greatmidwestharvestfestival.com

FAX: \_\_\_\_\_

Secondary Contact: Erik Riedasch

Work Phone: \_\_\_\_\_

Email: erik.riedasch@gmail.com

Phone During Event: 608-333-9606

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

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

Estimated Attendance: 1,000 - 2,500

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☒ Yes ☐ No

Hours: 10 am to 7 pm

### EVENT CATEGORY

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

☒ Other: march on 10/7

### 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: \_\_\_\_\_

### EVENT DATE(S)/SCHEDULE

Date(s) of Event: 10/6/18 & 10/7/18

Event Start and End Times: 10 am - 8 pm

Rain Date (if any): N/A

Set-Up Start Time: 9 am

Take-Down Start Time and End Times: 7-8 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 ☒ No

If class B license is denied, will the event(s) occur?

N/A

☐ 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

[Signature]

Date

6/22/18

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## Lamberty, Kelli

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**From:** Shelley Kennedy <shelleyannkennedy@gmail.com>  
**Sent:** Thursday, August 30, 2018 11:06 PM  
**To:** Lamberty, Kelli; Chaney Austin, Brian  
**Subject:** Harvest Festival and September street use meeting

I wanted to take the opportunity to share with you the statement I had sent to the city attorney regarding our event. I felt it was important to share with her our stance on the event and the issues at hand. This event has become a tradition and people travel from all over the country attend. Every year on the first full weekend in October people will March up State Street to the Capitol at 4pm on Sunday.

Note: our 501c3 paperwork is currently being processed by the IRS.

Erik and I will do everything in our power to keep the event going. In my statement below I outlined some things that I think will be helpful in reaching our goal.

If you have any questions please let me know. Thank you for your time

At the street use meeting the concern of the public use of cannabis was brought up. The festival in the past was organized by different leadership, and is under new leadership as of last year. I completely understand the concerns of the city and the festival does discourage public use. As the permit holder last year I personally went around the festival grounds to anyone that I could see was openly using and told them to leave. From what I saw this was a rare occurrence, but I asked these people to leave regardless. The same thing will happen this year if we are granted the permit. The festival is not about open public use. That is not what I am about. I am about educating the public on our current laws and what we can do to change them. That is why we have more speakers than bands. We are looking to provide additional security and remove anyone using from the festival grounds.

I should also add that as the new permit holder and Coordinator, I am working on making the GMMHF a 501(c)3 this year. The paperwork is being submitted to the IRS today. The goal of the non profit is education and working on projects that will further the cause of cannabis legalization in Wisconsin. I'm working with an accountant that is familiar with non profits. What little money raised at the fest would benefit projects that we believe would further the cause of legalization. With any luck we will be a non profit before the fest. The new harvest fest is geared towards education and fund raising now that I am coordinating it. We have talked about and are open to hiring security if public use is a concern. Last year what I saw was minimal and I did everything I could to stop it. With that being said, our organization is shifting gears and the city of Madison would not be condoning a festival where participants are breaking city ordinances and state law.

I wanted to make sure you know where we are coming from. I cannot control what certain individuals do at the festival, but I can ask anyone participating in illegal activities to leave, just like at any other outdoor event. We will also hire additional security at the request of the city to address this issue. We don't want a few "bad apples" to spoil this educational event that brings people from all over the state to Madison, providing state street businesses with an additional revenue boost.

In regards to charges owed for 2017: Per Erik, that will be completely paid once discussed at the street use meeting. Any additional charges for having the march up State Street for 2018, will also be discussed and paid. We will pay for the police presence and to re-route the busses for the march on the 7th up State Street so we can have a permit for the march and therefore insurance for the march. As we've seen, attendees will not listen to our directions to use the sidewalk. We need a permit for the march.

## Lamberty, Kelli

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**From:** Shelley Kennedy <shelleyannkennedy@gmail.com>  
**Sent:** Thursday, August 02, 2018 3:05 PM  
**To:** Lamberty, Kelli  
**Subject:** Harvest fest parade route

Good afternoon Kelli

A few things have changed and need to be updated on the permit app. I have a new phone number, 608-381-7760.

Our website URL has also changed:

<http://www.greatmidwestharvestfestival.com/>

I am in the process of trying to make the festival a 501c3, because we donate our proceeds to the immly foundation and Erik and I work throughout the year on Marijuana legalization. If we're granted our 501c3 status before the festival I'll let you know right away.

Here is the parade route. Written mapping should be sufficient. If you'd like an actual map I can do that.

The parade will start organizing on Sunday, Oct 7th, at 3pm at library mall. Once the crowd is assembled they will be given instructions on safety measures, respecting local businesses and pedestrians, etc. After the crowd is organized we will start the march. Volunteers will be in the front, middle, and back of the crowd. I assume if we are paying for the police that traffic will be stopped. The crowd will follow any and all police instructions at intersections. The crowd will march directly down state Street to the Capitol steps.

If you need anything else please let me know.

Regards

Shelley K.

## **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:

- Vending – Food, Beverages and/or Merchandise
- Music/Performances (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- 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:**

Saturday 10/6

9 am - set up stage, tables, 1st Amendment vendors

11 am - sound system on for bands and speakers

7 pm - sound system off

8 pm - secured for overnight

Sunday 10/7

9 am - set up

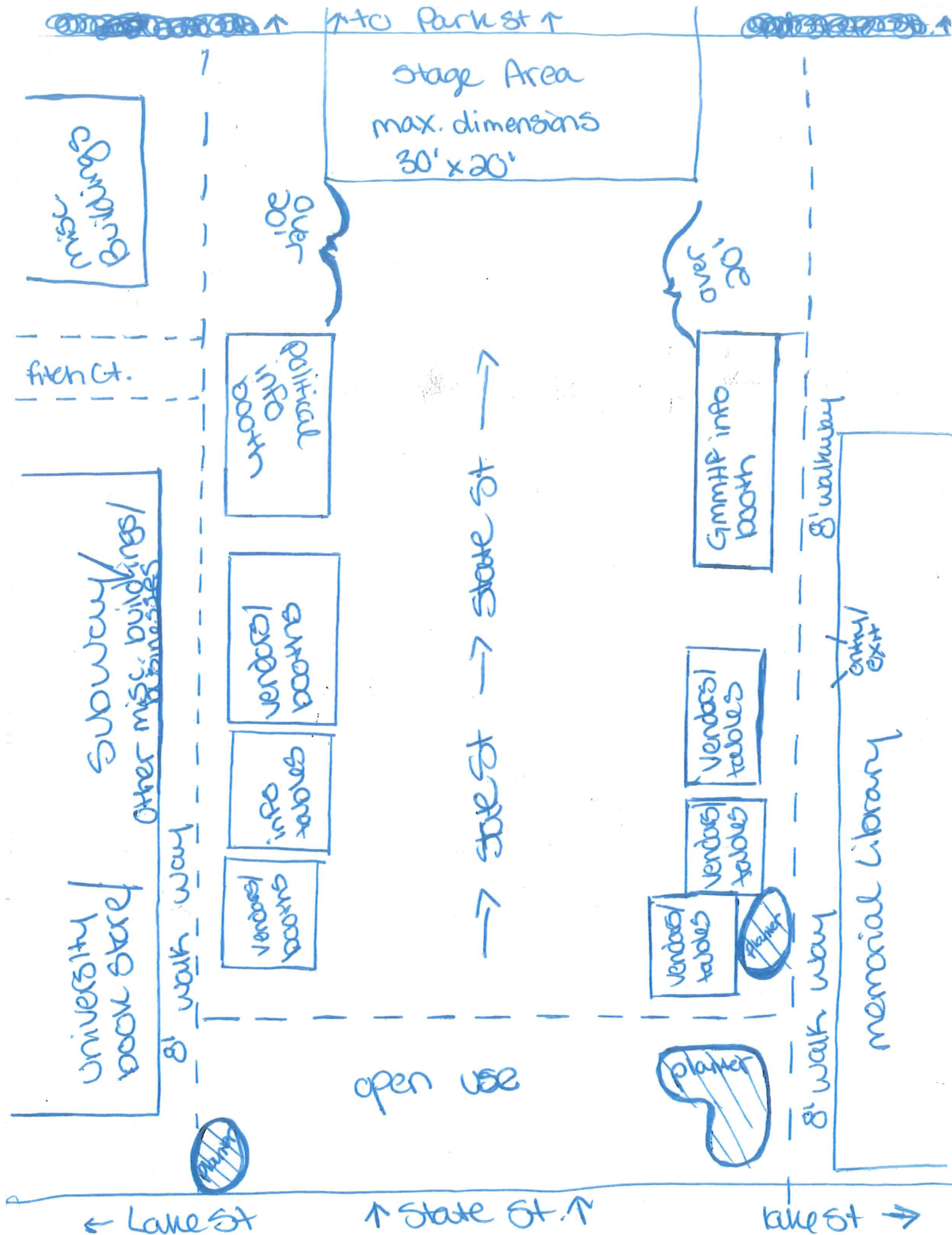
11 am - sound system on

3:15 pm - assemble for march

continued on back →

7pm- sound system off

8pm- Breakdown and clean up complete.





# OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

## I. GENERAL

The “**EVENT NAME**” will be held **MONTH DAY, YEAR** at **GENERAL LOCATION/ADDRESS/FACILITY TITLE**.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “**EVENT NAME**” (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 **PRIMARY CONTACT: FIRST/LAST NAME**.

### 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/will not** have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)



3. We will/will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

**C. Severe Weather**

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 (FIRST/LAST NAME) 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 (FIRST/LAST NAME) 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 thoroughways.
5. Crowd control will be managed by NAME
6. Parking for vendor and staff vehicles will be LOCATION(S)
7. Parking for attendee vehicles will be LOCATION(S)

**V. Contact Information**

<b>Primary Contact</b>	<i>Shelley Kennedy</i>	<b>FIRST/LAST NAME</b>	<b>CELL PHONE</b> <i>715-393-5712</i>
<b>Secondary Contact</b>	<i>Erik Riedasch</i>	<b>FIRST/LAST NAME</b>	<b>CELL PHONE</b> <i>608-333-9616</i>
<b>Emergency</b>		Dane County 911 Center	911

**Madison Fire Department**

Non-Emergency

Fire Inspector	Jerry McMullen	(608) 266-4420
Division Chief	Ron Schwenn	(608) 266-4420

**Madison Police Department**

Non-Emergency

Field Lieutenant	David McCaw	(608) 261-9694
Executive Captain	Carl Gloede	(608) 261-9694

**VI. Event Area Map (attached next page)**

*already attached.*



## **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:**

Vendors, tables and booths will provide their own receptacles. Attendees will be instructed to use public trash bins. At the end of the event volunteers will empty all of the trash bins, including public ones, and dispose of trash properly.