

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Scott H Mueller  
St Patrick's Day Parade Committee  
Po Box 259277  
Madison, WI 53725  
Email: Smueller21@msn.Com  
Phone: (608) 843-0602

### Contact During Event

Scott H Mueller  
St Patrick's Day Parade Committee  
Po Box 259277  
Madison, WI 53725  
Email Smueller21@msn.Com  
Phone: (608) 843-0602

### Event Information

Name of Event:

Event Type:

Estimated Attendance:

Is this a new event:

### Event Additional Information

Run/Walk: ☐

Music/Concert: ☐

Festival: ☐

Rally: ☐

Parade: ☒

Posting no parking signs or bagging meters? ☒

Other: ☐

If other, please describe:

### 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

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Capitol Square: ☒

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

100 block E Washington Ave, 100 block N Hamilton,  
100 block E Mifflin, 100 block N Pinckney

## 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 |
|------------|------------|------------------|------------------|----------------|----------------|------------------------|------------------------|-----------|
| 03/17/2019 | 11:00 AM   | 03/17/2019       | 1:00 AM          | 03/17/2019     | 3:00 PM        | 03/17/2019             | 3:00 PM                |           |

## Temporary (Picnic/Beer) Licenses

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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

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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

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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 |
|------------|------------|------------|----------|-----------|
| 03/17/2019 | 12:01 PM   | 03/17/2019 | 3:00 PM  |           |

### 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:

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### Equipment Rental - Downtown events only.

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

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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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?:

## Acknowledgement

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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

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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

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Signature: Scott H Mueller

Date: 11/26/2018

## **St Patrick's Day Parade – Sunday March 17, 2019**

Capitol Square and 100 Bk E Washington Ave.

### **SCHEDULE of EVENTS**

11:00 - Staging and support vehicle parking area closes.

11:30 - Check in begins for marching groups.

12:00 - The Dane County Shamrock Club will raise the flag of Ireland in the Capitol Rotunda, an annual tradition.

12:30 – Lineup begins for marching groups.

1:15 – Drawing for raffle – at Wisconsin Ave

1:30 – Parade

2:30 – Clean up begins

3:00 – Barricades removed and streets open to regular traffic.



## 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:***

The St Patrick's Day Parade Committee does not sell any items at the parade location and there are no vendors of food, beverages or any other merchandise associated with the parade.

The only parade activity that may generate disposable or recyclable materials would be from groups participating in the parade who throw/pass out candy to those attending the parade (throwing candy from vehicles is prohibited).

Children attending the parade are remarkably efficient in picking up the candy.

At the conclusion of the parade, volunteers walk the parade route (around the Capitol Square) and remove any remaining litter. In the past we have had very little to pick up.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "St Patrick's Day Parade" will be held Sunday March 17, 2019 at The Capitol Square.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "St Patrick's Day Parade" (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 Scott H Mueller.

### 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 (The Madison Fire Department is a Participant in the parade)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Two Special Duty Officers from the Madison Police Department will be present)

### 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 Scott H Mueller 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 Scott H Mueller 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 -



# St. Patrick's Day Parade



On Fairchild St  
at W Washington Av (NE Corner)  
1 "To Inn On The Park" (Facing N)  
Mounted On Existing Standard

On W Washington Av  
at Fairchild St (SE Corner)  
"To Inn On The Park" (Facing W)  
Mounted On Existing Standard

On W Washington Av  
at Henry St (SE Corner)  
1 "Road Closed Ahead" on wing barricade

On W Washington Av (S Side)  
at E of Henry St  
1 "To Inn On The Park"  
Mounted On Existing Standard

On Fairchild St  
at W Main St (NE Corner) —  
1 "To Inn On The Park"  
Mounted On Existing Standard

On Fairchild St  
at S Hamilton St (NE Corner) -  
1 "To Inn On The Park"  
Mounted On Existing Standard

On Wisconsin Av at Mifflin St  
2 Barricades  
1 "Road Closed"

On W Washington Av at Carroll St  
3 Barricades  
1 "Road Closed"

On S Carroll St at Inn On The Park  
Maintain 15' Access  
16 Barricades  
1 "To Inn On The Park"

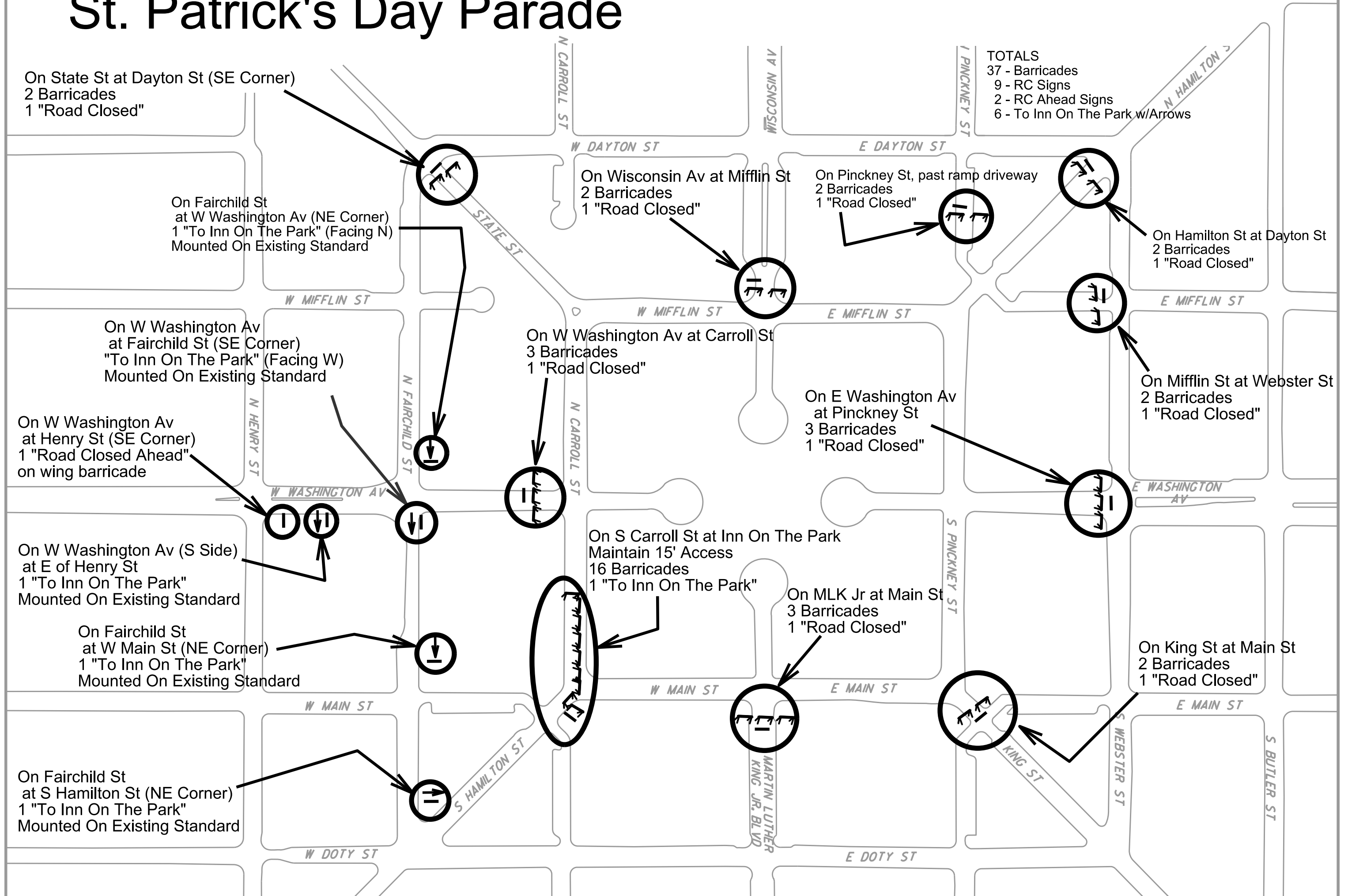
On MLK Jr at Main St  
3 Barricades  
1 "Road Closed"

On Hamilton St at Dayton St  
2 Barricades  
1 "Road Closed"

On Mifflin St at Webster St  
2 Barricades  
1 "Road Closed"

|                       |  |  |
|-----------------------|--|--|
| On King St at Main St |  |  |
| 2 Barricades          |  |  |
| 1 "Road Closed"       |  |  |

TOTALS  
37 - Barricades  
9 - RC Signs  
2 - RC Ahead Signs  
6 - To Inn On The Park w/Arrows



- 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: Scott H Mueller.
6. Parking for vendor and staff vehicles will be: 100 block of W Mifflin St.
7. Parking for attendee vehicles will be: Various downtown public parking ramps and metered street parking..

#### **V. CONTACT INFORMATION**

|                   |                           |                |
|-------------------|---------------------------|----------------|
| Primary Contact   | Scott H Mueller           | 608-843-0602   |
| Secondary Contact | Ed Jaeger                 | 608-213-1968   |
| Emergency         | Dane County 911 Center    | 911            |
| Non-Emergency     | Madison Fire Department   | (608) 266-4420 |
| Non-Emergency     | Madison Police Department | (608) 255-2345 |

Certificate of Insurance

St Patrick's Day Parade Committee

Sunday March 17, 2019

Our Insurance Company will issue the Certificate of Insurance about 30 days prior to the event. We will forward the certificate as soon as it becomes available.

Scott H Mueller

Treasurer

St Patrick's Day Parade Committee, Inc

608-843-0602

smueller21@msn.com