STREET USE PERMIT APPLICATION

EVENT INFORMATION	
Name of Event: Frame Up on the Square	
Event Organizer/Sponsor: Habitat for Humanity of Dane Co	ounty
	Ses Tax Exemption Number: ES#: 031125 ES#: 031125 Exempt Number: ES#: 031125 ES#: 031125 Exempt Number: ES#: 031125 Exempt Number: ES#: 031125 EXEMPTION NUMBER: EXEMPT
Address: 3101 Latham Dr	
City/State/Zip: Madison, WI 53713	
Primary Contact: Adam Helt-Baldwin	Work Phone: (608) 516-1194
Email: ahelt-baldwin@habitatdane.org	Phone During Event: (608) 516-1194
Website: habitatdane.org	FAX: <u>n/a</u>
Secondary Contact: Aaron Mullins	Work Phone: (608) 255-1549 x121
Email: amullins@habitatdane.org	Phone During Event: (608) 213-6766
Annual Event?	☐ Yes No
Charitable Event?	
If Yes, Name of charity to receive donations: <u>Habita</u>	
	(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 ☐ Other: "Frame Up" – volunteers constructing walls of a 	Rally Parking (i.e., bagging meters) Habitat home (studs, headers, top/bottom plates)
LOCATION REQUESTED	
☐ Capitol Square (note specific blocks below)☐ 30 on the Square (aka top of 100 block of State Street)	☐ State St. Mall/800 State Street☑ Other (specific blocks/streets requested below)
Street Names and Block Numbers: Martin Luther King Jr Bl	vd – 100 Block
EVENT DATE(S)/SCHEDULE	
Date(s) of Event: July 27, 2019	Event Start and End Times: 7:45 am – 12:30 pm
Rain Date (if any): n/a	Set-Up Start Time: 6:45 am
	Take-Down Start Time and End Times: 3:00 pm TAKE-DOWN TIME: START TO STREETS REOPENED
Will sponsor apply for temporary class B license to serve or If class B license is denied, will the event(s) occur?	sell beer/wine for this event? Yes No
By initialing, I/we waive the 21-day decision require	ement.
APPLICATION SIGNATURE	
BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOICTY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HA EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE	O OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY
Applicant Signature	Date 3/20/19



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/01/2019

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 INSURERS(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).

1	PRODUCER					CONTACT						
Lockton Affinity, LLC							W/E					
P.O. Box 873401							PHONE FAX (A/C No.Ext); 888-553-9002 (A/C No.Ext);					
+	(ansas City, MO 64187-3401					E-MAIL	.xt). 000-00	3-9002 [A/C, No):				
	, , , , , , , , , , , , , , , , , , , ,					ADDRESS:						
							INSURER(S) AFFORDING COVERAGE NA INSURER-A: ACE American Insurance Co. 2266					
11	SURED				22667							
H	labitat for Humanity of Dane County In If Wisconsin	oitat 1	for Humanity Univers	sity		-B: ACE Property a -C: Westchester Fi			10030			
	101 Latham Dr.,					NSURER-	10030					
١	ladison, Wi 53713					NSURER-						
Ļ	OVERAGES CFF					NSURER-						
		CHEC	AIE	NUMBER:				REVISION NUMBER) 			
P	HIS IS TO CERTIFY THAT THE POLICIE ERIOD INDICATED. NOTWITHSTANDING WHICH THIS CERTIFICATE MAY BE ISSUED.	ANY I	REQU	RANCE LISTED BELO IREMENT TERM OR	H WO	AVE BEE	EN ISSUED TO	THE INSURED NAMED ABOVE	OVE FOR TI	HE POLICY		
٧	HICH THIS CERTIFICATE MAY BE ISSUI	ED OF	MA	PERTAIN, THE INSU	JRAN	CE AFF	ORDED BY THE	POLICIES DESCRIBED HE	II WITH RE	SPECT TO		
IN	LL THE TERMS, EXCLUSIONS AND COND	ADDL	OF S	SUCH POLICIES, LIMITS	onc	WN MAY	HAVE BEEN RI	EDUCED BY PAID CLAIMS.				
SR		INSR	R WO			D/YYYY)	POLICY EXP (MM/DD/YYYY)					
R	TYPE OF INSURANCE		-	POLICY NUMBER GL1065904-19	0410	1/2010	0.4404.0000	Lih	MITS			
A	GENERAL LIABILITY			GC1003904-19	04/0	1/2019	04/01/2020	EACH OCCURRENCE	\$1,000,0	100		
	X COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,0	00		
	CLAIMS MADE X OCCUR							MED EXP (Any one person)	\$	0		
		-						PERSONAL & ADV INJURY	\$1,000,0			
	EN'L AGGREGATE LIMIT APPLIES PER:	1	l .					GENERAL AGGREGATE	\$2,000,0			
	X POLICY	ĺ						PRODUCTS - COMP/OP AGG	\$2,000,0	00		
								COMBINED SINGLE LIMIT	\$	1		
	AUTOMOBILE LIABILITY ANY AUTO		ĺ					(Ea accident)	\$			
	ALL OWNED SCHEDULED							BODILY INJURY (Per Person)	\$			
	AUTOS AUTOS NON-OWNED							BODILY INJURY (Per accident)	\$			
	HIRED AUTOS AUTOS							PROPERTY DAMAGE (Per accident)	\$			
3	X UMBRELLA LIAB X OCCUR			UM1065904-19	0410	10040						
	EXCESS LIAB CLAIMS MADE			0141002304-13	04/03	/2019	04/01/2020	EACH OCCURRENCE	\$1,000,0			
	DED X RETENTION \$10,000							AGGREGATE	\$1,000,0	00		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N							WC STATU- OTH-				
	OFFICER/MEMBER EXCLUDED?		l					E.L. EACH ACCIDENT	\$			
	MANDATORY IN NH) If yes, describe under											
	DESCRIPTION OF OPERATIONS below			İ				E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$			
	Builder's Risk - Special Form			BR1065904-19	04/01	/2019	04/01/2020	Limit	\$10,000,0	000		
`	- Special Form							Deductible	\$5,000			
Insurer A: Property Incl. Crime, Policy # PC1065904-19, 04/01/2019 - 04/01/2020, Limits Per Schedule on File with Lockton Affinity, LLC Insurer C: Directors & Officers Liability, Policy # DO1065904-19, 04/01/2019 - 04/01/2020, Limit: \$1,000,000 Insurer A: Volunteer Accident Medical Expense, Policy # MED1065904-19, 04/01/2019 - 04/01/2020, Limit: \$250,000 Insurer A: Volunteer Disability, Policy # DIS1065904-19, 04/01/2019 - 04/01/2020, Temporary Total Disability Limit: 60% Salary												
٠t	CERTIFICATE HOLDER CANCELLATION											
Proof of Coverage							SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS					

ACORD 25 (2010/05)

AUTHORIZED REPRESENTATIVE

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup 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
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

Saturday, July 27, 2019

6:45 AM: Habitat staff arrives to begin Frame Up setup.

• Semi-trailer with lumber arrives and is unloaded along with additional materials arriving in staff vehicles.

7:45 AM: Volunteers begin to arrive.

Volunteers register and are assigned to a station.

8:00 AM: Staff goes over construction safety and emergency plans.

• Hard hats are handed out and volunteers are assigned to a station.

8:15 AM: Construction begins.

12:00 PM: Closing remarks and group picture.

12:30 PM: Clean-up, disassembly of walls, and loading of walls into semi-trailer.

• All scraps, nails, trash, and recycling are cleared from block.

2:00 PM: Semi-trailer is picked up.

3:00 PM: Street is reopened for normal use.

STREET EVENT SITE MAP



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 <u>City of Madison's Recycling Office</u>, via <u>email</u> or at (608) 267-2626.

Provide Detailed Trash/Recycling/Cleanup Plans:

All trash and recycling will be placed in garbage bags provided by Habitat for Humanity of Dane County. Bags will be removed by Habitat staff at the end of the event and disposed of offsite.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Frame Up on the Square" will be held July 27, 2019 at the 100 block of Martin Luther King Jr Blvd.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Frame Up on the Square" (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 Adam Helt-Baldwin.

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 (Adam Helt-Baldwin: (608) 516-1194)
- 3. We ☐ will / ☒ will not have on-site Police or Security (Adam Helt-Baldwin: (608) 516-1194)

C. Severe Weather

- Weather forecasts and current conditions can be monitored through the <u>National Weather</u> <u>Service's Madison Weather Forecast website</u>.
- 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 Adam Helt-Baldwin 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 Adam Helt-Baldwin 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

STREET USE PERMIT APPLICATION CHECKLIST

REQUIRED STREET EVENT DOCUMENTS

Plea	Please check below to indicate that you have attached the following to the completed application:							
	Street Event Schedule Street Event Site Map Emergency Action Plan Street Event Cleanup and Recycling Plan Street Use Permit Application Application Fee Date(s) the alder, businesses and residents will be n	(Step 3) (Step 4) (Step 5) (Step 6) (Final Step) (Final Step)						
ADI	DITIONAL DOCUMENTS THAT MAY BE REQUIRE							
	Route Map Certificate of Insurance Street Event Marketing Information Amplification Permit Application Street Event Vending License Application Beer/Wine Sales Permit Application	(Step 4) (Step 8) (Step 10) (Step 11) (Step 12) (Step 13)						
ADDITIONAL CITY OF MADISON PERMITS Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.								
	at an event. An application is available online: www.j an application at the City Clerk's Office, at 210 Martin	beverages, other than prepackaged items, will be sold or soublichealthmdc.com/environmental/food/tempfood.cfm or publichealthmdc.com/environmental/food/tempfood.cfm or publichealthmdc.com/environmental/food/tempfood/						
	online: www.cityofmadison.com/clerk/licensingliquor. Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Any conjunction with a Street Use Permit, must be submit the Alcohol License Review Committee and the Com 38.05(9)(e)2.	d if your event will be selling beer/wine. An application is avecfm or pick up an application at the City Clerk's Office, 210. Temporary Class "B" Retailers License application that is itted at least 60 days before the event date and be approved mon Council. See Madison General Ordinance Sec. Class "B" Retailers Permit Application Submitted:	Martin n					
	Fireworks Permit - An application is available online 266-4457.	e: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (Permit Application Submitted:	608)					
	Tents and Canopies Permit - Required for tents in www.cityofmadison.com/fire/code/dolNeedAPermit.c	excess of 400 sq. ft. An application is available online:						

City of Madison Street Use Permit Application

Applicant: Habitat for Humanity of Dane County

Event: Frame Up on the Square

Submitted: April 4, 2019