

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Frame Up on the Square

Event Organizer/Sponsor: Habitat for Humanity of Dane County

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

☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number:

ES#: 031125

OPTIONAL: Federal Tax Exempt Number: _____

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: n/a

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?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: Habitat for Humanity of Dane County

Estimated Attendance: 120

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☐ Yes ☒ No

Hours: _____ to _____

EVENT CATEGORY

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

☒ Other: "Frame Up" – volunteers constructing walls of a Habitat home (studs, headers, top/bottom plates)

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: Martin Luther King Jr Blvd – 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 sell beer/wine for this event?

☐ Yes ☒ No

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

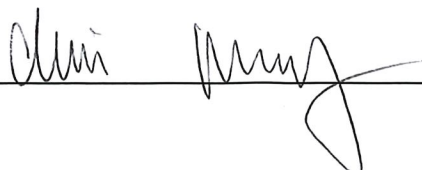
☐ Yes ☒ No

OK By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

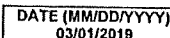
BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature



Date

3/29/19



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).

INSURER-F:

REVISION NUMBER:

The ACORD name and logo are registered marks of ACORD

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.

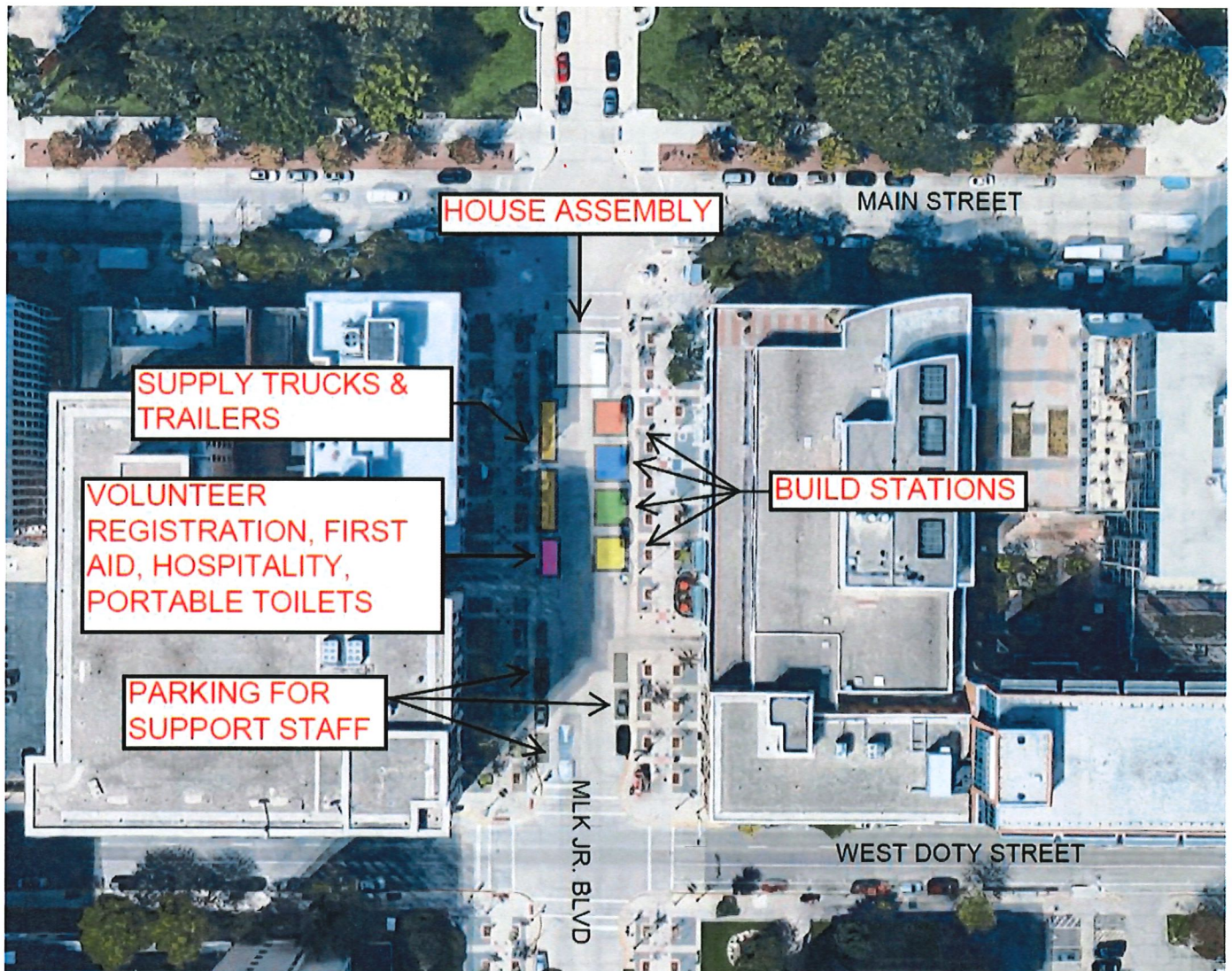
12:30 PM: Clean-up, disassembly of walls, and loading of walls into semi-trailer.

- 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 [City of Madison's Recycling Office](#), via [email](#) 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

- 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 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

Please check below to indicate that you have attached the following to the completed application:

- | | |
|---|--------------|
| <input checked="" type="checkbox"/> Street Event Schedule | (Step 3) |
| <input checked="" type="checkbox"/> Street Event Site Map | (Step 4) |
| <input checked="" type="checkbox"/> Emergency Action Plan | (Step 5) |
| <input checked="" type="checkbox"/> Street Event Cleanup and Recycling Plan | (Step 6) |
| <input checked="" type="checkbox"/> Street Use Permit Application | (Final Step) |
| <input checked="" type="checkbox"/> Application Fee | (Final Step) |

Date(s) the alder, businesses and residents will be notified of the event:

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- | | |
|---|-----------|
| <input type="checkbox"/> Route Map | (Step 4) |
| <input checked="" type="checkbox"/> Certificate of Insurance | (Step 8) |
| <input type="checkbox"/> Street Event Marketing Information | (Step 10) |
| <input type="checkbox"/> Amplification Permit Application | (Step 11) |
| <input type="checkbox"/> Street Event Vending License Application | (Step 12) |
| <input type="checkbox"/> Beer/Wine Sales Permit Application | (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.

- ☐ **Temporary Restaurant Permit** - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: www.publichealthmdc.com/environmental/food/tempfood.cfm or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.

Date Temporary Restaurant Permit Application Submitted: _____

- ☐ **Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: www.cityofmadison.com/clerk/licensingliquor.cfm or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. 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.

Date Temporary Class "B" Retailers Permit Application Submitted: _____

- ☐ **Fireworks Permit** - An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.

Date Fireworks Permit Application Submitted: _____

- ☐ **Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: _____

City of Madison Street Use Permit Application

Applicant: Habitat for Humanity of Dane County

Event: Frame Up on the Square

Submitted: April 4, 2019