

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Make Music Madison 2019
Event Organizer/Sponsor: Make Music Madison
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No
MANDATORY: State Sales Tax Exemption Number: ES#: 46-2276454
OPTIONAL: Federal Tax Exempt Number: _____
Address: PO Box 5186
City/State/Zip: Madison, WI 53711
Primary Contact: Natasha Sattin Work Phone: 608 216 6189
Email: director@makemusicmadison.org Phone During Event: same
Website: makemusicmadison.org FAX: _____
Secondary Contact: Jamie Kember, President Work Phone: 608 385 7727
Email: jamiekember@makemusicmadison.org Phone During Event: same
Annual Event? ☒ Yes ☐ No
Charitable Event? ☐ Yes ☒ No
If Yes, Name of charity to receive donations: _____
Estimated Attendance: 15,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): ☐ Yes ☐ No
Hours: 7 AM to 9 PM

EVENT CATEGORY

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

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: Peace Park and additional locations attached

EVENT DATE(S)/SCHEDULE

Date(s) of Event: Friday, June 21 2019 Event Start and End Times: 7 AM - 9 PM
Rain Date (if any): N/A Set-Up Start Time: 7 AM
Take-Down Start Time and End Times: 10 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

NSS 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 Natasha Stevens Sattin Date May 5, 2019

Items in GOLD have indicated the use of a sidewalk						
Items in GREEN may need permitting for blocking streets. We will verify with these three venues						
Name	Address	Public Description	Availability Start Time	Availability End Time		
Brix Coworking & Eleven Music Career Services Stage	30 West Mifflin Street	Our coworking space is in the building on the corner of State and Carroll Streets, with plans to use the open stage area on Carroll Street	6/21/19, 7:30 AM	6/21/19, 9:00 PM		
First Congregational United Church of Christ	1609 University Avenue	Church located at the corner of University Avenue and Breese Terrace.	6/21/19, 8:00 AM	6/21/19, 8:00 PM		
Fromagination (specialty food shop)	12 South Carroll Street	12 South Carroll Street, Madison, across from the State Capitol and next to Park Hotel.	6/21/19, 10:00 AM	6/21/19, 6:00 PM		
Hive of Madison	1904 Monroe Street	We are located on the corner of Harrison and Monroe Streets, directly across from Trader Joe's. We have a wide sidewalk, and easy access. We are a block from the bike path, with a B-Cycle kiosk across the street. Monroe Street has great pedestrian traffic all day, and will have lots of walk by audience members. We do have a restroom available also.	6/21/19, 10:00 AM	6/21/19, 6:00 PM		
Madison Public Library	201 West Mifflin St.	This is the Central public library, 201 W. Mifflin located a block off the Capitol square, and a block away from State Street.	6/21/19, 9:15 AM	6/21/19, 8:00 PM		
Overture Center for the Arts	201 State Street	Small stag on the sidewalk along Fairchild Street near the entrance to Overture.	6/21/19, 10:00 AM	6/21/19, 2:00 PM		
St. John's Lutheran Church	322 East Washington Ave	We have 10x10 tent to put up over our 20x30 patio in front of the front doors of our church, along the sidewalk on 322 East Washington.	6/21/19, 8:00 AM	6/21/19, 9:00 PM		
Giant Jones Brewing Company	931 E Main St. Suite 9 (Entrance on Brearly St.)	We have beer on tap and would offer the first beer free for musicians who are 21 and older. We would open the garage door so people inside could hear the music. We are small craft brewery with a large garage door which opens and a small entry area that is off the sidewalk but outside the business.		6/21/19, 1	6/21/19, 9:00 PM	
Starting Block	821 E. Washington St.	821 E. Washington St.	6/21/19, 7:00 AM	6/21/19, 6:00 PM		
Wisconsin Title & Escrow, LLC	119 W. Washington Ave	Concerts perform on the green space located around the corner of W. Washington Ave and Carroll Street	6/21/19, 10:00 AM	6/21/19, 7:00 PM		
WSUM Radio Stage (East Campus Mall)	333 East Campus Mall	East Campus Mall near Vilas Hall	6/21/19, 4:00 PM	6/21/19, 8:00 PM		
Michelangelo's Coffee House	114 State Street	Downtown, Sate Street right next to the Capital steps. 114 State St.	6/21/19, 1:00 PM	6/21/19, 6:00 PM		
Marquette hotel	414 s baldwin	We are at CafÃ© and hotel located on the corner of Williamson and Baldwin Street. We do have some sound equipment.	The Marquette hot	6/21/19, 9	6/21/19, 7:00 PM	
SERRV State St.	224 State St.	Awning on the sidewalk on the 200 block of State St.	6/21/19, 10:00 AM	6/21/19, 7:00 PM		
Sugar Shack Records	2301 Atwood Avenue	Retail Record Store with the capability of having live music indoors or outdoors - 2301 Atwood Ave.	6/21/19, 8:00 AM	6/21/19, 8:00 PM		
Federal Courthouse	120 N. Henry St.	Under the neon overhang at W. Dayton and N. Henry Streets.	6/21/19, 12:00 PM	6/21/19, 6:30 PM		
Table Wine	2045 Atwood Ave Ste 111	We are a wine store & bar right at 2045 Atwood Avenue, so your visibility will be high. We're in a mixed use building and plan on publicizing this event with our fellow tenants and residents. We also have a robust social media presence and event schedule, and we typically have between 20-50 people at our events. To show our appreciation, we'd be happy to treat the musicians who play here a drink after the performance. We had a lot of fun with this event in previous years and generally love participating in neighborhood and city events like this one.	Wine store & bar o	6/21/19, 5	6/21/19, 8:00 PM	
Talbot Studio and Gallery	2118 Atwood Avenue	PA will be set up, and performances will be live streamed. Art Gallery on Atwood Avenue	Art Gallery on Atwd	6/21/19, 1	6/21/19, 5:00 PM	
Garage on Olin Ave. Across from Madison Pool	225 Van Deusen St.	garage on Olin Ave. across from Goodman Swimming Pool parking lot; street address of house is 225 Van Deusen St.	6/21/19, 7:00 PM	6/21/19, 8:00 PM		

Madison Children's Museum, Rotary Plaza Stage		Outdoor stage at public plaza, 100 N Hamilton . Photo: https://madisonchildrensmuseum.files.wordpress.com/2015/06/summerpalooza2.jpg	6/21/19, 11:30 AM	6/21/19, 4:00 PM	
Monroe Commons	1810 Monroe Street	The plaza outside the Monroe Commons building is at the intersection of Monroe Street, West Lawn Ave. and Spooner Street .	6/21/19, 2:00 PM	6/21/19, 8:00 PM	
musicus animus	east washington ave	yahara river under the east side of the east washington bridge	6/21/19, 4:00 PM	6/21/19, 8:00 PM	
WORT Community Radio	118 South Bedford St	Still in the planning stages. We want to partner with neighboring properties to provide music for residents in new construction all around.	6/21/19, 8:00 AM	6/21/19, 8:00 PM	
Jackson Street Plaza	2200 Atwood Ave.	On Atwood Ave at Jackson St. (near the ice cream window). The plaza is a little parklet with seating and a bike path running through it.			
Lisa Link Peace Park		In conjunction with Make Music Madison (MMM), a citywide, free, outdoor day of music in Madison; Madison's Central BID will host two music venues within the district. Performers participate free of charge. Our location, Lisa Link Peace Park , will feature a themed music presentation. We would like to have performers throughout the day 11am - 8pm. Audience range between 20 guests in the morning to 150+ for evening performances. We will provide a PA for the event and our program coordinator will be on site.			
SJC Jubilee at the Social Justice Center	1202 Williamson Street	Closure: 300 Block of S. Few We plan to get a permit to close off Few St from Spaight to Rutledge . We will set up some chairs in the street, have space for people to dance and we will provide some snacks.	Home to several lo	6/21/19, 11:00 AM	6/21/19, 9:00 PM
611 S FEW STREET	611 S Few St		Large porch direct	6/21/19, 1:00 PM	6/21/19, 8:00 PM

EMERGENCY ACTION PLAN (EAP)

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

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 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

Primary Contact	FIRST/LAST NAME NATASHA SATTIN 608 216 6189	CELL PHONE
Secondary Contact	FIRST/LAST NAME JAMIE KEMBER 608 385 7727	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

STREET EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you have marketing information?

☒ Yes ☐ No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Individual venues will use their channels to promo event. Make Music Madison will utilize radio, TV, social media, web, word of mouth, posters and signage.

Will there be live media coverage during the event and where will the media vehicles be parked?

Possibly, we are not sure yet.

PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: Make Music Madison 2019

Location: Everywhere.

Public Contact Phone: 608 216 6189

Website: www.makemusicmadison.org

Admission Cost: FREE

Date of Event: Friday, June 21 2019

Beginning/End Time of Event: 7 AM to 9 PM

Two sentence description of event (for internet calendar):

Make Music Madison turns the city into a stage with hundreds of free outdoor concerts held at over 100 Madison locations from parks to plazas, businesses to block parties, and gardens to garages. Make Music Madison is part of Make Music Day, the global celebration of music held on over 1,000 international cities annually on June 21st.