

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Madison Junekenth Celebration  
Event Organizer/Sponsor Kujichagulia Madison Center for Self Determination  
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No

If Yes, provide State of Wisconsin Tax Exempt Number CES 049966

Address P.O. Box 259806

City/State/Zip Madison WI 53725

Primary Contact Annie Weatherly Flowers FAX \_\_\_\_\_

Work Phone 608 261-0279 Phone During Event same

E-mail info@kujimcsd.org

Website www.kujimcsd.org

Secondary Contact Jacqueline Hunt

Work Phone 608 628-7708 Phone During Event same

E-mail jackie.hunt@gmail.com

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☐ No

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

Estimated Attendance 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10am to 6pm ☐ Yes ☐ No

## EVENT CATEGORY

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

## LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ Podium/700-800 State Street  
☐ 30 on the Square (a.k.a. top of 100 block of State Street) ☐ Other (specific blocks/streets requested below)  
Street Names and Block Numbers: Quick Craft, Center, Fisher (100-200) Bunn, (200) June

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6-18/19-21 Rain Date(s) None

Event Start Date(s)/Time(s) 10am Set-Up Date(s)/Time for Event \_\_\_\_\_

Event End Date(s)/Time(s) 5pm Take-Down Time \_\_\_\_\_

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

[Signature] I/We waive the 21-day decision requirement. \_\_\_\_\_ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

Signature Annie Weatherly Flowers Date 6/18/21

## Parking Plan for Juneteenth Day

Celebration June 15, 2019

### Street Closures:

1. Buick Street (Between Taft and Fisher
2. 2000 -2100 Fisher Street
3. 2000 – 2100 Taft Street (no parking on even side of the street)
4. 800 Block of Center
5. 2000 Baird Street
6. Dane Street

### Parking Alternatives

- A. Village Mall
- B. Mt. Zion Church
- C. Fountain of Life Church
- D. Vendor (the park side of Dane and Fisher (Vendors will have parking passes in front windows)
- E. Disabled parking in Park lot (Access granted to individuals at Buick and Taft only with proper vehicle tags and/or plates.

# 2019 - Madison Juneteenth Parade Route

2019

## 2019 - Juneteenth Parade Route

Parade begins at 11 AM

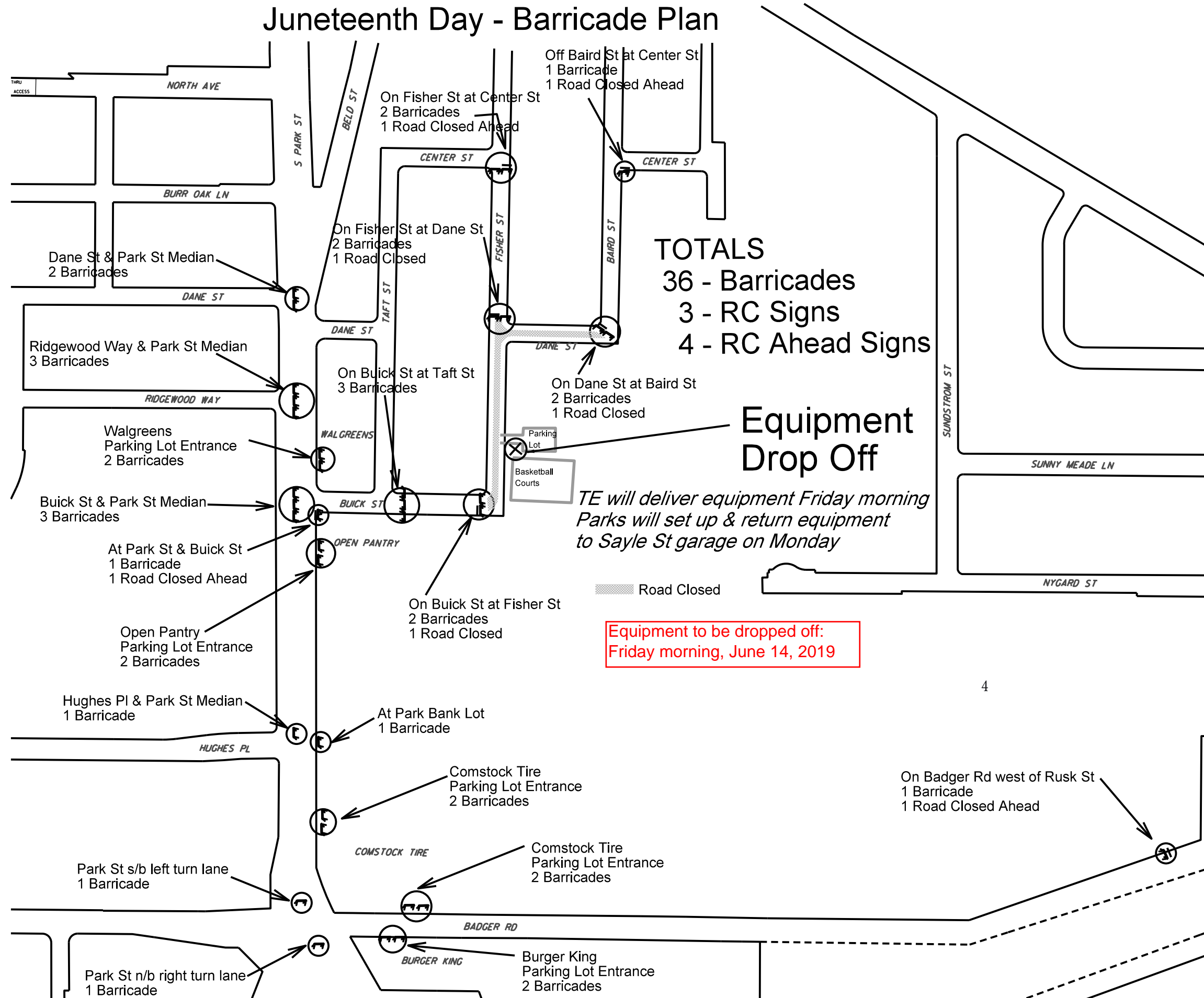
 Parade Starting Point and Staging Area

 Parade Route

 Parade Ending Point



# Juneteenth Day - Barricade Plan



**TOTALS**  
 36 - Barricades  
 3 - RC Signs  
 4 - RC Ahead Signs

**Equipment Drop Off**

*TE will deliver equipment Friday morning  
 Parks will set up & return equipment  
 to Sayle St garage on Monday*

Equipment to be dropped off:  
 Friday morning, June 14, 2019



# Park Event Application

## EMERGENCY ACTION PLAN



Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

### I. GENERAL

Juneteenth Celebration will be held Saturday, June 19, 2021 at Penn Park

EVENT NAME

DATE

GENERAL LOCATION/ADDRESS/PARK NAME

### 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/ ☐k will not have on-site EMS. Annie Weatherby Flowers 608.358.2872 and Jackie Hunt 608.628.7708

CONTACT NAME/CELL NUMBER

3. We ☐ will/ ☒ will not have on-site Police or Security. Rachmaan Weatherby – 608.217.7813

CONTACT NAME/CELL 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.



# Park Event Application

## EMERGENCY ACTION PLAN



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	Annie Weatherby-Flowers	Cell: 608.358.2872
Secondary Contact	Jacquelyn Hunt	Cell: 608.628.7708
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345