

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Live Well @ Your Library: Celebration Wellness Event

Event Organizer/Sponsor: Madison Public Library

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number: ES#: ES-42916

OPTIONAL: Federal Tax Exempt Number: _____

Address: 201 W. Mifflin Street

City/State/Zip: Madison, WI 53703

Primary Contact: Kristina Gomez Work Phone: 608-266-6300

Email: kgomez@madisonpubliclibrary.org Phone During Event: 262-497-2364

Website: madisonpubliclibrary.org FAX: 608-266-4338

Secondary Contact: Farrah McDaniel Work Phone: 608-266-6395

Email: fmcdaniel@madisonpubliclibrary.org Phone During Event: 989-941-2592

Annual Event? ☐ Yes ☒ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 50-75 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No

Hours: 1:00 PM to 4:30 PM

EVENT CATEGORY

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

☒ Other: Wellness Event featuring various health practitioners and vendors

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: W. Mifflin Street between W. Henry and W. Fairchild Streets

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 09-19-2021 Event Start and End Times: 1:00 PM – 4:30 PM

Rain Date (if any): _____ Set-Up Start Time: 11:00 AM

Take-Down Start Time and End Times: 4:30 PM – 5:30 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

FM 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

A handwritten signature in black ink, appearing to read "J. Michaels". The signature is written in a cursive style with a large initial "J" and a stylized "M".

Date 9-8-2021

Madison Public Library Live Well Event, Sunday, 9/19

Street Event Schedule

11:00 AM: **Setup Starts:** staff set-up crew arrives; supply drop-off

12-1:00 PM : Vendor & Practitioner arrival and set-up

1:00 PM: **Live Well Event Starts**

Activity Stations & Vendors (1-4:30): [running list here](#)

- Welcome Table
- Health Screening
- Voter Registration
- Refreshments
- Food demo/vendor
- Bubbler Artist
- Youth activity?
- Additional Vendors (who?)

2-2:45 PM: Forward Madison activity

3- 3:45 PM: Yoga cool down

4-4:30 PM: Community Conversation (or between 1-2pm?)

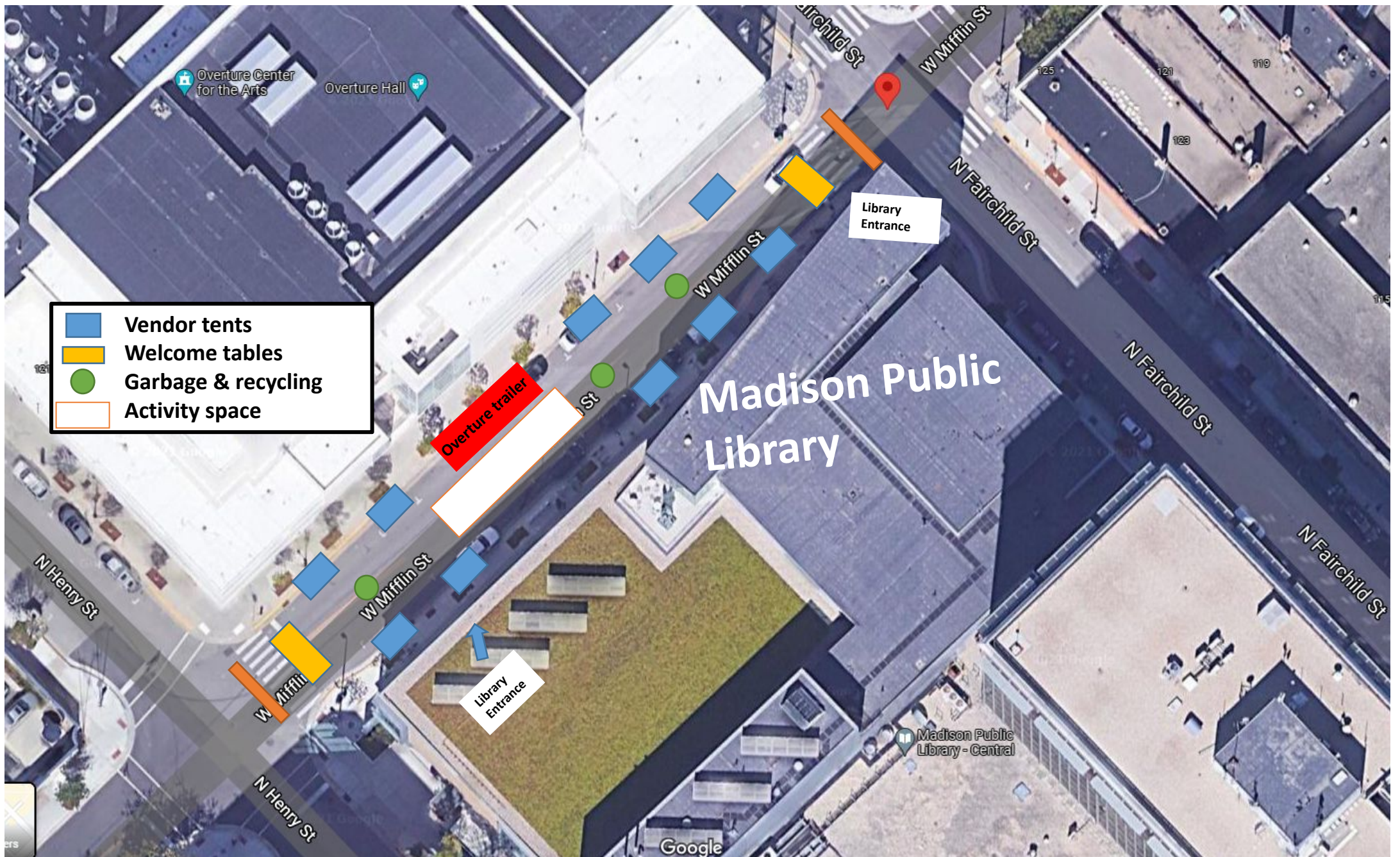
4:30 PM: Activities end; vendor & activity stations pack-up

4:30-5:30 PM: Final tear-down & clean-up

5:30 PM: Event Ends (street reopens)

Street Event Site Map

See Attached PDF



- Vendor tents
- Welcome tables
- Garbage & recycling
- Activity space

Madison Public Library

Overture trailer

Library Entrance

Library Entrance

Madison Public Library - Central

Google

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Live Well @ Your Library: Celebration Wellness Event" will be held September 19, 2021 at Madison Public Library, Cenral Library, 201 W. Mifflin Street, Madison WI 53703.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Live Well @ Your Library: Celebration Wellness Event" (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: Kristina Gomez.

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 (N/A)
- 3. We ☐ will / ☒ will not have on-site Police or Security (N/A)

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 Kristina Gomez 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 Kristina Gomez 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: Farrah McDaniel.
- 6. Parking for vendor and staff vehicles will be: Overture Center Garage; W. Mifflin Street WEST of N. Henry Street; N. Henry & N. Fairchild Streets; W. Washington Street.
- 7. Parking for attendee vehicles will be: Overture Center Garage; W. Mifflin Street WEST of N. Henry Street; N. Henry & N. Fairchild Streets; W. Washington Street.

V. CONTACT INFORMATION

Primary Contact	Kristina Gomez	262-497-2364
Secondary Contact	Farrah McDaniel	989-941-2592
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

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:

Number of garbage containers: 3

Location of garbage containers: throughout W. Mifflin Street, next to activity area

Number of recycling containers: 3

Location of recycling containers: throughout W Mifflin Street, next to activity area

Volunteers/Staff assigned to collection and cleanup: Madison Public Library Staff

Using city containers: No

If No, Name and Contact Information of Collection Agency: Madison Public Library Staff, 608-266-6300