PARK EVENT PERMIT APPLICATION

MADISON PARKS

CONTACT INFORMATION

Name of Event: _____

Event Organizer / Sponsor: _____

Organization / Sponsor Address: _____

Organization / Sponsor website: _____

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

MANDATORY: State Sales Tax Exemption Number: CES#: _____

Day-of contact info:

Primary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

Secondary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

EVENT INFORMATION

OCCURRENCE:

☐ One-Day Event
☐ Multi-Day Event (consecutive days)
☐ Recurring Event (weekly, monthly)

TYPE OF EVENT (select all that apply):

☐ Music / Concert / Festival
☐ Athletic Competition
☐ Free Community Gathering / Health Fair
☐ Fundraiser
☐ Other: _____

EVENT DATES (see page 2 for detailed schedule form)

Set Up - Date(s): _____ Event Start - Date(s): _____

Clean Up - Date(s): _____ Event End - Date(s): _____

LOCATION INFORMATION

Park Requested: _____

Requesting use of shelter: ☐ during set up ☐ during event ☐ during cleanup

Requesting use any athletic fields: ☐ Yes ☐ No ☐ Unsure

EVENT DATES (select all that apply for the event)

Annual Event? ☐ Yes ☐ No

Vending? ☐ Yes ☐ No

Serving beer/wine? ☐ Yes ☐ No

Public Amplification? ☐ Yes ☐ No

Temporary Structure? ☐ Yes ☐ No

Selling beer/wine? ☐ Yes ☐ No

APPLICATION SIGNATURE: THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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 ISSUED. THE ORGANIZATION OR PERSON TO WHICH A PERMIT IS ISSUED WILL BE RESPONSIBLE FOR THE CONDUCT OF THE EVENT, THE CONDITION OF THE PERMITTED AREA, AND ACTUAL FEES FOR SERVICES PROVIDED. FALSIFICATION OF INFORMATION ON THE APPLICATION WILL RESULT IN FORFEITURE OF UP TO $200 PER FALSIFIED ITEM.

Applicant Signature: _____ Date: _____

PARK EVENT PERMIT APPLICATION

ATTENDANCE AND SCHEDULE FORM

ESTIMATED ATTENDANCE

Estimated average daily attendance for event: _____ Estimated total attendance for event: _____

DAILY ATTENDANCE INFO:
Date: _____ Estimated attendance (total): _____ Peak time / attendance: _____
Date: _____ Estimated attendance (total): _____ Peak time / attendance: _____
Date: _____ Estimated attendance (total): _____ Peak time / attendance: _____
Date: _____ Estimated attendance (total): _____ Peak time / attendance: _____

EVENT SCHEDULE (be as detailed as possible)
EVENT SCHEDULE SHOULD INCLUDE, BUT NOT LIMITED TO:
SETUP DATE(S)/TIMES * PARK SHELTER USE DATE(S)/TIMES * EVENT DATE(S)/TIMES * CLEANUP DATE(S)/TIMES * VENDOR SETUP/TAKE DOWN DATE(S)/TIMES * CONCERT SETUP/SET TIMES/TAKE DOWN * TEMPORARY STRUCTURE SETUP/TAKE DOWN * RUN/WALK START/END TIMES * SPECIFIC ADVERTISED ACTIVITIES THAT WILL DRAW A CROWD * ETC.

(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) *INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*

PARK EVENT PERMIT APPLICATION

SITE MAP

A site map is required for all Park Event permit requests that will have setup outside of a Park shelter. The information you should include on your site map depends on the details of the event request (location, setup, etc.)

Please submit your site map as a separate attachment.

Site Map Requirements

- Identify requested Park
- Event perimeter
  - Indication if putting up fencing
  - Indication of each entry and exit point
- Temporary Structures (stages, tents, portable toilets, inflatables, etc.)
  - **must include dimensions of each structure**
- ADA accessible pathways within the event perimeter
- Signage, banner placement
- Vendor area(s)
- Beer/wine tent(s), garden(s), etc.
- Garbage/recycling receptacles and / or dumpster placement
- Route map(s) – if applicable
  - Indication of any bike path usage along the route
  - Water station or portable toilet locations along the route

PUBLIC IMPACT

What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts? Have you communicated with any residents/businesses that may be impacted by the event?

PARK EVENT PERMIT APPLICATION

CERTIFICATE OF INSURANCE

Requirement of a Certificate of Insurance will be noted on the Permit Conditions for your event .

- The City's Risk Manager determines whether a Certificate of Insurance is required for an event.
  - The determination is based on the risk level of an event.
  - Risk level is determined by such things as, but is not limited to:
    - Activities planned for the event
    - Anticipated attendance
    - Beer/alcohol
    - Potential for injury
    - Size and nature of the event

- If a Certificate of Insurance is required, the event organizer must:
  - Submit a general liability insurance policy certificate
    - **30 days prior to the event date**
    - In the amount of $1,000,000 (unless otherwise specified)
    - Naming the City of Madison as Additional Insured.
  - If alcohol (beer/wine) will be sold, this certificate must include liquor liability.
    - **60 days prior to the event date**
    - Will also be required for the Temporary B Picnic License

- Submit official certificate by mail, email, or fax to the City of Madison Risk Management Office
  City Risk Manager
  210 Martin Luther King, Jr. Blvd., Rm. 406
  Madison, WI 53703
  Phone: (608) 266-5965
  Fax: (608) 267-8705
  Risk Manager Email
  eveum@cityofmadison.com
  jaustin2@cityofmadison.com

INDEMNIFICATION CLAUSE FOR PERMITS

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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 ISSUED. THE ORGANIZATION OR PERSON TO WHICH A PERMIT IS ISSUED WILL BE RESPONSIBLE FOR THE CONDUCT OF THE EVENT, THE CONDITION OF THE PERMITTED AREA, AND ACTUAL FEES FOR SERVICES PROVIDED. FALSIFICATION OF INFORMATION ON THE APPLICATION WILL RESULT IN FORFEITURE OF UP TO $200 PER FALSIFIED ITEM.

PARK EVENT PERMIT APPLICATION

MADISON PARKS

PUBLIC AMPLIFICATION FORM

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Will you be using public amplification at your event? ☐ Yes ☐ No

If No, you can skip this form.
If Yes, you must complete this form.

AMPLIFICATION INFORMATION

Name of Event: _____

Type of Amplified Sound:

☐ Sound System
☐ Speeches/Announcements
☐ Karaoke
☐ Band(s) (names): _____
☐ DJ (names): _____
☐ Other (please specify): _____

Amplification Schedule:

- You must include any sound checks or equipment testing, in the amplification schedule.

Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____

Public Amplification Permit 1 – (PA1) - $60 / 6 hours ☐ Yes ☐ No

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Additional Hour(s) between 8AM and 10PM: $20
- Extraordinary extension to 11 PM (requires Park Commission approval): $50
- Special Conditions:
  - » Two 6 hour permits can be purchased on a day.
  - » No carryover of hours unused on one date may be applied to a second date.

Public Amplification Permit 2 – (PA2) - $150 / 6 hours ☐ Yes ☐ No

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Additional Hour(s) between 8 AM and 10 PM: $30
- **Non-compliance action**
  - » A warning will be given to comply with the conditions of the permit. If a second warning is required, a citation will be issued to the responsible party for violation of MGO 8.29. A third violation will result in the amplification being ordered to cease immediately.

PARK EVENT PERMIT APPLICATION

MADISON PARKS

TEMPORARY STRUCTURE FORM

Will temporary structures be set up at the event? ☐ Yes ☐ No
If Yes, please continue. If No, skip this form.

Temporary structures include, but are not limited to tents larger than 10' x 10', staging, trailers, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are NOT ALLOWED without special permission from Madison Parks.

REQUIRED FOR STAKING IN A MADISON PARK

Diggers Hotline, 811 or 1-800-242-8511

You must call Diggers Hotline 10-14 days before your event to schedule their work. Their work must be done no more than 10 days before your event. You **MUST** meet this timeline. They will ask for an address—please also tell them specifically that this is a park and give them the name of the park. Diggers Hotline will assign you a Ticket Number.

Inflatable Vendors

The agency from which you rent an inflatable must have its merchandise approved subject to SPS 334. You will need to confirm this with your vendor.

Tents and Canopies Permit

The Notification of Operation permit is required for tents in excess of 400 sq. ft. An application is available online: http://www.cityofmadison.com/fire/code/doINeedAPermit.cfm, (608) 266-4457.

Event/Name of Group: _____

TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure(s) do you plan to have? (Dimensions required)

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging		
Tent		
Trailer		
Inflatable		
Other		

- Company installing the structure(s): _____

TEMPORARY STRUCTURE PERMIT FEES

- With a shelter reservation: $110/structure
- Without a shelter reservation: $220/first structure
  - » Additional temporary structures: $110/structure

PARK EVENT PERMIT APPLICATION

PARK EVENT VENDING PERMIT FORM

Will you be having vending at your event? ☐ Yes ☐ No

If No, you can skip this form.
If Yes, you must complete this form.

Name of Event: _____

Event organizers/sponsors are responsible for submitting a list of event vendors at least two weeks prior to the event to the City of Madison.

- How many for-profit vendors will be at the event? _____
- How many non-profit vendors will be at the event? _____

VENDING PERMIT FEES:

Single Non-Profit Vendor permit	$ 75.00
Each additional day	$ 25.00
Single Vendor permit	$ 275.00
Each additional day	$ 50.00
Umbrella Vendor permit (multiple vendors, up to 7 vendors)	$ 845.00
Each additional day	$ 50.00

Events on City of Madison property are also required to submit event and food vendor information to Public Health of Madison and Dane County. Food vendors are required to have a Transient Food Stand License or Mobile Food Establishment License from PHMDC, contact leadmin@publichealthmdc.org for requirements or questions.

Events with vendors, in the State of Wisconsin, are also required to submit a S-240 form to the WI Department of Revenue.

VENDOR LIST

(Submit separate list as needed – include all info below for each vendor)

Legal Business Name	Address	Contact (name)	Email	WI sellers permit #	Food OR Merchandise	Nonprofit
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No

PARK EVENT PERMIT APPLICATION

PARK EVENT BEER/WINE SALES PERMIT FORM

Will you be serving or selling beer/wine at your event? ☐ Yes ☐ No

If No, you can skip this form.

If Yes, there is important information on this form about City of Madison licensing requirements, continue reading.

Temporary B Picnic License – APPLICATION DUE AT LEAST 60 DAYS BEFORE EVENT
A Temporary B Picnic License is required if you plan on serving or selling beer/wine at your event.

A Certificate of Insurance with liquor liability is also due with the Temporary B Picnic License at least 60 days before the event.

Temporary B Picnic License
Temporary B Picnic License FAQ
Submit to:
City of Madison Clerk's Office
210 MLK Jr Blvd, Room 103
Madison, WI 53703
licensing@cityofmadison.com
608-266-4601

Will you be sellling beer/wine at your event? ☐ Yes ☐ No

If No, you can skip this rest of this form.

If Yes, you must complete this form.

Street Use Event Beer/Wine Selling Permit
Permit fee is $700.00.

Name of Event: _____

I understand I must obtain a Temporary B Picnic License in order to sell beer/wine at my event. *(initial)*_____

I understand I must submit a Certificate of Insurance with Liquor Liability along with the Temporary B Picnic License application at least 60 days before the event date to the Clerk's Office. *(initial)*_____

If the Temp B Picnic License is denied, the event will be:
☐ Canceled
☐ Not Canceled

PARK EVENT PERMIT APPLICATION

PARK EVENT CLEANUP AND RECYCLING PLAN

Events are required to submit a clean-up and recycling plan with their application. Plans should include number and location(s) for garbage/recycling containers and dumpsters, collection during event, disposal after the event and any other relevant information.

Park Events can request additional Madison Parks trash barrels. Please email madisonevents@cityofmadison.com to find out how many receptacles are already in the Park so you can determine if you need to request more.

Will you be renting City of Madison receptacles? ☐ Yes ☐ No

Name of Event: _____

Location (where should they be delivered in the Park?): _____

Please indicate quantity of trash barrels: _____
Please indicate quantity of recycling barrels: _____

8 barrel minimum: Each increment of up to 8 barrels $150 ($142.18 no tax)

If you are not requesting City equipment, please provide the name and contact information of the collection agency providing equipment or services for the event. _____

Any group that leaves an area in a condition that requires special clean-up by City crews will be charged the full cost of clean-up.

If you need assistance with your clean-up and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

Provide detailed trash/recycling/clean-up information (please submit as a separate document if needed):

PARK EVENT PERMIT APPLICATION

PARK EVENT MARKETING INFORMATION

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

Do you want your event listed on the City of Madison Online Event Calendar? ☐ Yes ☐ No

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

CITY OF MADISON CALENDAR OF EVENTS

If you want your event to be listed on the City of Madison online event calendar, please complete the Marketing Information form. Your event will only be included on the calendar 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 calendar.
**required info*

*Official Name of Event: _____

*Location: _____

Public Contact Phone: _____

*Website: _____

*Admission Cost: _____

*Date of Event: _____

*Beginning Time of Event: _____ *End Time of Event: _____

*Two sentence description of event (short promotional description of the event):

_____

_____

_____

_____

Poster Kiosks on the Capitol Square and State Street

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are placed in the kiosks approximately every 1-2 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, max size 12”x17”, up to one month in advance of your event. Drop off at the Parks Division, 330 E Lakeside St, Madison, WI 53715, Monday – Friday, 8:00 am – 4:30 pm.

EVENT ACCESSIBILITY

Residents with disabilities are an important part of the Madison community. Under the Americans with Disabilities Act, people with disabilities must be able to enjoy "the same goods, services, facilities, privileges, advantages, or accommodations" that are available to other members of the public. This includes public events.

This guide will help you plan for accessibility and make sure your event meets the minimum requirements for an event permit from the City of Madison. We recommend that you revisit this form on the days leading up to your event and on the day of the event.

Resources

- ADA National Network's A Planning Guide for Making Temporary Events Accessible to People With Disabilities
- City of Madison Disability Rights and Services website has information about accessible parking, service and animals, language access services, and other topics.
- The Disability Rights and Services Program can provide you with support and consultation to help you plan an accessible event and for guidance in responding to requests for reasonable accommodations. Contact Rebecca Hoyt, Disability Rights and Services Specialist at (608) 266-6511 or RHoyt@cityofmadison.com.

EVENT ACCESSIBILITY

These questions help the city ensure that basic elements of accessibility will be provided at your event. **Complete all parts of this form that are relevant to your event.** By submitting this form, you agree to provide the accessibility features described here at your event.

Event Materials

Your event materials must include a contact for language access and reasonable accommodation requests on all marketing materials for the event. Sample Language: *If you need interpretation, translation, or a reasonable accommodation contact* _____.

Who will be the contact person for your event?

Name: _____

Email: _____

Phone: _____

How do you plan to provide materials in an alternative format such as braille, large print, or audio format if requested?

_____

_____

_____

Will you have volunteers or staff available to assist people with access needs on the day of the event? Who and how many?

_____

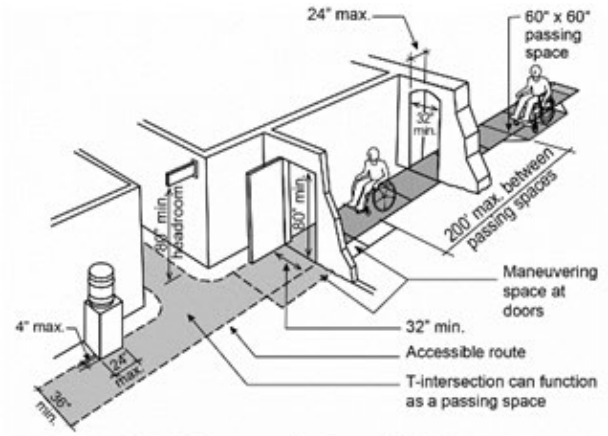
_____

_____

_____

Accessible Routes

An accessible route must be a smooth service, clear of obstacles, and at least 32 inches wide for one-way travel and 60 inches for two-way travel.



Basic Features of an Accessible Route

1. Is there an accessible route from public transit stops, drop-off locations, and parking lots to your event entrance?

   _____
   _____
   _____

2. Is there an accessible route to get to all features of the event such as performance areas, food venders, exhibitors, etc.

   _____
   _____
   _____

3. If no, what steps will you take to ensure an accessible route? For example, temporary curb ramps or barricades.

   _____
   _____
   _____



If you are using an alternative route for access, you must include signage to help people with disabilities find an accessible route from public transit stops, drop-off locations, and parking lots and within the event space. Include a map with the alternative route and note the signage you will provide. A map is not required if the main entrance is accessible.

Service Animals

Service animals are trained to do important work for people with disabilities. They must be allowed to do this work in public spaces. How will you inform staff and volunteers about Service and Support Animal requirements?

_____
_____
_____

Event Activities

How will you ensure that event activities are accessible to all participants?

_____
_____
_____

If there are event activities that cannot be made accessible, what alternative activities will be made available?

_____
_____
_____

If your event has performance areas, do you have a plan to provide captioning, assistive listening devices, and American Sign Language interpretation if requested?

_____
_____

The City of Madison has a wheelchair accessible stage ramp available (there may be fees for delivery). Will you need an accessible stage ramp for your event?

If your event will include a seating area, at least one wheelchair accessible seating area is required for every 25 seats. A space that is a minimum of 30 inches wide by 48 inches long is necessary to park a wheelchair. We recommend making wheelchair accessible seating available close to the front so that wheelchair users can sit next to non-wheelchair users who attend the event together.

Total number of seats: _____
Number of accessible seating areas: _____

Food and Drink

Will your event include food and drink? _____

Vendors should be advised that they will need to provide accommodations such as leaving a food truck to take orders or deliver items if counters are not accessible. How will you communicate this to venders?

Dining areas should include accessible seating for people who use mobility devices. Describe accessibility features in dining areas.

The Parks Department has accessible picnic tables available if needed. Will you need accessible picnic tables for your event?

Portable Restrooms

Will you have portable restrooms? _____

At least five percent of portable toilet units must be accessible. How many portable restrooms will be provided?

How many will be accessible? _____

If restrooms will be provided in multiple locations, will an accessible restroom be provided in each location? Describe.

Shelter

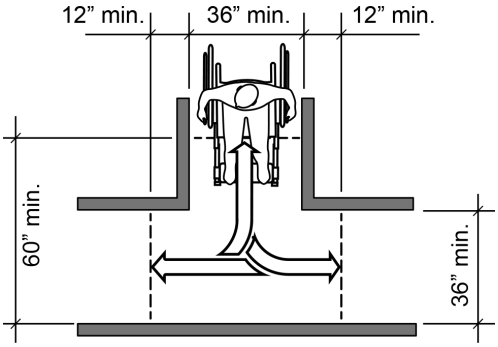
If your event will take place outdoors, temporary shelters must be accessible for people with mobility devices. Consider if there is a smooth transition from paved pathways to grass areas and an accessible route to the shelter area.

If not accessible, what steps will you take to ensure access to shelters? For example, temporary ramps or alternative paths of travel. Describe or include a diagram.

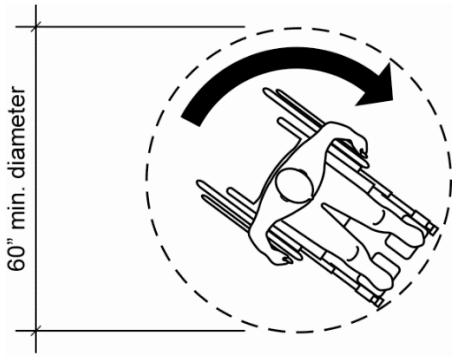
Exhibitor Spaces

Will your event include exhibitor spaces? _____

Exhibitor tables should be arranged with at least 36 inches of clearance and provide at least a 60-inch diameter for turning areas. For two-way travel, 60 inches of clearance is needed.



T-Turn Space



Pivoting Turn Space

Describe exhibitor spaces or include a diagram.

Existing Facilities

Are there any accessibility concerns related to the existing facilities? Describe.

Please report accessibility issues with the existing site with enough time for repair, replacement, or assistance with temporary modification. Contact Rebecca Hoyt, Disability Rights and Services Specialist at (608) 266-6511 or RHoyt@cityofmadison.com.

Emergency Action Plan Template

This Emergency Action Plan (EAP) template is designed and intended to assist event organizers in planning and operating a safe community event. This plan template, or custom plan, must be used for events with an estimated attendance of 1,000 people or more. Events with an estimated attendance exceeding 10,000 people may not use this template and must develop a custom Emergency Action Plan.

Every event is different, and an event specific EAP is required.

In accordance with the Street Use Permit process and Madison General Ordinances, an EAP is required.

Name of Event: _____

Type of Event (check all that apply)

Run/Walk ☐ Festival ☐ Concert ☐ March/Rally ☐ Event in a Madison Park ☐

Event on a Madison Street, Sidewalk, and/or Parking Lane ☐ Other ☐

If other, please describe: _____

Event Features (check all that apply)

Alcohol Sales ☐ Live Music ☐ Temporary Structures ☐ Food/Vendors ☐

Fencing/Enclosures ☐ Heating/LP Use ☐

Emergency Contact Information

Provide the name and phone number for at least one person that will be the emergency contact for first responders before and throughout the duration of the event:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Event Safety

Name(s) of individual(s) responsible for event safety to include planning, event operations and event clean up: _____

Phone Number: _____ Email: _____

Event Capacity

State the estimated number of attendees over the duration of the event: _____

State the estimated maximum number of attendees at any one time during the event: _____

Specify the date, time, and describe the reason for the estimated maximum number of attendees at that time:

Specify the date and time of scheduled performances or programs that may cause attendees to gather in one area:

All stage performances require a capacity approved by the Madison Fire Department.

Not applicable ☐ Will be submitted ☐

All events where people are confined by fences, barriers, or restricted from unrestricted and open ingress/egress require a capacity approved by the Madison Fire Department.

Not applicable ☐ Will be submitted ☐

Crowd Managers

Trained (certified) crowd managers are required for a gathering of more than 1000 people. No fewer than one trained crowd manager for each 250 people (if over 1000 people) in attendance at the event shall be on-site at all times.

Note: Some security services have trained crowd managers

Number of trained crowd managers on-site at all times: _____

Event Pause, Postponement and Cancellation

Specify the name and phone number for the individual that will determine when the event may be paused, postponed, or cancelled.

Note: This is not the Madison Police Department or the Madison Fire Department.

Name: _____ Phone Number: _____

Event Evacuation and Emergency Shelter

Emergency shelter location(s): _____

List emergencies that will cause evacuation or emergency sheltering:

_____ _____ _____

_____ _____ _____

_____ _____ _____

This section should be coordinated and reference the hazards and emergency action section of the EAP.

Emergency Announcements and Notifications

Emergency announcements and notifications must be scripted before the event to ensure uniform and prompt delivery of safety and protective actions. Script Prepared: Yes ☐

Emergency announcements will state:

Describe the methods and means to notify all event attendees, vendors, and staff:

Specify the means of communication between event organizers, staff, volunteers, and personnel responsible for initiating and/or communicating emergency notification and warnings:

Weather Monitoring

All events must have someone tasked with monitoring the weather before and during the event. All threatening and active severe weather requires actions to protect all attendees, staff, volunteers, and vendors.

Name of individual assigned to monitor the weather: _____
Name of the contracted weather monitoring service (as applicable): _____
The scope of services include: _____

Event will utilize the Large Event Weather Support program offered by the National Weather Service.

Yes ☐ No ☐

- Events must have an anticipated attendance (at one time) over 1000 people.
- The required NWS form is available at http://www.weather.gov/mkx/eventsupport and must be submitted by a representative of Madison Emergency Management.
- Madison Emergency Management Coordinator for the City of Madison can be contacted at CityEOCManager@CityofMadison.com

Event Security

Contracted private security (not Madison Police) will be provided: Yes ☐ No ☐

If security will be contracted, how many personnel will be on-site? _____

Provide the name of the security service: _____

Provide a description of the scope of services to be provided by the security service.

Provide the means of communications between the security service and event management.

Event will include a defined perimeter with fencing or other barrier. Yes ☐ No ☐

Coordination with the Madison Police Department

Will the event contract for services with the MPD? Yes ☐ No ☐

Describe scope of services requested: _____

Name and phone number of the individual to meet MPD in the event of an incident/emergency:

Name: _____ Phone Number: _____

Emergency Medical Services

What methods of emergency service(s) will be provided? _____

Limited to dialing 911 for medical emergencies: ☐

First-aid station staffed by:

Volunteers: Yes ☐ No ☐ Contracted medical professionals: Yes ☐ No ☐

Name of contracted service: _____

Number of personnel on-site at all times: _____

Coordination with Madison Fire Department

Will the event contract for emergency medical services with the MFD? Yes ☐ No ☐

If yes, please complete a Special Event EMS Request Form and submit to Division Chief David Crossen.

Email: DCrossen@CityofMadison.com
Phone Number: 608-266-4256 or 608-266-4420 and ask for Division Chief of Special Events.

Contact Assistant Chief Jeff Larson to discuss coordination for an emergency response and if there will be any requirements for on-site MFD personnel, excluding EMS which is covered by the Special Event EMS Request Form mentioned above.

Email: JtLarson@CityofMadison.com
Phone Number: 608-266-5946 or 608-266-4420 and ask for Assistant Chief of Fire Operations.

Will the event be holding a meeting with organizers, staff, volunteers, or vendors prior to the event?

Yes ☐ No ☐

If so, will there be a request or opportunity for the Madison Fire Department to attend and present fire safety information as it pertains to the event (cooking, LP gas and canopy safety)?

Yes ☐ No ☐

To schedule a representative of the Madison Fire Department, please contact Scott Strassburg.

Email: SStrassburg@CityofMadison.com
Phone: 608-261-9843 or 608-266-4420 and ask for Scott Strassburg.

Name and phone number of individual assigned to meet the Madison Fire Department in the event of an emergency:

Name: _____ Phone Number: _____

Stages, Raised Platforms, Temporary Structures, and Tents

Contract(s) require vendors to provide a flame-spread certificate for all fabric materials.

Yes ☐ No ☐

Contract(s) require vendors to provide an event specific post set-up certificate of structural stability.

Yes ☐ No ☐

Contract(s) require vendors to provide a high wind safety plan to outline actions prior to and during high winds. (Ex: retract wing walls, secure hanging lights and sound equipment, lower video screens, evacuate area around stage/structure).

Yes ☐ No ☐

Canopies (10 x 10 pop-up style)

Vendor and exhibitor agreements state that all canopies must comply with the Madison Fire Department canopy safety guidelines.

All canopies shall be weighed to withstand 35 MPH winds.

All canopies shall be taken down or the fabric removed when winds exceed 35 MPH, or the NWS issues a high wind advisory or severe thunderstorm warning.

Is there cooking at the event? Yes ☐ No ☐

If there is cooking at the event, vendor and exhibitor have an agreement that cooking is not allowed under a canopy. Yes ☐ No ☐

Site Map Requirements

The site map submitted with the application includes the following, as required by the fire code:

☐ Fire lanes and emergency access into, through and out of the event area.
☐ Egress and escape routes for attendees, vendors, staff and volunteers.
☐ Location of emergency medical services.
☐ Vendor and concession locations
☐ Location of fire extinguishers.
☐ Perimeter fencing and access control.
☐ Vehicle barriers.

Event Safety Inspections

Within 30-minutes of the start of the event and every _____ minutes throughout the event, _____ (name of individual or operation position) will conduct a safety inspection of the event. The event safety inspection must be specific to the event. The Event Safety Inspection Checklist addendum to this EAP may be used.

EAP Distribution and Training

The EAP must be distributed to all staff, vendors, contractors, participating agencies, and volunteers.

Event Staff ☐ Vendors ☐ Crowd Managers ☐ Security ☐ Performers ☐ Promoters ☐
Volunteers ☐ Contractors ☐ EMS ☐ Others _____

Event specific training in the use and responsibilities associated with this EAP shall be provided to event personnel. At a minimum, the following personnel will receive training:

Event Staff ☐ Crowd Managers ☐ Security ☐

Hazard, Prevention Methods, Protective and Emergency Actions

Community events face natural, and human caused hazards. Event planners and operators must be prepared to deal with hazards and safeguard attendees from such hazards. Prevention and protective actions must be event specific.

- Prevention actions are things that you do before the hazard to prepare for an imminent threat or emergency.
- Protective actions are positive steps to protect people and minimize the adverse impact of an emergency or imminent threat.

The individual or operational position responsible for each action must be stated.

Examples:

Hazard – Fire

1. Prevention Actions:
    a. Invite MFD to vendor training.
    b. Provide all vendors with fire safety information.
    c. Pre-event fire safety inspection by: (Name of staff person responsible for safety).
2. Protective and Emergency Actions:
    a. Call 911
    b. Evacuate area.
    c. Deploy fire extinguisher.

Hazard – High winds or severe thunderstorm

1. Prevention Actions
    a. Continuous weather monitoring.
    b. Alert all staff and vendors of any weather threats.
2. Protective and Emergency Actions
    a. Notify ALL staff, volunteers, vendors, and attendees.
    b. Take down canopies.
    c. Cancel and evacuate event.
    d. Direct attendees to shelter locations: (List of locations).

Worksheet for Hazards

High Winds

Prevention Actions

Protective and Emergency Actions

Medical Emergency

Prevention Actions

Protective and Emergency Actions

Extreme Heat

Prevention Actions

Protective and Emergency Actions

Severe Thunderstorm

Prevention Actions

Protective and Emergency Actions

Tornado

Prevention Actions

Protective and Emergency Actions

Lost Child

Prevention Actions

Protective and Emergency Actions

Fight/Domestic Disturbance

Prevention Actions

Protective and Emergency Actions

Active Shooter/Active Killer

Prevention Actions

Protective and Emergency Actions

Fire/Explosion

Prevention Actions

Protective and Emergency Actions

Vehicle Through Barricade

Prevention Actions

Protective and Emergency Actions

Peaceful Protest (Your Event or Unrelated Issue)

Prevention Actions

Protective and Emergency Actions

Civil Unrest

Prevention Actions

Protective and Emergency Actions

Power Failure

Prevention Actions

Protective and Emergency Actions

Crowd Crush/Surge

Prevention Actions

Protective and Emergency Actions

Bomb, Bomb Threat or Suspicious Package

Prevention Actions

Protective and Emergency Actions

Air Quality Alert

Prevention Actions

Protective and Emergency Actions

Event Safety Inspection Checklist Addendum	**Enter time when check occurs (see EAP for how often)**								
	Before event	During event							
Traffic management plan deployed									
Barricades in-place									
Trip hazards removed or covered									
Canopies weighed down									
Electrical cords grounded									
Grills adjacent to and not under canopies									
Propane connections and fittings tight and soap tested for tightness									
Security personnel in-place									
Weather monitoring on-going									
Fire lanes clear and unobstructed									
Capacity count on-going (only if approved capacity required)									
Exits open and unobstructed									
Fire extinguishers accessible									
Emergency medical personnel on-site (as applicable)									
Perimeter secure									
No abandoned or suspicious bags or property									
Perimeter and access control measures in place									

Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event.

Event Safety Inspection Checklist Addendum	**Enter time when check occurs (see EAP for how often)**								
	Before event	During event							
Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event.									

After Street Use Permit Approval Task List
(submit information within 30 days of event)

Capacity Approval

☐ Submit site plans and capacity calculations to the Madison Fire Department for approval.

Approved Capacity: _____

Date Submitted: _____

Crowd Managers

☐ Certified crowd managers will be provided through contracted security services.

Date that contracted crowd managers received training in this EAP: _____

☐ Event staff will serve as the certified crowd managers.

Date of certification(s): _____

Certifications obtained through: _____

Date event staff crowd managers received training in this EAP: _____

EAP Distribution and Training

☐ EAP distributed to all event personnel.

Event Staff ☐ Vendors ☐ Crowd Managers ☐ Security ☐

Performers ☐ Promoters ☐ Volunteers ☐ Contractors ☐ Others ☐

List of others: _____

☐ Event specific training in the use and responsibilities associated with this EAP provided to event personnel. The following personnel received training:

Event Staff ☐ Crowd Managers ☐ Security ☐ Others ☐

Date of training: _____

Training provided by: _____

Beaufort Scale

Beaufort number	Wind Speed (mph)	Seaman's term		Effects on Land
0	Under 1	Calm		Calm; smoke rises vertically.
1	1-3	Light Air		Smoke drift indicates wind direction; vanes do not move.
2	4-7	Light Breeze		Wind felt on face; leaves rustle; vanes begin to move.
3	8-12	Gentle Breeze		Leaves, small twigs in constant motion; light flags extended.
4	13-18	Moderate Breeze		Dust, leaves and loose paper raised up; small branches move.
5	19-24	Fresh Breeze		Small trees begin to sway.
6	25-31	Strong Breeze		Large branches of trees in motion; whistling heard in wires.
7	32-38	Moderate Gale		Whole trees in motion; resistance felt in walking against the wind.
8	39-46	Fresh Gale		Twigs and small branches broken off trees.
9	47-54	Strong Gale		Slight structural damage occurs; slate blown from roofs.
10	55-63	Whole Gale		Seldom experienced on land; trees broken; structural damage occurs.
11	64-72	Storm		Very rarely experienced on land; usually with widespread damage.
12	73 or higher	Hurricane Force		Violence and destruction.

Resource and Reference Addendum

Event Safety Alliance www.eventsafetyalliance.org

International Code Council (Fire Code) www.iccsafe.org

Madison General Ordinances (Chapter 10 for Street Use Permit Requirements and Chapter 34 for Fire Code Requirements) Code of Ordinances | Madison, WI | Municode Library

National Weather Service Event Support dssrequest (weather.gov)

National Weather Service Event Ready Guide Event Ready Guide (weather.gov)

Crowd Manager Training National Association of State Fire Marshals - Crowd Manager Training / https://crowdmanagers.com

FEMA Special Events Planning Manual Microsoft Word - SpecialEventsPlanning-JAManual.doc (fema.gov)

Madison Fire Department Event Support Links

USE AND OPERATIONS OF TENTS AND TEMPORARY MEMBRANE STRUCTURES (tents over 401 ft^2)

FIRE SAFETY FOR CANOPIES & COOKING