STREET USE PERMIT
APPLICATION

MADISON PARKS

CONTACT INFORMATION

Name of Event: _____

Event Organizer / Sponsor: _____

Organization / Sponsor Address: _____

Organization / Sponsor website: _____

Day-of contact info:

Primary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

Secondary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

EVENT INFORMATION

Annual Event? ☐ Yes ☐ No

Vending? ☐ Yes ☐ No

Public Amplification? ☐ Yes ☐ No

Selling or serving beer/wine? ☐ Yes ☐ No

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☐ Yes ☐ No

If the class B is denied, will the event(s) occur? ☐ Yes ☐ No

OCCURRENCE:

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

TYPE OF EVENT (select all that apply):

☐ Run/Walk
☐ Music/Concert
☐ Festival
☐ Rally
☐ Other: _____

EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): _____ Time(s): _____

Street Closure - Date(s): _____ Time(s): _____

Event Start - Date(s): _____ Time(s): _____

Event End - Date(s): _____ Time(s): _____

Street Reopen - Date(s): _____ Time(s): _____

Clean Up - Date(s): _____ Time(s): _____

LOCATION INFORMATION

(Select all that apply)

List street name(s), block number(s), and/or meter number(s)

☐ Requesting sidewalk space _____

☐ Requesting parking stalls (meter or on-street) _____

☐ Requesting closure of a parking lane _____

☐ Requesting closure of a traffic lane _____

☐ Requesting full street closure _____

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: _____

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

STREET USE PERMIT
APPLICATION

MADISON PARKS

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 (include all information below, as applicable)

- SETUP DATE(S)/TIMES – provide date(s) and time(s) for when setup will begin in the public space.
- STREET CLOSURE(S) – provide detailed timing for when the street(s) will be closed & re-opened.
- PARKING METER/STALL(S) – provide detailed timing for when the parking request(s) will begin and end.
- OTHER SCHEDULE DETAILS SHOULD INCLUDE – vendor setup/take down, concert setup/set times/take down, run/walk start & end times (last runner), parade/march start time, specific advertised activities that will draw a crowd, etc.
- EVENT DATE(S)/TIMES – provide date(s)/times for when the event is open and closed to the public, each day.
- CLEANUP DATE(S)/TIMES – provide date(s) and time(s) for cleanup, indicate when everything will be out of the public space.

(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*

STREET USE PERMIT APPLICATION

SITE MAP

A site map is required for all Street Use permit requests. 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

- Location/address – street name(s) & block number(s)
- Event perimeter
  - Indication if putting up fencing
  - Indication of each entry and exit point
- Indicate the 20 foot emergency access lane through all streets within the event perimeter
- Temporary Structures (stages, tents, portable toilets, inflatables, dumpsters)
  - **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.
- Parking area(s) including accessible parking area(s)

Traveling Event Requirements (run/walk, parade, march)

- Site map (all the above applicable items)
- Route map(s)
  - Indication of where parking will be removed along the route
  - Indication of any street closures or intersection closures along the route
  - Indication of any bike path usage along the route
  - Water station or portable toilet locations along the route
- Turn-by-turn document with first and last runner timing
- Indication of where parking will be removed along the route
- Indication of any street closures or intersection closures along the route
- Water station locations along the route
- Portable toilet locations along the route
- A helpful online resource for route mapping is Map My Run

You must contact Traffic Engineering, Madison Police Department and Madison Metro prior to submitting your application if you are hosting a traveling event. Share your tentative route map(s) to get feedback on any planned construction, bus detours or MPD staffing that may be required. These initial communications can help you create a route that has minimal impact to City residents, requires as little MPD staffing as possible, and makes the most sense for your event. Discussing the route before coming to a Street Use Staff Commission meeting with these City agencies will create a smoother approval process.

STREET USE PERMIT APPLICATION

CERTIFICATE OF INSURANCE

Requirement of a Certificate of Insurance will be noted on the Permit Conditions for your event and determined at a Street Use Staff Commission meeting.

- 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.

STREET USE PERMIT
APPLICATION

MADISON PARKS

PUBLIC AMPLIFICATION FORM

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.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

AMPLIFICATION INFORMATION

Name of Event: _____

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

Hours of Amplification:
- Amplification is not allowed past 11pm
- 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: _____
Date: _____ Start Time: _____ End Time: _____ Type: _____

CONFLUENCE AT LIBRARY MALL (800 STATE STREET) AMPLIFICATION ADDITIONAL REQUIREMENTS

The Confluence at Library Mall, 800 block of State Street, has additional requirements if an event in this location is requesting amplification on a weekday between the hours of 8:00 a.m. - 6:00 p.m. Events, requesting sound between these hours, are required to notify the agencies surrounding the area of their activities.

A Confluence at Library Mall contact list can be obtained from the Parks Division.
Contact Madisonevents@cityofmadison.com or (608) 264-9289 for more information.

STREET USE PERMIT
APPLICATION

MADISON PARKS

ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the public.
  - An accessible path of travel connects all elements and is at least 36” wide.
- Accessible communication plan (may need to include opportunity for request of interpreters, multiple ways to access festival information)
  - For some events interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
  - At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event. Possible information to include:
  - Accessible parking locations
  - Accessible seating locations
  - Accessible restrooms
  - Available interpretation services
  - Available quiet areas
- Cluster portable toilets in groups of no more than 6 and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures.
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

Describe your event’s accessibility plan. Include any accessibility setup in your site map.

For more information contact the City of Madison Disability Rights and Services Specialist, Rebecca Hoyt at rhoyt@cityofmadison.com or (608) 266-6511.

STREET USE PERMIT APPLICATION

STREET USE EVENT VENDING LICENSE 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 Organizer / Sponsor: _____
Contact Person: _____ Phone: _____ Email: _____

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.

NEW EVENTS requesting to have vending in the Mall Concourse, may need to get a Special Event Resolution. If your event needs a Special Event Resolution, you must submit this form and your full application at least 60 days in advance. Contact madisonevents@cityofmadison.com to see if you need to go through this process.

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

SELECT THE APPROPRIATE # OF VENDORS

☐ 1-25 Vendors $400.00
☐ 26-100 Vendors $675.00
☐ 101-300 Vendors $975.00
☐ 301 or more Vendors $1,700.00

STREET USE PERMIT
APPLICATION

MADISON PARKS

STREET 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.

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.

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: _____
Event Organizer / Sponsor: _____
Contact Person: _____ Phone: _____ Email: _____

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

STREET USE PERMIT
APPLICATION

MADISON PARKS

STREET USE 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.

Events located in the Mall Concourse can request City trash barrels.

City of Madison has 4, 20-yard dumpsters available for events. We cannot guarantee availability. Please confirm with madisonevents@cityofmadison.com if the number you are requesting are available.

Will you be renting City of Madison receptacles? ☐ Yes ☐ No
*Trash & recycling barrels and dumpsters are only available from the City of Madison for **downtown events.***

Event/Name of Group: _____

Location: _____

Please indicate quantity of trash barrels: _____ 8 barrel minimum: Each increment of up to 8 barrels $150 ($142.18 no tax)

Please indicate quantity of dumpsters: _____ per dumpster, and per tip: $375 ($355.45 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. _____

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 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):

STREET USE PERMIT
APPLICATION

MADISON PARKS

STREET USE 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, 8:00am – 4:30pm.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The " Event " will be held Month/Day/Year at General Location/Address .

II. PURPOSE

A. This emergency action plan predetermines actions to take before and during the " 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 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 Contact Name and Cell Phone
3. We ☐ will / ☐ will not have on-site Police or Security Contact Name & Cell Phone

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.

CI. 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 throughways.
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	Cell Phone
Secondary Contact	First/Last Name	Cell Phone
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345