

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: PanCAN PurpleStride

Event Organizer/Sponsor: Pancreatic Cancer Action Network (PanCAN) c/o Event 360, Inc.

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

MANDATORY: State Sales Tax Exemption Number: ES#: 050920

OPTIONAL: Federal Tax Exempt Number: 33-0841281

Address: 55 E. Jackson Blvd, Suite 1030

City/State/Zip: Chicago, IL 60604

Primary Contact: Event 360, Inc. c/o Brandon Clark, Event Production Coordinator Work Phone: 872-270-0487

Email: bclark@event360.com Phone During Event: TBD. Will provide prior to event.

Website: pancan.org FAX: _____

Secondary Contact: Eileen Barnick, Event Production Manager Work Phone: 773-247-5360 x819

Email: ebarnick@event360.com Phone During Event: _____

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, Name of charity to receive donations: Pancreatic Cancer Action Network

Estimated Attendance: 700 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 8:00a to 12:00p

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: Trailway (Event Village in Warner Park)

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 04/30/2022 Event Start and End Times: 8:30a - 12:00p

Rain Date (if any): N/A Set-Up Start Time: 04/29/2020 8:00a - 5:00p

Take-Down Start Time and End Times: 04/30/2022 12:00p
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

____ 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 Madison Silva

Date 03/02/2022

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

04/29/2022

8:00a - Event Set-up Begins (Includes vendor and stage set-up)

5:00p - Set-up Concludes

04/30/2022

5:30a - Event Day Set-up Begins (including signage, mile markers, and aid stations along route)

8:30a - Event Check-in and Registration Opens

9:30a - Opening Ceremonies (Sound amplification begins)

10:00a - Walk Begins

11:30a - Walk Ends / Closing Ceremonies

12:00p - Event Ends / Clean-up Begins (Sound amplification ends)

5:00p - Park cleared of Event Day

**PANCREATIC
CANCER
ACTION
NETWORK**

**PanCAN
PURPLE
STRIDE**

TAKING STEPS TOGETHER TO END PANCREATIC CANCER

MADISON

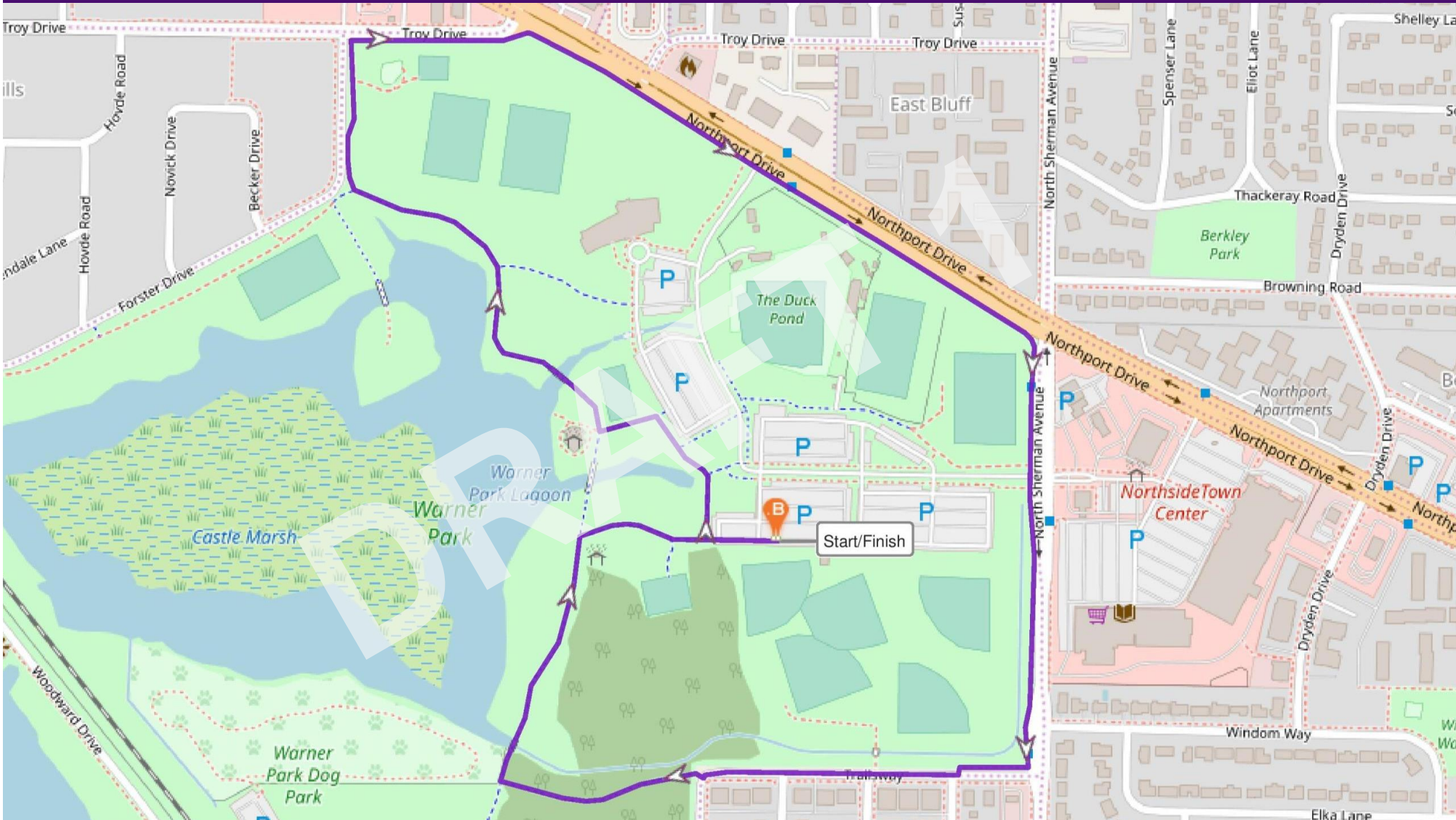
Saturday April 30, 2022

Warner Park

1600 Northport Dr., Madison, WI 53704

Registration Opens 8:00 AM

Walk Starts 9:30 AM



EMERGENCY ACTION PLAN (EAP)

I. GENERAL

PanCAN PurpleStride will be held **April 30th, 2022** at **Warner Park**.

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 (**EMSS: Christina Ancone (610) 739-5311**)
- 3. We ☒ will / ☐ will not have on-site Police or Security (**CSC: Mark Glaser (303) 808-5987**)

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: **PanCAN on-event staff & volunteers**
- 6. Parking for vendor and staff vehicles will be: **See attached map**
- 7. Parking for attendee vehicles will be: **See attached map**

V. CONTACT INFORMATION

Primary Contact	Brandon Clark	(563) 249-8404
Secondary Contact	Eileen Barnick	(847) 736-3974
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



Special Event Application

Accessibility



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 general public.
 - An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (must include opportunity for request of interpreters, multiple ways to access festival information)
 - 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.

We will have Accessible parking locations just outside of the event village along with a clear path to and from the event village, a fully Accessible route for the walk portion of the event, Accessible seating in front of our stage structure (see site map) and ADA Accessible portable restrooms on site (see site map). Booking of Interpreters available upon request.

For information and compliance contact City of Madison Department of Civil Rights at dcr@cityofmadison.com or (608) 266-4910.

STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

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.

Do you have public amplification planned for your event?

☒ Yes ☐ No

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

EVENT INFORMATION

Name of Event: PanCAN PurpleStride

Contact Person: Brandon Clark, Event Production Coordinator

Location: Warner Park

Date: 04/30/2022

Type of Amplified Sound:

☐ Band

☒ DJ

☐ Sound System

☒ Speeches/Announcements

☐ Karaoke

☐ Other (please specify): _____

Hours of Amplification:

Date: 04/30/2022

Time: 8:00a - 12:00p

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?

The event will be marketed on PanCAN's website and social media platforms.

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

N/A

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: PanCAN PurpleStride

Location: Warner Park

Public Contact Phone: 1-877-272-6226 / events@pancan.org

Website: https://secure.pancan.org/site/TR/PurpleStride/PurpleStride?fr_id=2360&pg=entry

Admission Cost: No charge to participate. Register online or at event

Date of Event: 04/30/2022

Beginning/End Time of Event: 8:30a - 12:00p

Two sentence description of event (for internet calendar):

PanCAN PurpleStride is a 5k walk to raise funds and awareness for pancreatic cancer research.