

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Ride the Drive

Event Organizer/Sponsor: Madison Parks Division

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: \_\_\_\_\_

OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_

Address: 1402 Wingra Creek Pkwy,

City/State/Zip: Madison, WI 53715

Primary Contact: Tracey Hartley Work Phone: 608-209-7980

Email: [thartley@cityofmadison.com](mailto:thartley@cityofmadison.com) Phone During Event: 608-209-7980

Website: <https://www.cityofmadison.com/parks/ridethedrive> FAX: - \_\_\_\_\_

Secondary Contact: Lisa Laschinger Work Phone: 608-843-2375

Email: [LLaschinger@cityofmadison.com](mailto:LLaschinger@cityofmadison.com) Phone During Event: 608-843-2375

Annual Event?  X Yes  No

Charitable Event?  Yes  X No

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

Estimated Attendance: 500 people at each location max at one time (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 9am to 1pm

## EVENT CATEGORY

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

X Other: stroll, roll, pedal, or glide along closed streets around 4 Madison Parks. Parks include: Marlborough Park, Wingra Creek Park, Warner Park, and Kennedy Park – typically a biking event for everyone to participate. Took the one large event and spread it out around the City this year to disperse people. Offering an outdoor event with limited activities at the Parks. A fun opportunity for people to get out this summer. A Rain or Shine (threatening weather would cancel the event)

## 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: See attached Maps for each route

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: Sunday, June 6, 2021 Event Start and End Times: 9am-1pm Roads closed 8am-2pm Will open streets as quickly as possible

Rain Date (if any): None Set-Up Start Time: 8am

Take-Down Start Time and End Times: 1pm. Open streets by 2pm  
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  X 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 Tracey Hartley, Recreation Services Coordinator, Madison Parks Division

Date 3/25/2021

## 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:***

Street Closure/ Set up: 8am

Event Time: 9am-1pm

Event ends: 1pm

Open streets: by 2pm if not sooner

Closed streets are for people to bike, walk, jog, skateboard, roller blade, around the route. Each route is just under 2 miles. Easy routes for anyone to come join in the fun with open streets for four hours.

Parks: Each park will have a business offering bike safety checks, food options, an activity at each park bike related, and potential to have musicians playing along the route

Will be working with alders, the community neighborhoods, neighborhood associations, community partners, local businesses, churches, and food places along the routes to inform them of the event to get the word out based on street closures. Get people excited about the event. Seek volunteers to help support the event for safety and direction along the routes. TE helped to create the routes around each park based on any road construction/projects to avoid these concerns.

Working to stay within orders and comply with mask requirements and social distancing.

## STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

### EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, [tknight@cityofmadison.com](mailto:tknight@cityofmadison.com).

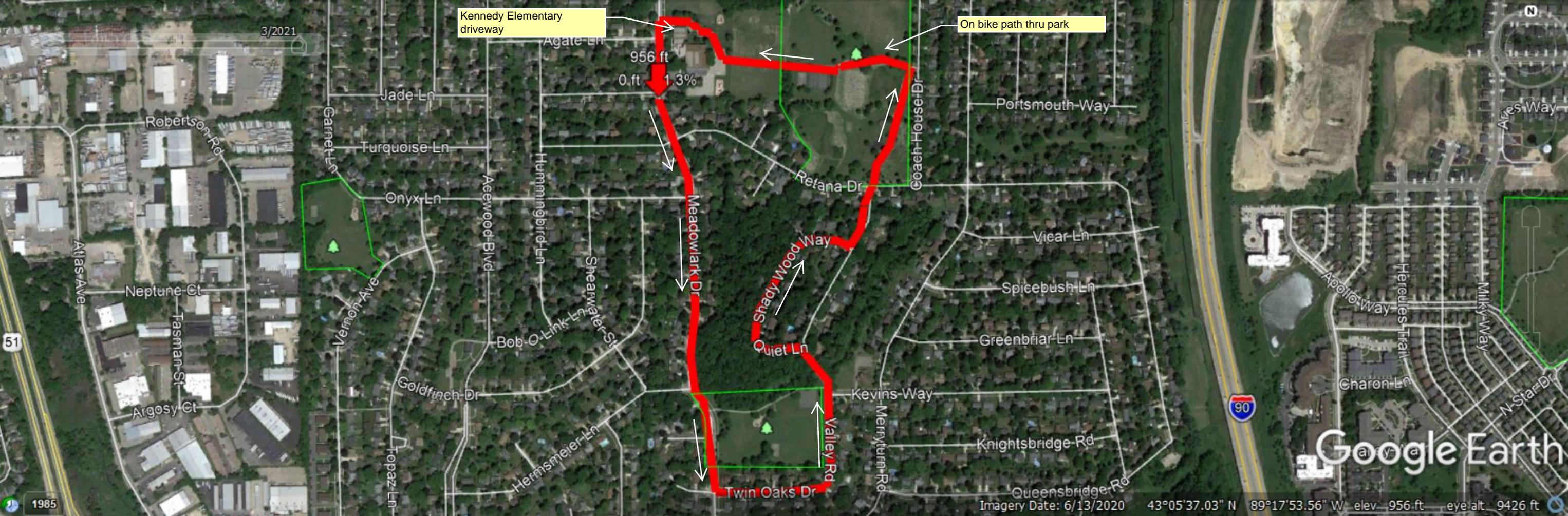
A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

### ***Provide Detailed Event Site Map:***

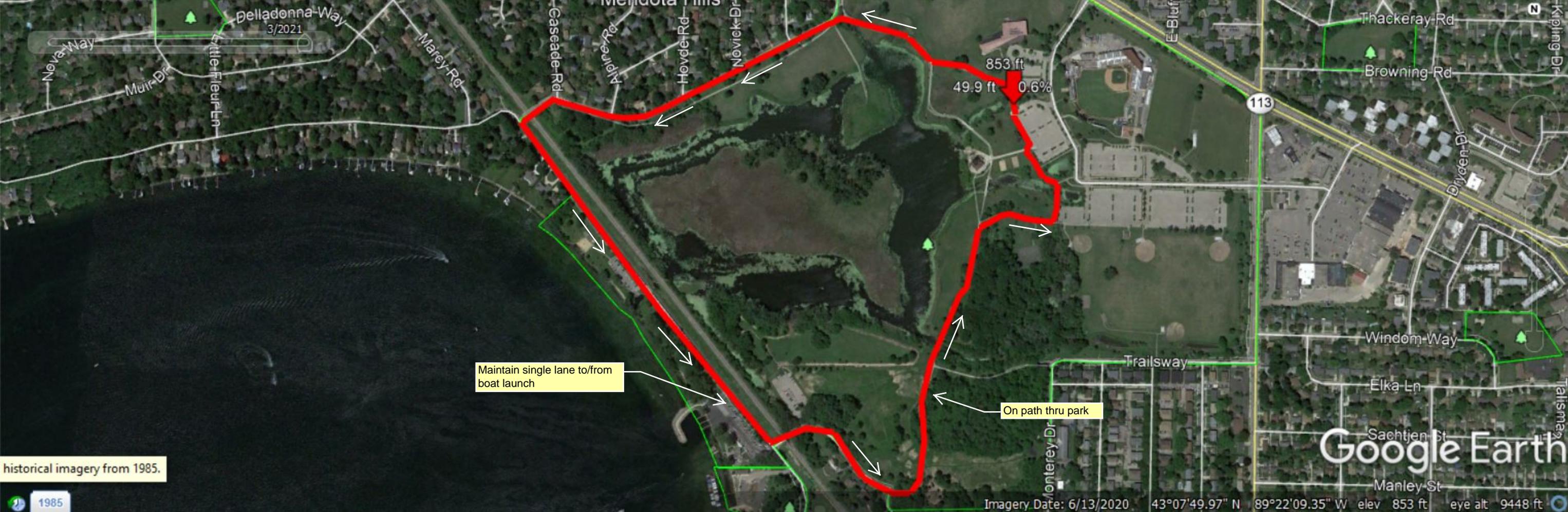
Parks: Will need restrooms open, extra trashcans, picnic tables separated to create social distancing, offer extra parking stalls for people with disabilities at each Park. Setup cue lines observing social distance while people wait in any lines. Offer extra portable restrooms at each park

Can provide more site-specific maps once food, music, and activities at each park are in place.



Graph: Min, Avg, Max Elevation: 909, 944, 968 ft  
 Range Totals: Distance: 1.66 mi Elev Gain/Loss: 92.3 ft, -92.7 ft Max Slope: 8.5%, -11.8% Avg Slope: 1.5%, -2.8%





historical imagery from 1985.

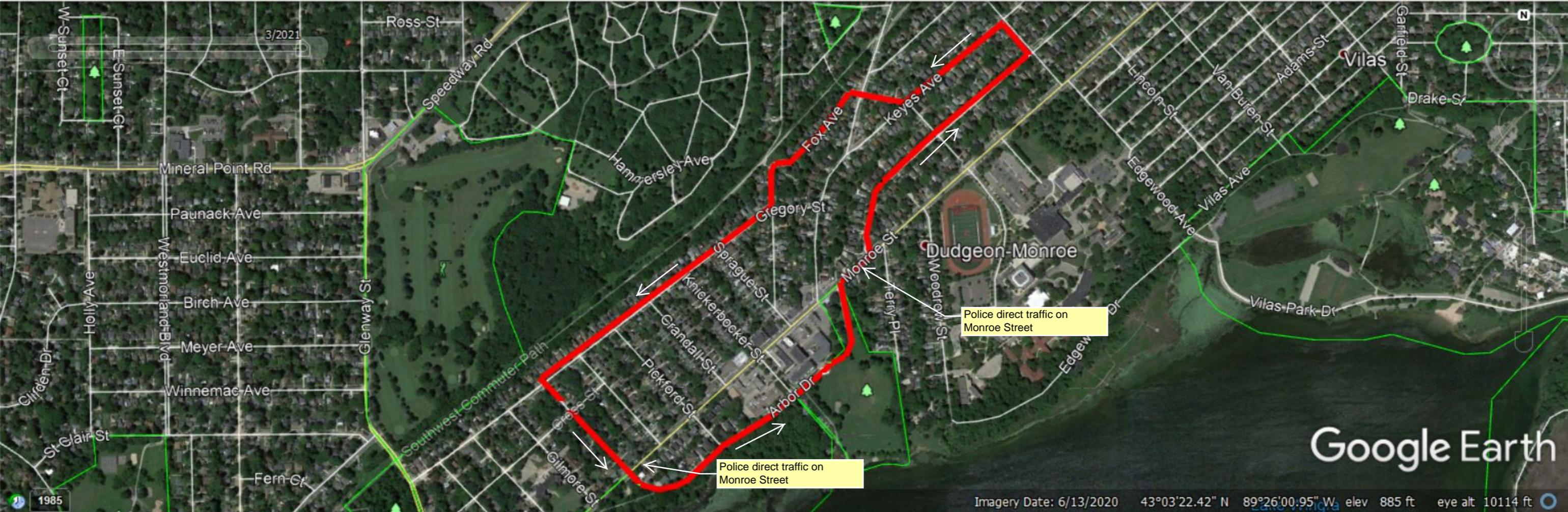
1985

Graph: Min, Avg, Max **Elevation: 849, 858, 891 ft**  
Range Totals: Distance: 1.93 mi | Elev Gain/Loss: 100 ft, -100 ft | Max Slope: 7.3%, -9.3% | Avg Slope: 1.7%, -1.9%



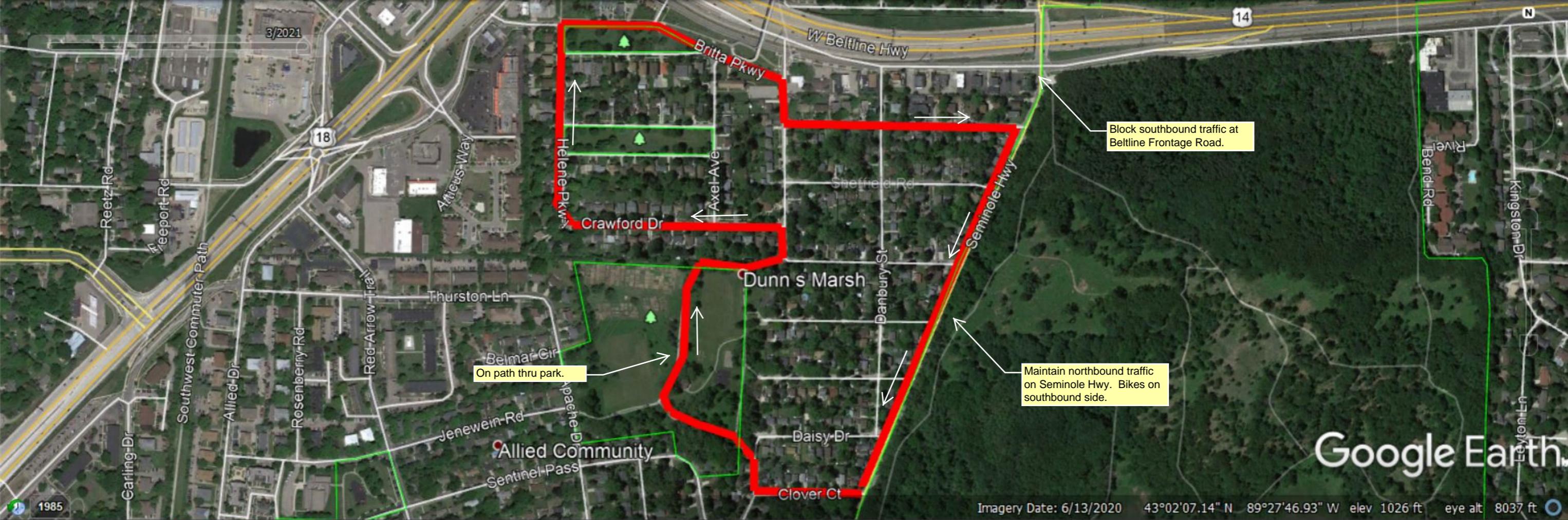
0.6%

49.9 ft



Graph: Min, Avg, Max **Elevation: 854, 887, 921 ft**  
 Range Totals: Distance: 1.85 mi Elev Gain/Loss: 121 ft, -116 ft Max Slope: 7.2%, -8.6% Avg Slope: 2.2%, -2.4%





Graph: Min, Avg, Max Elevation: 953, 993, 1019 ft  
 Range Totals: Distance: 1.79 mi Elev Gain/Loss: 105 ft, -104 ft Max Slope: 12.7%, -8.2% Avg Slope: 2.0%, -2.3%



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

X Yes  No

## EVENT INFORMATION

Name of Event: Ride the Drive

Contact Person: Tracey Hartley

Location: 4 Parks or along the routes - TBD Date: Sunday, June 6, 2021 9am-1pm

Type of Amplified Sound:

Band  DJ  Sound System  Speeches/Announcements  Karaoke

X Other (please specify): musicians and their instruments

Hours of Amplification:

Date: Sunday, June 6, 2021 Time: 9am-1pm

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

## 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  Xwill  will not have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER)
3. We  Xwill  will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE 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.
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  
 X 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	Tracey Hartley	608-209-7980
Secondary Contact	Lisa Laschinger	608-843-2375
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

## STREET EVENT CLEAN-UP 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 clean-up.
- 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 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 Plans:***

Parks staff and volunteers will clean up along the route and in the 4 Parks.  
Parks staff will take care of the trash from the 4 Parks

## STREET EVENT MARKETING INFORMATION

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

Do you have marketing information? yes, we will – simple notice out to the public April 1 to push out a save the date message with date, time- no parks will be named just yet.  
If Yes, please continue. If No, skip this form.

XYes  No

How will this event be marketed, promoted, or advertised?  
All social media avenues

Will there be live media coverage during the event and where will the media vehicles be parked? Typically media is out day of the event at the Parks

### 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: Ride the Drive

Location: 4 Parks – Marborough, Wingra, Warner, Kennedy

Public Contact Phone: 608-266-4711

Website: https://www.cityofmadison.com/parks/ridethedrive

Admission Cost: NONE

Date of Event: Sunday, June 6, 2021

Beginning/End Time of Event: 9am-1pm

Two sentence description of event (for internet calendar): Ann Shea, Public Information Officer, will add this information to the calendar