

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Henry Vilas: Zoo Run Run

Event Organizer/Sponsor Suzy Reynolds

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 32379

Address 606 South Randall Avenue, Madison WI. 53715

City/State/Zip Madison, WI. 53715

Primary Contact Suzy Reynolds FAX 608-258-1490

Work Phone 608-258-9490 Phone During Event 608-516-6618

E-mail suzy@vilaszoo.org

Website www.vilaszoo.org

Secondary Contact \_\_\_\_\_

Work Phone \_\_\_\_\_ Phone During Event \_\_\_\_\_

E-mail \_\_\_\_\_

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☐ No

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

Estimated Attendance 1,200 - 1,500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 9am to 12pm ☐ Yes ☐ No

## EVENT CATEGORY

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

☐ Other \_\_\_\_\_

## LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ Podium/700-800 State Street

☐ 30 on the Square (a.k.a. top of 100 block of State Street) ☐ Other (specific blocks/streets requested below)

Street Names and Block Numbers: please see attached

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 9/25/2011 Rain Date(s) \_\_\_\_\_

Event Start Date(s)/Time(s) 9/25/2011: 10:00 am Set-Up Date(s)/Time for Event 9/25/2011: 6:00 am

Event End Date(s)/Time(s) 9/25/2011: 12:00 pm Take-Down Time cones/mile markers, picked up @

Take-Down Time: start to streets reopened 11:30 am

## APPLICATION SIGNATURE

\_\_\_\_\_/I/We waive the 21-day decision requirement.

SR (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

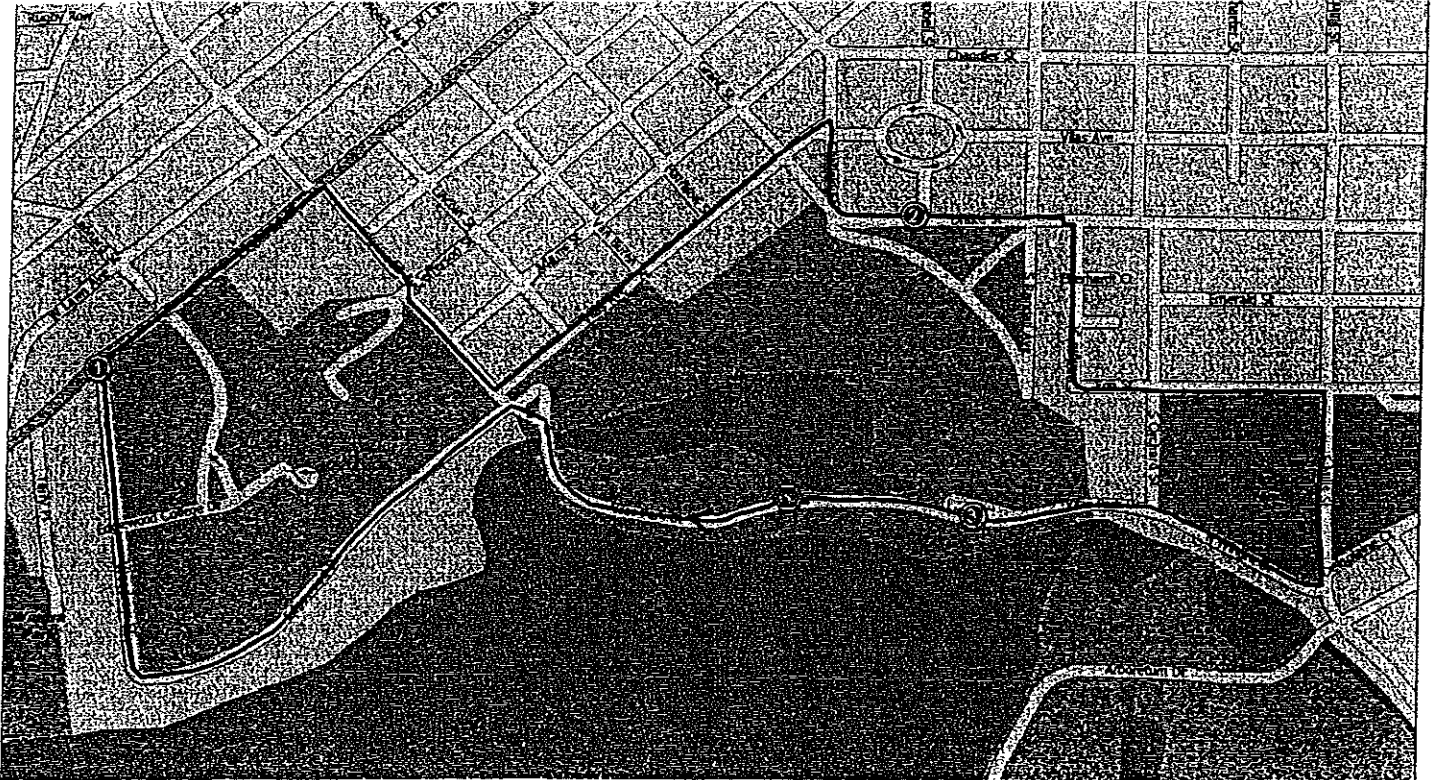
Signature Suzy Reynolds Date \_\_\_\_\_

**RACE DAY SCHEDULE OF EVENTS**  
**9.25.2011**

7:30 a.m.-8:45 a.m.	Race day registration and packet pick-up
8:45 a.m.	Registration Ends
9:00 a.m.	START TIME 5K run/5K walk/10K run
10:00 a.m.	Roo Run Run (2 yr. old wave will be first).
10:30 a.m.	Course Closes (all participants still on course will need to move to sidewalk as the streets will re-open).
10:35 a.m.	Awards ceremony
11:00 a.m.	Event Ends

## ZOO RUN RUN- 5K Route

Start at Vilas Park Drive  
Go West on Vilas Park Drive to  
left on Edgewood Drive to  
Right on Woodrow to  
Right on Monroe Street to  
Right on Edgewood Avenue to  
Left on Vilas Avenue to  
Continue on Vilas Avenue through stop sign across Grant to  
Right on Garfield to  
Left on Grant  
Left on Drake Street  
Right in Wingra Street to  
Left on Erin Street to  
Right on Mills Street to  
Right on N. Wingra Drive (which turns into Vilas Park Dr.) to Finish



\*Begins and ends on Vilas Park Drive, immediately West of the Bridge Gate entrance to Zoo (across from Wingra beach).



- Start west of Zoo bridge gate across from Vilas Beach
- Run west along Vilas Park Drive to
- Left onto Edgewood Drive to
- Right onto Woodrow to
- Left onto Monroe Street to
- Enter Wingra Park on path ( near commonwealth intersection) to
- Arbor Drive to
- Left onto Monroe/Nakoma to
- Left onto Manitou Way to
- Left on Seminole Hwy to
- Left into Arboretum (stay on your left facing traffic)
- Continue through the Arboretum to
- Left out of Arboretum to
- Left on Vilas Park Drive to Finish line

## **ZOO RUN RUN: Sunday, September 25, 2011**

### **Medical Plan**

There will be an aid station at start/finish  
There will be two EMT's on site  
Cell phones available for a 911 call if necessary  
Key staff will have 2-way radios  
We have a golf cart for transport if necessary  
Several volunteers along the course to watch for problems, 2 or 3 on bicycles

### **Hydration**

- Water at start/finish
- Water at the Curtis prairie parking area (for 10K)
- Water at the Wingra Springs parking area (for 10K)
- Water at Zoo Parking lot on corner of Drake and Randall (for 5K)

### **Volunteer plan**

Plan to recruit a minimum of 60 volunteers for race day. We will add more if numbers of runners that pre-register demands it.

- Volunteers at the start  
Packet pick-up  
Give direction
- Volunteers will be stationed at each mile marker to call out times and at each place runners must turn or make a direction change, 5K & 10K  
Minimum of 10 along the 10K route additional 8 on 5K route
- Volunteers at each water station, minimum of 4 at each
- Volunteers at the finish  
To direct runners into chute  
To retrieve chips  
Give basic aid if necessary; water, ice, advance aid is for medical personnel only or call 911

### **Portable Restrooms**

- 10 Portable Restrooms will be located in back Zoo parking lot (across from Lake Wingra).

## **Police Officer Location Details**

### **Sunday September 25, 2011**

#### **#1 Woodrow & Monroe Street (9:30-11:30 am)**

Race starts at 10:00a.m. Do not allow traffic to enter Woodrow until all runners & walkers have passed. 10K runners will head west, 5k will go to the east.

#### **#2 Seminole Hwy & Arboretum Entrance (9:30-11:30 am)**

**Traffic Watch!**

Direct traffic to allow runners to safely enter the Arboretum.

#### **#3 Mills Street & N. Wingra (aka Vilas Park Dr.) Drive (9:30-11:30 am)**

**Traffic Watch!**

Keep an eye on runners exiting the Arboretum and making their way onto N.Wingra/Vilas Park Drive to from Mills St. Do not allow any traffic to enter N/Wingra/Vilas Park Dr., with the only exception being St. Mary's employees who are parking in designated St. Mary's parking area.

#### **#4 Edgewood Ave & Edgewood Drive (9:00-10:30 am)**

Race starts at 10:00 a.m. do not allow traffic to enter the park from Edgewood Avenue until all runners & walkers have passed. This is crucial in order to avoid on-coming traffic entering race start/finish area. (Barricade will also be placed here by our course mgmt. team).

**\*When final runners/walkers have passed after the start (approx. 10:30 am), please move to Edgewood Avenue & Vilas Ave. intersection and stay there to direct runners to make a left on Vilas and also direct traffic to allow runners to pass. (10:30-11:30 am)**

#### **#5 Grant and Vilas (9:30-11:30 am)**

**Traffic Watch! Direct traffic allowing runners to pass.**

Direct runners to continue on Vilas Avenue through stop sign across Grant St.

#### **# 6 Drake and Randall (9:30-11:30 am)**

**Traffic Watch!**

Direct traffic at intersection to allow runners to pass through.