

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Halloween Hustle Madison 5K

Park Requested: Olin Park

Estimated Attendance: 500

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Adrenaline Sports Management

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

MANDATORY: State Sales Tax Exemption Number: ES#: but will donate to local charity

OPTIONAL: Federal Tax Exempt Number: _____

Primary Contact: Heather Frayn

Work Phone: 847-829-4538

Address: 345 N Eric Dr, Palatine, IL 60067

Phone During Event: 847-791-0265

Email: Heather@AdrenalineSportsManagement.com

FAX: 847-829-4577

Organization or Event Website: Website TBD

EVENT SCHEDULE

Date(s) of Event: 10/28/17

Event Start and End Times: 9am to 11am

Rain Date (if any): N/A

Set-Up Start Time: 5am

Take-Down Start Time and End Times: 11am to 2pm

Does this require time in the park the day before your event? Yes No

If Yes, provide details of times and area requested: _____

Are you requesting use of the park shelter? Yes No

PERMITS

Will you have amplified sound at this event? Yes No

(If Yes, please fill out an Amplification Permit Application.)

Will you sell anything in the park? Yes No

(If Yes, please fill out a Park Event Vending Permit Application.)

Will you serve any food or beverage? Yes No

If Yes, what: water, gatorade, bananas, granola bars at finish line

Will you sell beer/wine? Yes No

(If Yes, please fill out a Beer/Wine Sales Permit Application.)

Will you put up any temporary structures, such as tents, stages, inflatables? Yes No

(If Yes, please fill out a Park Event Temporary Structure Permit Application.)

Note that permits are not required for 10' x 10' pop-up tents.

APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE 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.

The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Applicant Signature Heather Frayn

Date 2/23/17

Halloween Hustle Madison Schedule

5:00-8:45 AM – Adrenaline Sports Management arrives and set up event.

- Tents, tables, chairs, start line, finish line, chip timing, banners, etc.
- Port-O-Potties will be set up by 6:30 AM
- Dumpster delivered by 6:30 AM
- Volunteers will be working on parking, registration, race information, etc
- Volunteers will be setting up water stations along the course

7:30-8:45 AM – Participants and sponsors start arriving for race

- Will park in designated parking lots near race location.
- Will be gathering in Olin Park south parking lot
- Petting zoo arrives at 7:30 a.m.
- Ambulance arrives at 8:30 a.m.

8:45-10:15 AM

- Olin-Turnville Ct. closed for race from South parking lot to just before North parking lot
- North parking lot will remain open

8:40 AM- Kids 0.5 Mile Dash begins

- Kids run on Olin-Turnville Ct., same start/finish as 5K. Will turn around before north parking lot
- ASM staff leads race on foot

9:00 AM –5K race begins

- All participants will start and immediately the starting location will be cleaned up and put away
- Runners will go through a 5k course
- Volunteers will make sure all cups from water station is put in the trash cans
- Race is not completed until the last participant crosses the finish line (approximately 10:15 a.m.)

10:30-2:00 PM – Adrenaline Sports Management cleans up and tears down the area

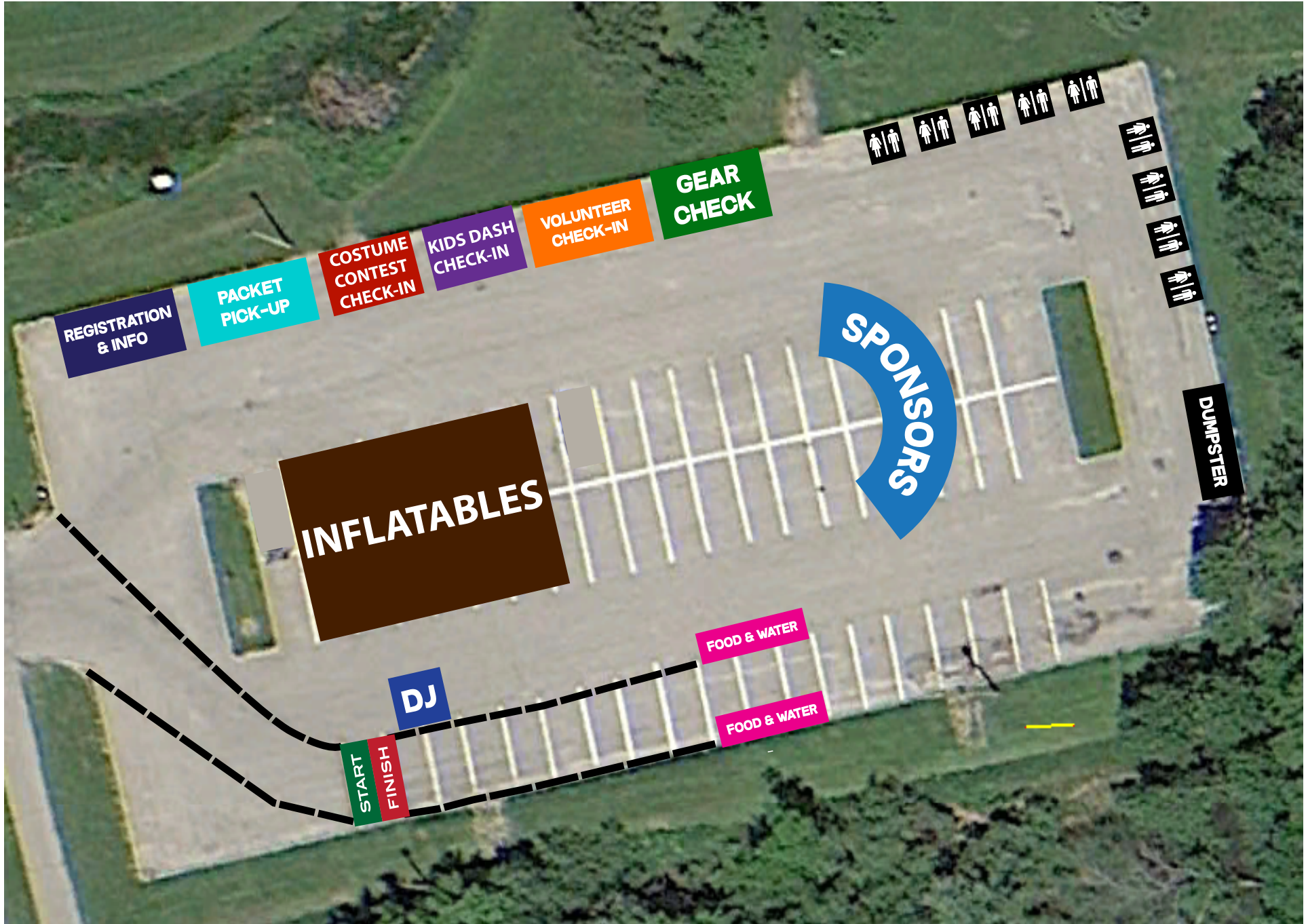
- All items that we have brought will be picked up and either put in our truck or thrown out
- Cleaning crew and dumpster will be provided to ensure proper clean up
- Port-O-Potties will be picked up by the service company on Saturday afternoon



HALLOWEEN HUSTLE 5K & KIDS DASH

OLIN PARK - MADISON, WI

SATURDAY, OCTOBER 28, 2017





HALLOWEEN HUSTLE 5K
 FUN RUN & KIDS DASH

SATURDAY, OCTOBER 28, 2017
 OLIN PARK
 MADISON, WI

KIDS DASH: 8:30 AM
 5K RUN/WALK: 9:00 AM

Maintenance Plan Halloween Hustle Madison 2017

- 1 30-yard dumpster provided by Service Sanitation (800-909-5646)
 - Dropped off 10/28/17 at 6am
 - Picked up 10/28/17 at 2pm
- 10 recycling bins scattered throughout basecamp (provided by ASM)
- 10 garbage cans scattered throughout basecamp (provided by ASM)
- 2 recycling bins at water station on course (provided by ASM)
- 2 garbage cans at water station on course (provided by ASM)
- 10 clean up volunteers that are supervised by ASM staff to ensure complete clean up
 - They will monitor garbage throughout entire event

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "HALLOWEEN HUSTLE 5K" will be held OCTOBER 28, 2017 at OLIN PARK.

II. PURPOSE

A. This emergency action plan predetermines actions to take before and during the "HALLOWEEN HUSTLE 5K" (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: MATT PARADISE

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 (YES, CONTACT TBD)

3. We will / will not have on-site Police or Security (NEED 1 POLICE OFFICER)

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 MATT PARADISE 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 MATT PARADISE 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 throughways.
- 5. Crowd control will be managed by: ASM
- 6. Parking for vendor and staff vehicles will be: SOUTH LOT
- 7. Parking for attendee vehicles will be: NORTH LOT

V. CONTACT INFORMATION

Primary Contact	MATT PARADISE	847-854-8110
Secondary Contact	HEATHER FRAYN	847-791-0265
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

