

Erin Gehring and Maya Rides, requesting the use of Elver Park on Saturday, July 11, 2015 for a non-competitive women's bike race.

Parks Staff recommends approval of the Maya Rides Park Event application with the following conditions:

1. Aldermanic notification. (Alder Lisa Subeck – district1@cityofmadison.com)
2. Maya Rides will obtain a Parade Permit for the bike ride.
3. Maya Rides will provide a certificate of insurance covering this event and naming the City of Madison as “additional insured”.
4. Erin Gehring will schedule a site meeting, at least two weeks before the ride, with Laura Bauer, the West Parks Maintenance Supervisor, 608-288-6164 or lbauer@cityofmadison.com and agrees to any site recommendations she may make.
5. Maya Rides will post a \$3000 damage deposit with the Parks Division and acknowledges that this organization will be responsible for any and all actual field renovation costs which may result from this event.
6. Park fees, deposit and insurance will be paid or on file at least two weeks before the ride.
7. No temporary structures will be set up at the park except for a start/finish arch and 10' X 10' pop-up tents without stakes.
8. A vending permit will be required for every food/beverage or merchandise vendor. All food vendors will have current Health Department licenses, and will follow all of Health's requirements and recommendations for the preparation and serving of food.
9. Maya Rides will furnish the Parks Office with a complete list of vendors at least two weeks before the festival.
10. No driving or parking vehicles on the grass is allowed.
11. Maya Rides will be responsible for providing portable toilets for this event.
12. Amplification will be allowed for announcements and music, but sound must be kept to a reasonable level at all times.
13. Maya Rides will take down all structures and equipment, and will be responsible for full clean-up of all park areas used, immediately after the event.

Potential fees:

Elver Shelter = \$264.00

Scheduling Fee = \$200.00

Amplification Permit = \$100

Dumpster = \$284.36

Vending Permit = \$275 per vendor (or “umbrella” permit covering up to seven vendors = \$845)

plus Wisconsin sales tax

MayaRides

653 E 600 N
American Fork, UT 84003
801-528-8395

September 1st, 2014

Madison Parks Division
500 Fourth Ave., Suite 830
PO Box 2987
Madison, WI 53701

RE: Permit Application

To Whom It May Concern,

I am writing to request the use of ^{Elver} ~~Olin~~ Park and the City of Madison roads for an all women's bike race on Saturday July 11th, 2015. The ride will consist of five distances of 20, 40, 60, 80 and 100 miles. This is a non-competitive event that will not be timed.

Included in this packet you will find the permit application, applicable forms, and application fees. Please note, that in addition to working with the City of Madison I am also in contact with the other entities along the route. Those include: City of Monona, Dane County, Green County, City of Stoughton, City of Edgerton, City of Fitchburg, and the DNR.

I look forward to working with you.

Thank you,

Erin Gehring
Race Director

PARK EVENT PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event MayaRides

Event Organizer/Sponsor MayaRides

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 653 E. 600 N.

City/State/Zip American Fork UT 84003

Primary Contact Erin Gehring

FAX _____

Work Phone 801-528-8395

Phone During Event 801-528-8395

E-mail erinpilke@gmail.com

Website mayarides.com

Secondary Contact Rachel Peterson

Work Phone 385-224-5215

Phone During Event 385-224-5215

E-mail rachel@colormerad.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: TBD

Estimated Attendance 1500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification: Hours 7:00 AM to 5:00 PM Yes No

Park Requested ~~Old~~ Park Elver

Shelter Reserved by Event Organizer Yes No

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____

Rain Date(s) _____

Event Start Date(s)/Time(s) 7/11/15 7:00 AM

Set-Up Date(s)/Time for Event 7/10/15 10AM-3PM

Event End Date(s)/Time(s) 7/11/15 5:00 PM

Take-Down Time 7/11/15 5PM-8PM


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

APPLICATION SIGNATURE

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Madison, in addition to all rules and regulations governing the City's Parks Division. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant has read the Park Events Application packet. 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.

Signature 

Date 8/22/14

PARK EVENT MARKETING INFORMATION

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

How will this event be marketed, promoted, or advertised? Mayarides.com

Will there be live media coverage during the event and where will the media vehicles be parked? No

PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event MayaRides Madison

^{Elver}
Park Location Olin Park ~~156 Olin Turnpike CT~~

Public Contact Phone 801-528-8395

Website www.mayarides.com

Admission Cost Pre-registration required

Date of Event 7/11/15

Beginning/End Time of Event 7/11 7AM-5PM

Two sentence description of event (for internet calendar)

All women's non-competitive bike race.

EQUIPMENT RENTAL

To assist with your Community event, the Madison Parks Division rents some equipment for use by the Event Organization. The Event Organizer must have the ability to pick up and return all equipment from Park Maintenance Facilities.

Rented from Parks Division, but picked up by Event Organizer

- Trash Barrels # _____ barrels
- Key to Shelter and Gates - Refundable deposit required

Rented from Parks Division, dropped off and picked up by Parks Division

Dumpsters # 1

Rented from Private Vendors

- Portable toilets

Vendor Name TBD

How Many? 20

Date or Drop Off 7/10/15

Date of Removal 7/11/15

(Dates must be pre-approved by Parks Maintenance Supervisor.)

PARK EVENT AMPLIFICATION PERMIT APPLICATION

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of park neighbors and other park users. 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.

EVENT INFORMATION

Name of Event Maya Rides
Contact Person Erin Gehring Phone # During Event 801-528-8395
Elver Park Oliver Park Date 7/11/15

TYPE OF AMPLIFIED SOUND

Band DJ Sound System Speeches/Announcements Karaoke
 Other (please specify) _____

Times of Sound _____ 7:00 AM to 5:00 PM _____ (4-hour maximum)

EXCERPTS FROM APPLICABLE CITY ORDINANCES

8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

- (1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.
- (3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.
- (5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

24.08 NOISE REGULATION

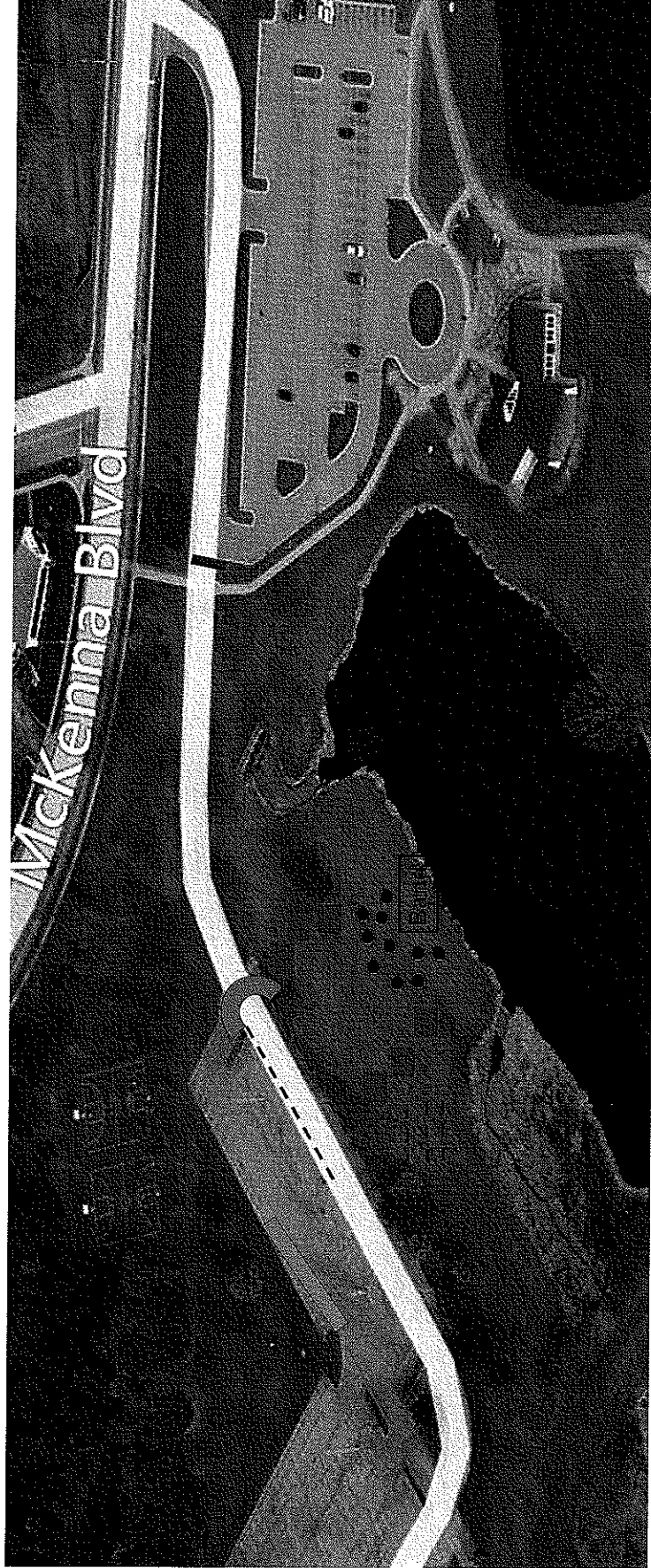
(2) In the following zoning districts established under Chapter 28 of the Madison General Ordinances, the noise emitted from any source and measured at any point within any distance beyond fifty (50) feet of the property or public right-of-way where the noise is produced or beyond fifty (50) feet from the noise source when such exists on public property shall not exceed the amounts indicated in the following table:










SOUND PRESSURE LEVEL

R1, R2, R3, R4, R4A, R4L, Agriculture
Conservancy, Office Residence
7:00 p.m. to 7:00 a.m.—70 dBA
7:00 a.m. to 7:00 p.m.—75 dBA
R5, R6
All times—75 dBA

Elver Park

Maya Rides



-  Start/finish arch
-  10x10 tent- Merchandise sales
-  10x10 tent- sponsors, food give aways
-  Porta potties (10 plus 1 ADA)
-  Ped fencing
-  Bike rack
-  Tables/chairs (seating for 250)
-  Road closure
-  Under 10x10 tent (no stage)

Event Schedule

Date	Time	Event
Friday, July 10th 2015	11:00AM-5:00PM	Start/Finish line set-up
Saturday, July 11th 2015	3:00AM-8:00AM	Course/sign set-up
	5:00AM-4:00PM	Road Closure: Olin Turville Ct from Olin Ave to Lakeside St
	6:30AM-10:00AM	Bike check-in
	6:30AM-4:00PM	Merchandise sales
	7:00AM-4:00PM	PA Announcements
	8:00AM-8:30AM	100 mile start
	8:45AM-9:15AM	80 mile start
	9:30AM-10:00AM	60 mile start
	10:15AM-10:45AM	40 mile start
	11:00AM-11:15AM	20 mile start
	12:00PM-4:00PM	Food service
	12:00PM-4:00PM	Live band
	12:00PM-1:00PM	20 mile finish
	12:15PM-1:15PM	40 mile finish
	1:00PM-2:00PM	60 mile finish
	2:00PM-2:45PM	80 mile finish
	2:00PM-3:00PM	100 mile finish
	4:00PM-8:00PM	Event clean-up

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "MayaRides" will be held July 11th, 2015 at ^{Elver}~~Glin~~ Park

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "MayaRides" (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: Erin Gehring

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 have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER HERE) TBD
3. We will not have on-site Police or Security (ENTER CONTACT

NAME & CELL PHONE NUMBER HERE)

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 (Erin Gehring) 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 (Erin Gehring) 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 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 Not needed unless required from permiter.
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	Erin Gehring	801-528-8395
Secondary Contact	Rachel Peterson	385-224-5275
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector	Jerry McMullen	(608) 266-4420
Division Chief	Ron Schwenn	(608) 266-4420

Madison Police Department

Non-Emergency

Field Lieutenant	David McCaw	(608) 261-9694
Executive Captain	Carl Gloede	(608) 261-9694

VI. Event Area Map (attached next page)