

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madison Turkey Trot 5k
Event Organizer/Sponsor: All Community Events
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No
MANDATORY: State Sales Tax Exemption Number: ES#: n/a
OPTIONAL: Federal Tax Exempt Number: n/a
Address: 1152 Ensell Rd.
City/State/Zip: Lake Zurich, IL 60047
Primary Contact: Colin Pekovitch Work Phone: 224-757-5425 x24
Email: colin@allcommunityevents.com Phone During Event: 847-344-0861
Website: www.allcommunityevents.com FAX: 224-218-2500
Secondary Contact: Peter Starykowicz Work Phone: 224-757-5425 x22
Email: pstaryk@allcommunityevents.com Phone During Event: 847-373-2937
Annual Event? ☐ Yes ☒ No
Charitable Event? ☒ Yes ☐ No
If Yes, Name of charity to receive donations: United Cerebral Palsy of Greater Dane County
Estimated Attendance: 3200 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No
Hours: 8:00 AM to 10:30 a.m.

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: Alliant Energy Center & surrounding streets for course

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 11/23/2017 Event Start and End Times: 7:30 AM - 12 PM
Rain Date (if any): n/a Set-Up Start Time: 6 AM
Take-Down Start Time and End Times: 12 PM - 2 PM
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 n/a

_____. 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 Colin Pekovitch Date 2/13/2017

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:

5:00 a.m. - Start set up

7:00 a.m. - Start set up of course

9:00 a.m. - 5K race begins

10:30 a.m. - Course clear

12:00 p.m. - Race complete/tear down complete



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.

☒ Yes ☐ No

EVENT INFORMATION

Name of Event: Madison Turkey Trot 5k

Contact Person: Colin Pekovitch

Location: Alliant Energy Center Date: Nov. 23, 2017

Type of Amplified Sound:

☐ Band ☐ DJ ☒ Sound System ☐ Speeches/Announcements ☐ Karaoke

☐ Other (please specify): _____

Hours of Amplification:

Date: Nov. 23, 2017 Time: 8:00 a.m. - 10:30 a.m.

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:

Garbage cans will be provided by All Community Events. Trash and recycling will be provided accordingly.

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?

Flyers, event calendars, online, Facebook

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

No - 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: Madison Turkey Trot 5k

Location: Alliant Energy Center

Public Contact Phone: 224-757-5425

Website: www.turkeytrotmadison.com

Admission Cost: \$35.00

Date of Event: 11/23/2017

Beginning/End Time of Event: 7:30 a.m. - noon

Two sentence description of event (for internet calendar):

Madison Turkey Trot 5k for fitness and fun