

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Crystal Lynn Padley

Henry Vilas Park Zoological Society

606 S Randall Ave  
Madison, WI 53715

Email: Crystal@vilaszoo.Org

Phone: (608) 258-9490

### Contact During Event

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### Event Information

**Name of Event:**

**Event Type:**

**Estimated Attendance:**

**Is this a new event:**

### Event Additional Information

**Run/Walk:**  **Music/Concert:**

**Festival:**  **Rally:**

**Parade:**  **Posting no parking signs or bagging meters?**

**Other:**

**If other, please describe:**

### Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

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

**I understand I must attach site map and route map with this application, if applicable:**

## Location Information

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**Capitol Square:**

**State Street Mall (700/900):**

**30 on the Square:**

**Other:**

**Street Names and Block Numbers:** Please see maps attached for both the 5K & 10K routes.

## Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
09/30/2018	6:00 AM	09/30/2018	8:00 AM	09/30/2018	12:00 PM	09/30/2018	1:00 PM	

## Temporary (Picnic/Beer) Licenses

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Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

**Will beer/wine be sold?(\$):** No

**Will beer/wine be served (Free of charge)?:** No

**I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \***

**I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:**

**If the Temporary (Picnic/Beer) License is denied will the event occur?:** No

## Street Use Event Vending License

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If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

**I understand a Special Event License Application listing the vendors and their Sellers ID# is required:**

**Will food and/or merchandise be sold?(\$):** No

**Estimate number of vendors:**

## Public Amplification Permit

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If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
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### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

### Equipment Rental - Downtown events only.

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Will you need equipment rental from the City of Madison?(\$):

No

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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

Do you want this included in the Madison Parks calendar of events?:

Yes

## Acknowledgement

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If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

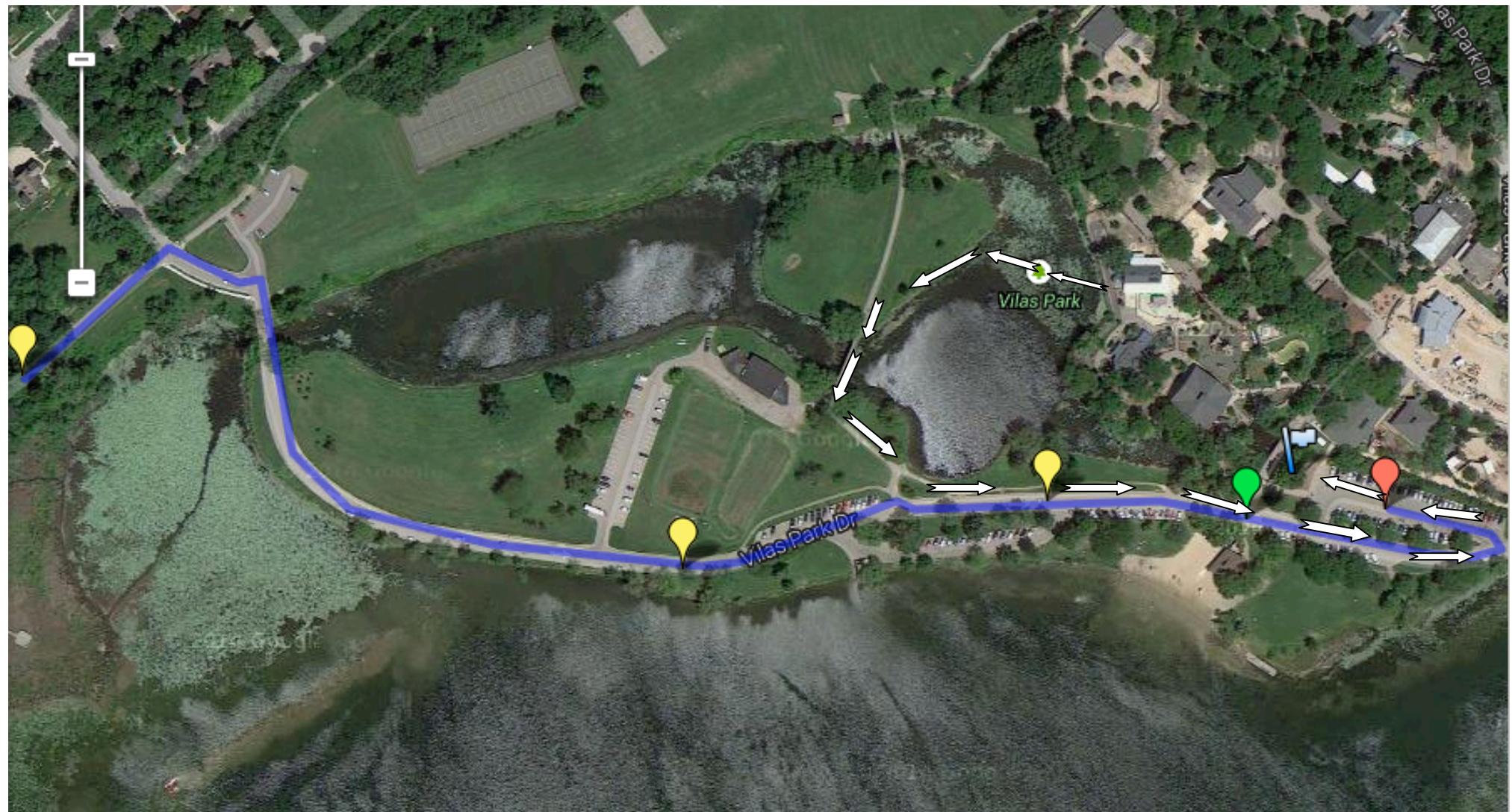
I have read the Acknowledgement:

## Signature

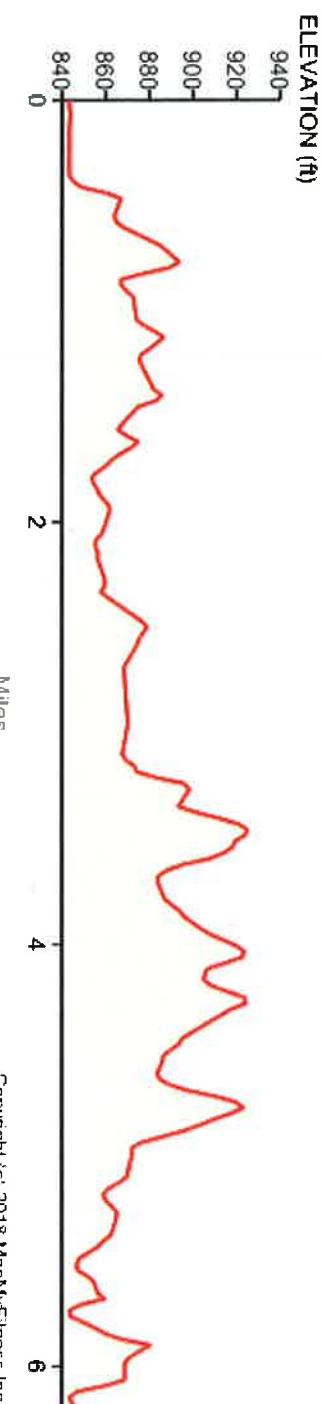
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Signature: Crystal L Padley

Date: 07/09/2018







0.00 mi Head west on Vilas Park Dr

0.37 mi Head north on Vilas Park Dr toward Edgewood Ave

0.40 mi Turn left onto Edgewood Ave

0.45 mi Turn right onto Vilas Ave

0.59 mi Head northeast on Vilas Ave toward Van Buren St

0.77 mi Turn right onto Grant St Destination will be on the right

0.79 mi Head southeast on Grant St toward Garfield St

0.84 mi Keep right to continue on Drake St Destination will be on the right

0.89 mi Head east on Drake St toward Campbell St

1.05 mi Turn right onto Wingra St

1.12 mi Head south on Wingra St toward Hoven Ct

1.20 mi Wingra St turns left and becomes Erin St

1.41 mi Head south on S Mills St

1.43 mi Slight left to stay on S Mills St

1.61 mi Continue onto N Wingra Dr Destination will be on the right

1.62 mi Head southeast on N Wingra Dr toward Arboretum Dr

2.13 mi Turn right onto Fish Hatchery Rd Destination will be on the right

2.33 mi Head southwest on Fish Hatchery Rd

**2.48 mi** Slight right to stay on Fish Hatchery Rd

**2.58 mi** Turn right onto Carver St

**2.69 mi** Head west on Carver St toward Dodge St

**3.15 mi** Turn right to stay on Carver St

**3.29 mi** Turn right onto Marshall Pkwy

**3.51 mi** Continue onto Arboretum Ln Destination will be on the left

**3.58 mi** Head northwest on Arboretum Ln toward Arboretum Dr

**3.59 mi** Turn left onto Arboretum Dr

**4.15 mi** Head northeast on Arboretum Dr toward Arboretum Ln

**5.17 mi** Head northeast on Arboretum Dr

**5.68 mi** Head east on Arboretum Dr toward Wingra Creek Bike Path

**5.92 mi** Turn left onto N Wingra Dr

**5.94 mi** Head north on S Mills St toward Vilas Park Dr

**5.96 mi** Turn left onto Vilas Park Dr

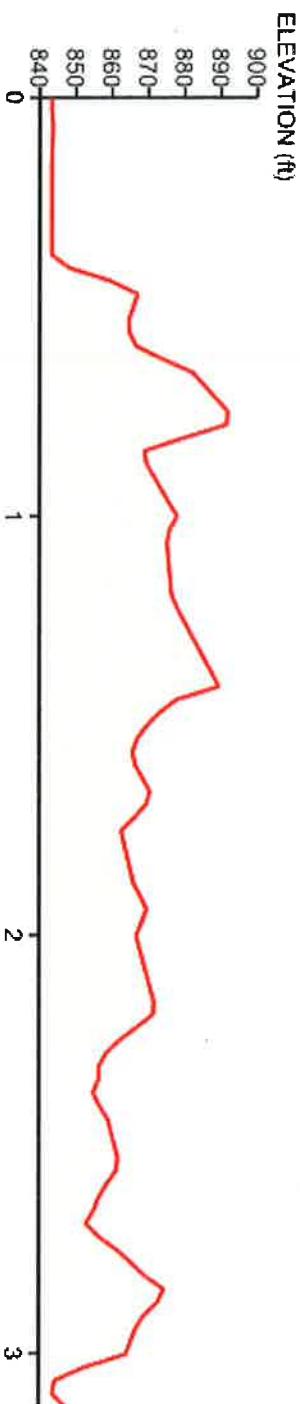
**6.07 mi** Head northwest on Vilas Park Dr toward S Orchard St

**6.15 mi** Turn right

**6.16 mi** Turn left

**6.20 mi** Destination





**0.00 mi** Head west on Vilas Park Dr

**0.40 mi** Turn left onto Edgewood Ave

**0.45 mi** Turn right onto Vilas Ave

**0.48 mi** Head northeast on Vilas Ave toward Lincoln St

**0.77 mi** Head southeast on Grant St toward Garfield St

**0.84 mi** Slight left onto Drake St

**1.05 mi** Turn right onto Wingra St  
Destination will be on the left

**1.19 mi** Head south on Wingra St toward Eberhardt Ct

**1.41 mi** Wingra St turns left and becomes Erin St

**1.41 mi** Turn left onto S Mills St

**1.43 mi** Head south on S Mills St toward Erin St

**1.57 mi** Slight left to stay on S Mills St

**1.70 mi** Head northeast on Delaplaine Ct toward High St

**1.75 mi** Turn right onto S Brooks St

**1.94 mi** Head southeast on S Brooks St toward Fish Hatchery Rd

**2.00 mi** Turn right onto Fish Hatchery Rd

**2.00 mi** Head south on Fish Hatchery Rd toward Midland St

**Henry Vilas Zoo Run Run**  
**September 30, 2018**  
**Safety Plan**

**Medical Plan**

- There will be an ambulance at finish (in the parking lot on the corner of Vilas Park Drive and Orchard Street)- ambulance is on call if they are otherwise needed.
- There will be two EMTs on call with the ambulance.
- There is a First Aid Tent manned by local hospital & medical staff on zoo grounds, centrally located for visibility & accessibility.
- Cell phones available for a 911 call if necessary
- Key staff will have 2-way radios
- Golf cart available for transport if necessary
- Several volunteers along the course to watch for problems
- There is a lost child (parent/child reunion) area near the finish line. Volunteers will be there to assist with reuniting the child with their parent.

**Hydration**

- Water at finish
- Water on bike path – 2922 Arbor Drive (for 10K)\*
- Water at the Wingra Springs parking area (for 10K)\*
- Water at Zoo parking lot on corner of Drake and Randall (for 5K)

*\*indicates that there may be changes to water locations based on approval of new routes, due to Monroe St construction.*

**Portable Restrooms**

- 8 portable restrooms will be located in back zoo parking lot (across from Lake Wingra)
- Zoo has new restrooms that can accommodate 12 in each the mens & womens rooms, as well as a family restroom & separate nursing room (located just down from the finish line & near the start line).

**Recycling Bins (Pellitteri Waste)**

- 7 recycling bins will be located inside the zoo near the finish line
- Event volunteers will be located at each water station to keep the area clean

**Volunteer Plan**

Plan to recruit a minimum of 100 volunteers for race day. We will add more if numbers of runners that pre-register demands it.

- Volunteers at the start – give direction
- Volunteers will be stationed at each mile marker to direct runners/walkers 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 distribute water, keep the area clean
  - Give basic aid if necessary; water, ice, advance aid is for medical personnel only or call 911
  - Handle crowd control

**Henry Vilas Zoo**  
Free admission and parking.  
The Zoo is open all year.

**Buildings**

10 a.m. - 4 p.m.

**Children's Zoo**

10 a.m. - 4 p.m.

**Zoo Grounds**

9:30 a.m. - 5 p.m.

**Rent**

Strollers, wagons and  
wheelchairs at the Gift Shop  
next to Gate 1

**Zoo closes at noon on**  
Thanksgiving Day and Friday  
after; December 24 - 25;  
New Year's Eve and Day;  
M.L. King Jr. Holiday

Ride Metro 4. Bus stop  
located 3 blocks east at  
Erin St. & Mills St.



## Lake Wingra



City of Madison



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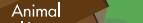
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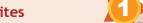
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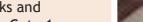
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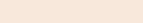
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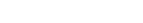
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