

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Rae Sowards

Gsafe

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Madison, WI 53713

Email: Rae@gsafewi.Org

Phone: (443) 827-1348

Contact During Event

Rae Sowards

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Phone: (443) 827-1348

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

Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

Start/ Finish: 300 Potter Street (Adjacent to Franklin Elem School)
See attached for route details
No street closures Request for sidewalks / bike paths /parking lanes only
No parking areas:
200 and 300 blocks of Potter Street (both side of block)
1100 block of Rowell Street (East side only)
North side of entire length of Van Deusen Street (300 block to Sayle)

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
10/13/2024	8:30 AM	10/13/2024	1:00 PM	10/13/2024	3:00 PM	10/13/2024	4:00 PM	

Temporary (Picnic/Beer) Licenses

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

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

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

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?(\$):

Estimate number of vendors:

Public Amplification Permit

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
10/13/2024	12:00 PM	10/13/2024	4:00 PM	

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.

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

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

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?:

Event Website: <https://runsignup.com/Race/WI/Madison/GSAFE>

Notes: Are you looking for a fun fall outing with friends and family? Well, look no further! Join us on October 13 for GSAFE's Annual Trick or Trot Walk/Run. Our 2024 theme is Zombies vs. Humans

Acknowledgement

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

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

By initialing, I/we
waive the 21-day
decision
requirement :

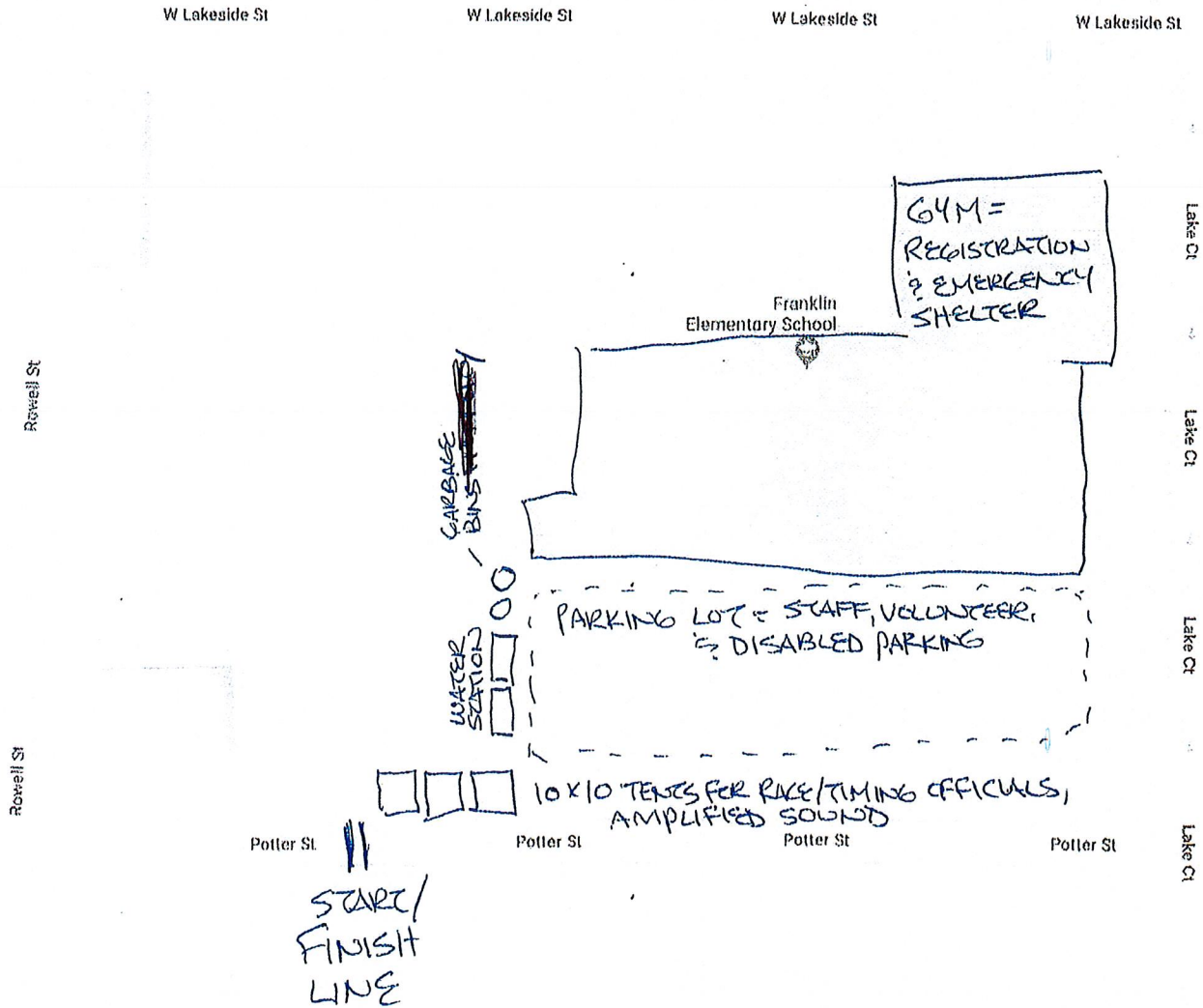
Rs

Signature: Rae Sowards

Date: 06/17/2024

2024 ~~2020~~ GSAFE Trick or Trot Run/Walk 5K Site Map

Staging area: Franklin Elementary School parking lot and gym



* NO PORTA POTTIES
NEEDED, WILL USE
SCHOOL RESTROOMS

* TRASH & RECYCLING
WILL BE COLLECTED
& DISPOSED OF AT
122 E OLIN AVE
(GSAFE OFFICES)

* WATER & TRICK OR TREAT
STATIONS WILL BE
SUPPLIED WITH BAGS
AND CONTAINERS FOR
COLLECTION

* SEE NEXT PAGE
FOR ANTICIPATED
PARKING AREAS

2024 GSAFE Trick or Trot Run/Walk Route Turn by Turn directions

Sunday, October 13th, 2024, 1PM – 3PM

Rae Sowards at rae@gsafewi.org and (443) 827-1348



= Candy Station



= Water Station



= Zombie Station



= Start/Finish Line



GSAFE's Trick or Trot Walk/Run is scheduled for Sunday, October 13th from approximately 1-3pm and is staged at Franklin Elementary on Potter St. We anticipated 600 youth and adult guests. It is an untimed event, with a slight majority opting to walk. We continue to work with Race Day Events for route set up and management. The RDE team and a GSAFE volunteer on bike will trail the last walkers and sweep the course accordingly.

1. Start on Potter Street outside Franklin Elementary parking lot.
2. Run west on Potter St (North side of St)
3. Left onto Rowell St (East side of St)
4. Left onto Van Deusen St (North side of St)
5. Right onto Colby St (East side of St)
6. Left onto sidewalk towards Wingra Creek Bike Path (north side of W Olin Ave)
7. Right onto Wingra Creek Bike Path
8. Cross under W Olin Ave
9. Left over bridge towards Quann Park
10. Right onto Quann Park path
11. Cross over Bram St onto south side of Koster St (running w/traffic)
12. Right onto N Rusk Ave (West side of street)
13. Right onto Sunny Meade Ln (North side of street)
14. Right onto Sundstrom St
15. Left onto Koster St (North side of street)
16. Cross over Bram St onto Quann Park Path
17. Left over bridge towards Wingra Creek Bike Path
18. Right onto Wingra Creek Bike Path
19. Left onto sidewalk towards Colby St
20. Right onto Colby St (East side of St)
21. Left onto Van Deusen St (North side of St)
22. Right onto Rowell St (East side of St)
23. Right onto Potter St (North side of St)
24. Finish on Potter Street outside Franklin Elementary parking lot

Potential Street Closure:

This course was created to minimize the need for street closure and/or assistance by MPD by using bike paths, sidewalks, and lightly traveled side streets. We work with Race Day Events to place seasoned course marshals at critical intersections. We recognize the potential need for closure/MPD support at the following points:

- **Rowell St. at Lakeside** – Closed briefly at race start. Marshals have successfully managed this point in the past. Returning participants will remain on the east side of the street and not crossing over traffic.
- **Colby and Van Deusen intersection** - we have successfully managed this intersection for the past two years with course marshals stopping runners/walkers in case of vehicle.
- **Bram Street at Quann Park/Koster St** - Madison Gospel 5K Walk/Run has safely managed this crossing with volunteer marshals. Experienced marshals will stop participants in case of vehicle.

No parking areas:

- 200 and 300 blocks of Potter St. (both sides of blocks)
- 1100 block of Rowell St. (East side only)
- 100, 200, & 300 blocks of Van Deusen St. (North side only)

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The “ _____ ” will be held _____ at _____.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “ _____ ” (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 _____.

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 _____.
3. We will / will not have on-site Police or Security _____.

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 _____ 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 _____ 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.

CI. 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 thoroughways.
- 5. Crowd control will be managed by: _____
- 6. Parking for vendor and staff vehicles will be: _____
- 7. Parking for attendee vehicles will be: _____

V. CONTACT INFORMATION

Primary Contact		
Secondary Contact		
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345