

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Capitol Mile

Event Organizer/Sponsor Wisconsin Track Club

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

If Yes, provide State of Wisconsin Tax Exempt Number Fed ID No 04-2767835

Address Student Activity Center, Rm 3207, 333 E. Campus Mall

City/State/Zip Madison, WI 53715-1380

Primary Contact Paul Turpin FAX 608-826-3941

Work Phone 608-826-3662 Phone During Event 608-358-1770

E-mail pturpin@treresolutions.com or capmiledirector@witrackclub.org

Website www.witrackclub.org

Secondary Contact Matt Mixdorf

Work Phone -- Phone During Event --

E-mail m.mixdorf@wisc.edu

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: we make \$750 donation to schools with most participants

Estimated Attendance 400 (provided certificate) (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 2:00 pm to 6:00 pm  Yes  No

## EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)  
 Other \_\_\_\_\_

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  Podium/700-800 State Street  
 30 on the Square (a.k.a. top of 100 block of State Street)  Other (specific blocks/streets requested below)

Street Names and Block Numbers: Both Carroll and Pinckney from Main to Mifflin.

Both Main and Mifflin from Carroll to Pinckley.

"Y" closure on State St. corner of Square.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/28/13 Rain Date(s) NA

Event Start Date(s)/Time(s) 7/28 2:00 pm Sunday Set-Up Date(s)/Time for Event 7/28 at 10:30 am

Event End Date(s)/Time(s) 7/28 6 pm Take-Down Time 7/28 by 7 pm

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

I I/We waive the 21-day decision requirement. PDT (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

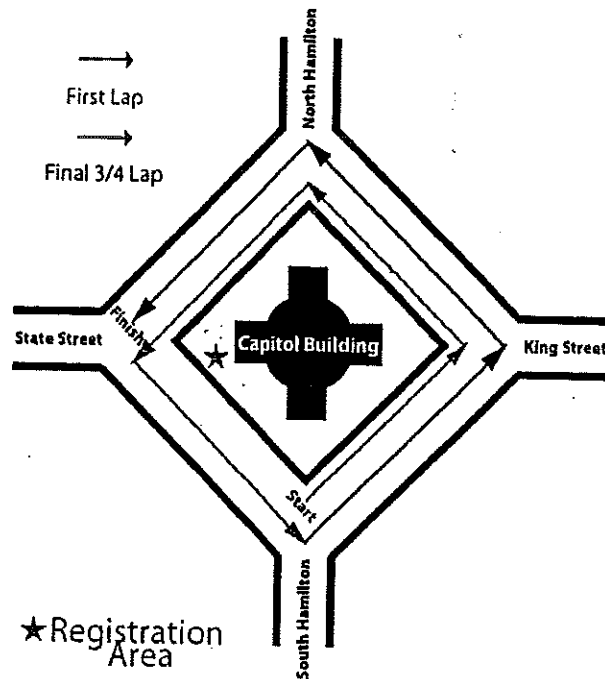
Signature Paul Turpin Date 3/16/13

2013 Capitol Mile Schedule  
July 28, 2013

About 10:00, walk Square to make sure all "No Parking" signs are down. Unload equipment.  
11:00 set up barricades and traffic cones and registration area at the corner of State with Carroll and Mifflin  
1:00 pm registration begins  
2:00 Walk, led by the Achilles Track Club for athletes with disabilities  
2:45 Mile Walk Awards  
3:00 Kid's dash  
3:15 Fast Race - Females  
3:30 Fast Race-Males  
3:45 Youth Girls Mile Run  
4:00 Youth Boys Mile Run  
4:15 Open Women's Mile Run  
4:30 Open Men's Mile Run  
4:45 Masters Men and Women Mile Run  
5:00 Capitol Mile Awards and Door Prize Drawing  
5:30 to 7:00 Cleanup

Event Site Map and Route Plan  
Capitol Mile

## Course Map



The course consists of one and three-quarters laps around the Capitol Square in Madison. It begins at the South Hamilton corner and ends with a downhill dash to the State Street corner

\*Course is officially USATF certified\*

## Post Race Activities

Finishers will be provided with drinks and refreshments after their race. Awards and prizes from local merchants presented at the conclusion of last race. Must be present to win prizes.

2013 Capitol Mile Safety and Security Plan  
Wisconsin Track Club  
July 28, 2013

**Course Marshals:**

The WTC will obtain all required permits for this event, and will maintain event liability insurance with the City and State named as additional insured. WTC will provide a certified athletic trainer during the event to handle any first-aid situations and assist with calling 911 if an emergency exists. The race director, Paul Turpin, will have a cell phone, who is in contact with Capitol Police before and during the event to remove vehicles illegally parked.

The running course will be cordoned off with traffic cones placed at approximate 30-foot intervals around the entire course to keep out automobiles. In addition, the finish line for the race is within the barricaded "Y" closure at the State Street corner.

WTC will provide three Course Marshals during the events from 1:45-5:15 p.m. All course marshals will have walkie-talkies or cell phones to communicate with the race director who can communicate with Capitol or City Police, if needed.

**The Course Marshals will:**

- Set up barricades at Wisconsin Ave and W. Mifflin at about 11:00 am.
- Set up the cones in order to keep cars from parking in the racing lanes and make sure all signs stay in the open position stating "No Parking". We have the inside parking lane and the first lane of traffic reserved for the event. One cone will be placed every 30 feet along the course from W. Washington around to Wisconsin Ave. No need to place cones within the barricaded area.
- After setting up cones to protect the reserved space, Marshals should survey the entire course (i.e. Capitol Square) looking for oil spots, trash and other miscellaneous items. Marshals should remove and clean up these obstacles that are likely to interfere with an athlete's performance during the race.
- Prior to and during the races the course marshals will each monitoring one leg of the Capitol Square. Duties include reminding pedestrians of the race going on, and keeping cars out of the running lanes. Report traffic incidents and parked cars to the Capitol Police, if necessary.
- Clean up, pick up cones, and open "Y" closure by removing barricades approximately one hour after the last race is over.

2013 Capitol Mile Clean-up and Recycling Plan  
Wisconsin Track Club  
July 28, 2013

The WTC will leave those portions of the Capitol Square and surrounding streets used for the Capitol Mile cleaner than how we found it. Not that much trash is generated which will allow us to use City containers for garbage. We will bring extra garbage bags, if needed. Trash will be left for the City in or adjacent to existing containers.

We will bring extra containers for recyclables, primarily used water bottles.

The WTC clean-up crew will consist of at least 6 volunteers who will pick up trash. Recyclables will be taken to the City's W. Badger Road site. Clean-up will occur between approx. 5 pm and 7 pm.