

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Capital City SK for Organ, Tissue & Eye Donation

Event Organizer/Sponsor National Kidney Foundation of Wisconsin

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

If Yes, provide State of Wisconsin Tax Exempt Number 008763

Address 16655 N. BLUE MOUND ROAD. #240

City/State/Zip BROOKFIELD, WI 53005

Primary Contact KRISTA FLANAGAN FAX _____

Work Phone 608-712-2769 Phone During Event 608-712-2769

E-mail krista@targetdestination.com

Website www.kidneywi.com

Secondary Contact TIM HYLAND

Work Phone 608-220-7715 Phone During Event 608-220-7715

E-mail tim@targetdestination.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: National Kidney Foundation of Wisconsin

Estimated Attendance 1,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 6pm to 7:30pm 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: see attached overview

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) Sat, July 26 Rain Date(s) _____
Event Start Date(s)/Time(s) Sat, July 26 6:30 p.m. Set-Up Date(s)/Time for Event 4-6:15 p.m.
Event End Date(s)/Time(s) Sat, July 26 9:00 p.m. Take-Down Time 6:45 Cap Square (MLK), King St.
8pm Take-Down Time: start to streets reopened
Coordinator
Pool Park

APPLICATION SIGNATURE

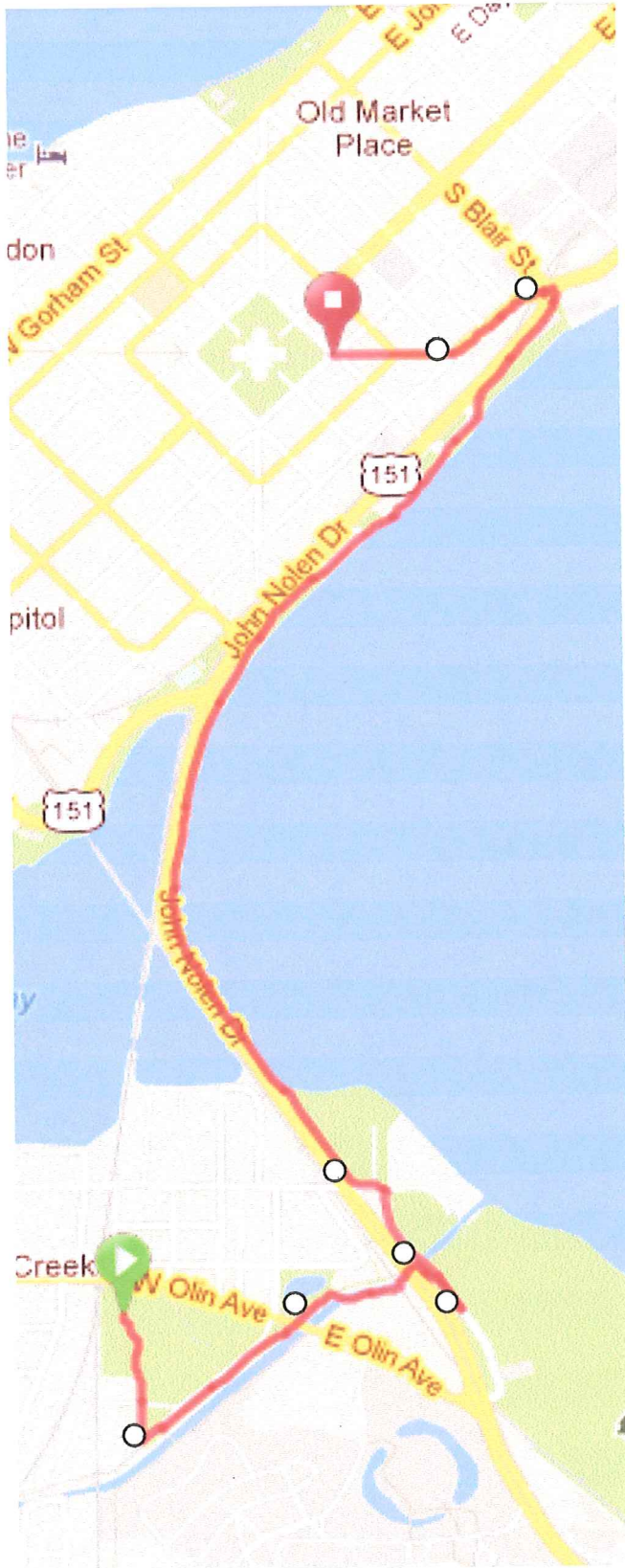
_____/We waive the 21-day decision requirement. _____ (PLEASE INITIAL)

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.

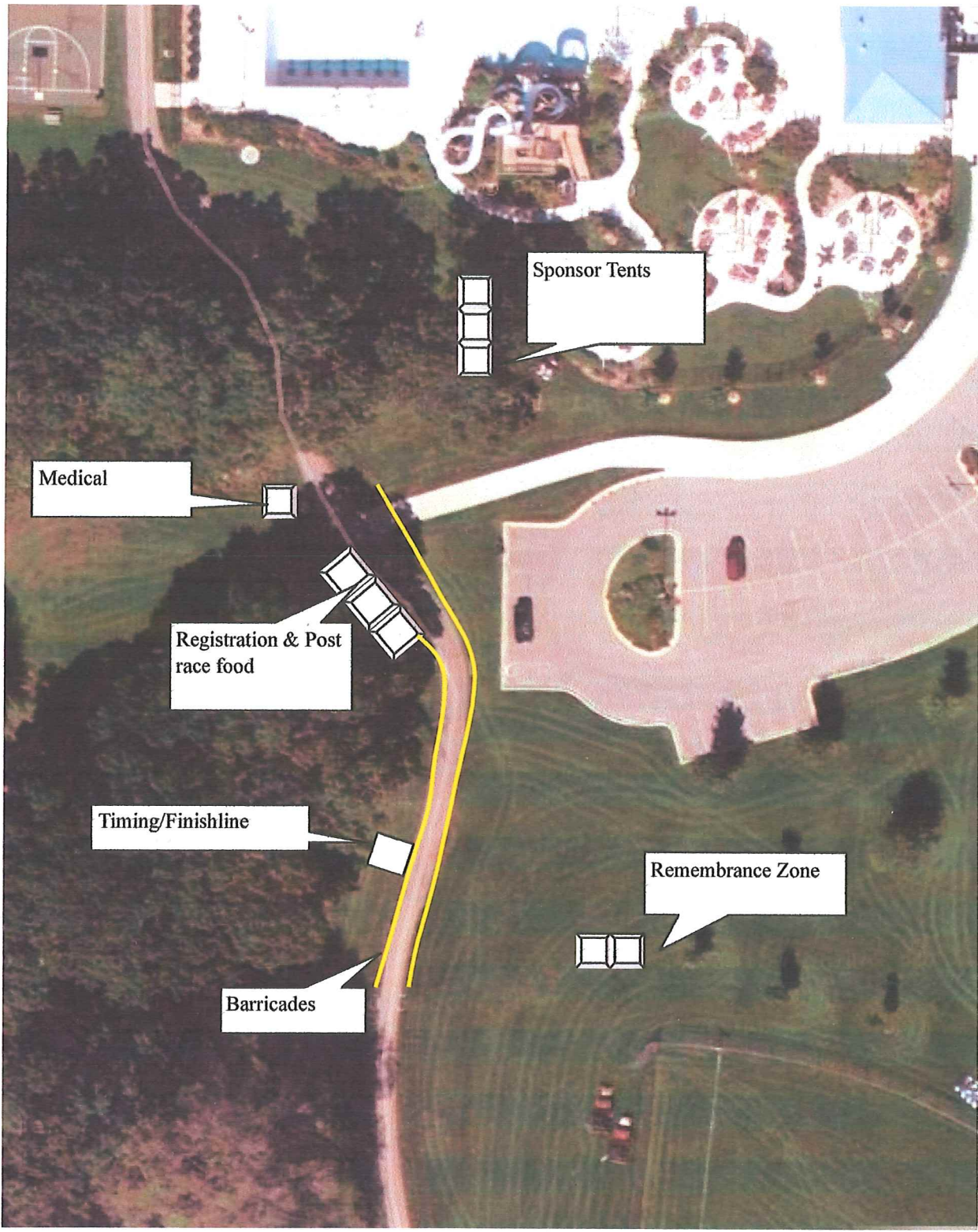
In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature Krista Flanagan Date 4/30/14

2014 NKF Capital City 5K Run/Walk for Organ, Tissue and Eye Donation



2014 NKF Capital City 5K Run/Walk



2014 Capital City 5K Run/Walk for Organ, Tissue and Eye Donation

Event Contacts:

Tim Hyland: 608-220-7715

Krista Flanagan: 608-712-2769

Event Description

The National Kidney Foundation of Wisconsin's Capital City 5K Run/Walk for Organ, Tissue and Eye Donation is a timed run/walk to raise awareness about the need for more organ, tissue and eye donors. More than 112,000 adults and children, including more than 1,800 right here in Wisconsin, are currently waiting to receive a life-saving transplant.

Event Schedule:

Saturday, July 26, 2014

Noon – 3:30pm	Set up registration and finish line at Goodman Park
4:00pm – 6:15pm	Packet pick-up/day-of-race registration
6:00pm - 6:30pm	Announcements start; Marshal participants to start line
6:30pm	Run/Walk begins at Capitol Square (top of King Street)
7:00 – 9:00pm	Finish Line Festival at Goodman Pool

Site Map/Route: (Please see attached map)

The route begins with a start at the top of King Street on the Capitol Square. Participants will be marshaled according to pace (fast runners, slower runners, fast walkers, slower walkers). Participants will head down King Street to Wilson then across Blair/Williamson/John Nolen to the Bike Path. Participants will follow the bike path along Lake Monona then head to the Wingra Creek underpass beneath John Nolen to Goodman Pool.

Overview of Race Management Plan:

Safety and Security Plan:

- Participants will line up in the designated staging area (Top of King Street back to MLK)
- Course Marshals will be stationed at key intersections directing runners/walkers (King/E. Main).
- Police will be utilized at key intersections holding vehicles to allow large groups of runners through at key intersections (King/Doty (2), Butler/Wilson (1), Blair/Williamson (2), and Lakeside/John Nolen (1)).
- The Capitol Square will be barricaded at King/Main.

- A lead squad car will lead the runners down King and E. Wilson, a bike escort will follow the last walker.
- Lead and follow bike volunteers will escort the runners from Start to Finish along the path.
- Two aid stations will be provided on course. The first is located on the west side of Monona Terrace next to the bike path and the second is near the entrance to Wingra Creek Underpass
- Lost child area will be located at the finish line in the information booth.

Weather Plan:

- Event manager will monitor weather forecasts in the days leading up to the event.
- If severe weather is threatening prior to the event, the event managers will make a decision whether to postpone or cancel the 5K and notify participants.
- Should inclement weather occur at the start or during the event, event personnel will direct participants to take shelter in the Capitol, at Monona Terrace or at Goodman Pool depending upon the location of the participants on the course.

Medical Plan:

- UW Sports Medicine will direct the medical effort for the Capital City 5K Run/Walk
- Physicians, nurses and athletic trainers will staff the medical tent at the finish line and also be stationed at the aid stations on the route, and at the start.
- If emergency transport is necessary, Run/Walk personnel will initiate 911 and also contact the Medical Tent with information regarding the situation.

Communication and Notification:

- All key personnel will have a Event Contact Card with the names, area of responsibility and cell phone numbers in order to initiate and maintain key communications.

Clean Up and Recycling Plan:

- The majority of consumables will be disposed of/recycled at the Goodman Pool (finish line).
- The Aid Station crew will be responsible for cleaning up and trash, etc. around their station.
- A crew of 4 - 5 will be responsible for checking the route for any visible trash.

Components:

- As a general rule, the 5K Run/Walk will use the far right lane for the event
- Fixed Course Marshals – stationed at intersections to control pedestrian/bicycle traffic while race participants pass

- Bicycle Course Marshals – lead and shelter the runners in advance and to the side of the route, traveling with the participants to create the safe envelope
- Lead Marshals – either on bike or cart to advance the pack and create the first layer of clearing the course
- Follow Marshals – primarily bicycle, may also add cart for SAG function and course clean up if needed

Notification Requirements:

As in past years, we will post signs along the bike path two weeks in advance and contact the alders in the area to make them aware that the event is once again occurring.

Certificate of Insurance:

A certificate of insurance naming the City of Madison and its Parks Division as an additional insured will be submitted a minimum of 45 days prior to the event.

Accessibility:

As in previous years, the Capital City 5K is open to all ages, ability levels and accessible to person who are disabled.