

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Voyageur Canoe Races

Event Organizer/Sponsor: Wisconsin Association for Environmental Education

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: \_\_\_\_\_

OPTIONAL: Federal Tax Exempt Number: 6W-1049

Address: 800 Reserve Street

City/State/Zip: Stevens Point, WI 54481

Primary Contact: Amy Workman Work Phone: 608-434-8717

Email: amy.workman@wae.org Phone During Event: 608-434-8717

Website: meeconference.org FAX: 715-346-3835

Secondary Contact: Steve Kerlin Work Phone: 715-346-4272

Email: steve.kerlin@wae.org Phone During Event: 715-346-2796

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: Wisconsin Association for Environmental Education

Estimated Attendance: 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: 12:30 pm to 3:30 pm

## EVENT CATEGORY

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

Other: Voyageur Canoe Races on Lake Monona

## 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: Blair Lot, John Nolen/Blair/Williamson St. intersection

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 10/24/2015 Event Start and End Times: 1-3:30 pm

Rain Date (if any): \_\_\_\_\_ Set-Up Start Time: 6 am

Take-Down Start Time and End Times: 3:30-10 pm

TAKE-DOWN TIME: START TO STREETS REOPENED

AEW 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 *Amy E. Workman*

Date 8/24/2015

Saturday, Oct. 24, 2015

- 6 am Blair Lot closed with barricades/Traffic signs placed on parkway adjacent to Willy Street and John Nolen Drive indicating Blair Lot closure.
- 6:30-11:30 am Seven (7) Voyageur Canoes (24- & 34-ft) moved/parked in Blair Lot
- 1 pm Voyageur Canoe paddling teams meet in Blair Lot at dock loading area; Amplification begins
- 1:15-1:45 pm Voyageur brigade parade on Lake Monona
- 1:50-3:15 pm Race heats (3 race lanes, max 3 canoes per race) on Lake Monona
- 3:15-3:30 pm Announcement of race times and team winners; Amplification ends
- 3:30-10 pm Seven (7) Voyageur Canoes (24- & 34-ft) moved out of Blair Lot

Race Spectator locations:

**For Monona Terrace conference participants:** Monona Terrace and Convention Center Grand Terrace and Rooftop

**For Monona Terrace conference participants and the public:** public areas include the bike path and surrounding green spaces

Alder Michael E. Verveer (District 4), Alder Marsha A. Rummel (District 6), Alder Ledell Zellers (District 2), and Alder Sara Eskrich (District 13) will be notified **Sept. 18** with an email and flier, or sooner if the application is approved earlier. The lot closure occurs in Alder Verveer's district, but surrounding alders may also find the event of interest. Businesses along Blair St./Williamson St./King St will be notified **Sept. 18**. Residents will be notified **Oct. 15**, if not sooner by their alderpeople.

# Voyager Canoe Race Map

Blair Street Parking Lot

Canoe Loading / Unloading

Monona Terrace

Lake Monona

Canoe Staging Area

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# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Voyageur Canoe Race" will be held October 24, 2015 at the Monona Terrace and Convention Center, Blair Lot, and on Lake Monona in front of the Terrace (John Nolen/Blair/Williamson St. intersection).

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Voyageur Canoe Race" (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 Amy Workman.

### 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 (John Linder US Coast Guard Auxiliary, 608-692-8595 )
3. We  will /  will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

### 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 Amy Workman 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 Amy Workman 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.

### D. 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 throughways.
5. Crowd control will be managed by: Amy Workman.
6. Parking for vendor and staff vehicles will be: Blair Lot.
7. Parking for attendee vehicles will be: Monona Terrace and Convention Center lot.

**V. CONTACT INFORMATION**

Primary Contact	Amy Workman	608-434-8717
Secondary Contact	Steve Kerlin	715-346-4272
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/27/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jackson Kahl Insurance Services, LLC 39 S. Marr St Fond Du Lac, WI 54935	CONTACT NAME: Pamela Deanovich, CISR	
	PHONE (A/C, No, Ext): (800) 524-5467 FAX (A/C, No): (866) 218-6850 E-MAIL ADDRESS: info@jacksonkahl.com	
INSURED  Rutabaga Paddlesports, LLC 220 West Broadway Madison, WI 53716	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : West Bend Mutual Insurance Co.	15350
	INSURER B : National Specialty Insurance	
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		BOS0902083	04/10/2014	04/10/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		CPS0902084	04/10/2014	04/10/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		NUS0918572	04/10/2014	04/10/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WCS090208508	04/10/2014	04/10/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
October 24, 2015

CERTIFICATE HOLDER  Voyageur Canoe Race 220 W Broadway Madison, WI 53716	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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