

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Cameron Yonan  
Gsafe  
122 E Olin Ave  
Ste 100  
Madison, WI 53715  
Email: Cameron@gsafewi.Org  
Phone: (715) 531-8592

### Contact During Event

Cameron Yonan  
Gsafe  
122 E Olin Ave  
Ste 100  
Madison, WI 53715  
Email Cameron@gsafewi.Org  
Phone: (715) 531-8592

### Event Information

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Name of Event:

Event Type:

Estimated Attendance:

Is this a new event:

### Event Additional Information

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Run/Walk:

Music/Concert:

Festival:

Rally:

Parade:

Posting no parking signs or bagging meters?

Other:

If other, please describe:

### Site Map

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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:

Colby St: 1200 block  
Van Deusen: 100-300 blocks  
Rowell St: 1100 block  
Potter St: 200-300 blocks  
Lawrence St: 1000 block  
E Lakeside St: 100-200 blocks  
Sayle St: 1100 blocks  
Bram St: 200-300 block

Additional: Coliseum Rd and Expo Drive (Alliant Energy Center grounds)  
Sidewalks along south side of E Olin Ave- 1100 block  
Portions of Wingra Creek bike path

## 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
10/15/2023	8:30AM	10/15/2023	1:00PM	10/15/2023	3:00PM	10/15/2023	4:00PM	

## 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?(\$):

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

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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?(\$):

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
10/15/2023	12:00PM	10/15/2023	4:00PM	

## 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?(\$):

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

**Event Website:** <https://gsafewi.org/events/>

**Notes:** Please join us for this annual family (and pet!) friendly Halloween-themed walk/run!

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

CY

Signature:

Cameron Yonan

Date:

07/13/2023

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "GSAFE Trick or Trot Run/ Walk" will be held October.15<sup>th</sup>, 2023 at Franklin Elementary School, Wingra Creek Bike Park, and Quann Park .

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "GSAFE Trick or Trot Run/ Walk" (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 PRIMARY CONTACT: Brian Juchems.

### 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 (Ryan Bros will be an off-site contact)
3. We  will /  will not have on-site Police or Security (We do not anticipate needing event 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 Brian Juchems 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 Brian Juchems 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: GSAFE.
6. Parking for vendor and staff vehicles will be: Franklin Elementary(S).
7. Parking for attendee vehicles will be: Franklin Elementary & limited street parking (S).

**V. CONTACT INFORMATION**

Primary Contact	Brian Juchems	6082355467
Secondary Contact	Amber Sowards	4438271348
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

# STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?

Yes  No

If Yes, please continue. If No, skip this form.

## EVENT INFORMATION

Name of Event: GSAFE Trick or Trot Walk/Run

Contact Person: Brian Juchems

Location: Franklin Elementary School, Quann Pak, Wingra Bike Path

Type of Amplified Sound:

Band  DJ  Sound System  Speeches/Announcements  Karaoke

Other (please specify): \_\_\_\_\_

Hours of Amplification:

Date: 10/15/2023

Time: 12:30PM-3:30PM

## STREET EVENT CLEANUP AND RECYCLING PLAN

- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

***Provide Detailed Trash/Recycling/Cleanup Plans:***

## STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
  - » Vending: food, beverages and/or merchandise
  - » Music/Performances
  - » Displays, Exhibits, Demonstrations
  - » A moving event such as a rally, parade, etc.

***Provide Detailed Event Schedule:***



# Special Event Application

## Accessibility



### ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the general public.
  - An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (must include opportunity for request of interpreters, multiple ways to access festival information)
  - Interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
  - At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event. Possible information to include:
  - Accessible parking locations
  - Accessible seating locations
  - Accessible restrooms
  - Available interpretation services
  - Available quiet areas
- Cluster portable toilets in groups of no more than 6, and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

**Describe your event's accessibility plan. Include any accessibility setup in your site map.**

Designated accessible parking in Franklin Elementary parking lot.

Franklin Elementary has accessible restrooms and ADA compliant doorways.

ADA secondary entrance to race route. Route will be entirely on paved surfaces.

For information and compliance contact City of Madison Department of Civil Rights at [dcr@cityofmadison.com](mailto:dcr@cityofmadison.com) or (608) 266-4910.



# Special Event Application **Accessibility**





**GSAFE's Trick or Trot Walk/Run** is scheduled for Sunday, October 15th from approximately 12:30 to 2:30. It is staged from Franklin Elementary School on Potter St. The event draws a crowd of approximately 600 youth and adult walkers and runners. It is an untimed event, with the majority of participants walking, although we always have a few jack rabbit runners who take the run seriously.

We continue to work with Race Day Events for route set up and management. The Race Day Event team along with a designated GSAFE volunteer on bike will have eyes on the last walker and will be sweeping the course immediately following the last participant.

GSAFE's point person leading up to and day-of event is Brian J. at [brianj@gsafewi.org](mailto:brianj@gsafewi.org) and (608-235-5467).

1. Start on Potter Street outside Franklin Elementary parking lot.
2. Run west on Potter St
3. Left onto Rowell St
4. Left onto Van Deusen St
5. Right onto Colby 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. Left onto Bram Street (North side of street)
12. Continue on Bram Street onto Alliant Energy Center grounds
13. Left onto Coliseum Rd N
14. Right onto W Expo Drive
15. Left onto Willow Creek Island
16. Right onto Expo Way (cross over to west side of road and run along side facing traffic)
17. Left onto sidewalk along south side of E Olin Ave
18. Left onto cloverleaf ramp down to Wingra Creek Bike Path
19. Left onto Wingra Creek Bike Path
20. Cross under W Olin Ave overpass
21. Continue on Wingra Creek Bike Path heading east
22. Right at fork over footbridge to stay on south Wingra Creek Bike Path
23. Cross under John Nolen Drive
24. Right onto bike path ramp on south side of Wingra Creek
25. Left onto Olin-Tourville Ct (west side of street)
26. Left down onto bike ramp towards bike path
27. Cross under John Nolen Dr
28. Right onto bike path towards Van Deusen
29. Left onto Van Deusen (north side of street)
30. Right onto Lawrence Court
31. Left onto Potter St
32. Finish on Potter St outside Franklin School 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. As always, we will work with Race Day Events to place seasoned course marshals at critical intersections to direct and stop walkers/runners in case of cross traffic. We recognize the potential need for closure/MPD support at the following points:*

- **Rowell St. at Lakeside** – *Closed briefly for at start of race for no more than 5 minutes. We have had course marshals on bikes for the last two years and have been successful in managing this location.*
- **Colby and Van Deusen intersection** - *we have successfully managed this intersection for the past two years.*
- **Lawrence St at Van Deusen** *is a small one-way street w/ traffic turning onto Lawrence from Van Deusen, which is where our participants will be turning onto Lawrence.*
- **Lake Court at Lakeside** – *Another small one-way street with traffic turning onto it from Lakeside. It is at the very end of our route and runners/walkers will be spread out.*

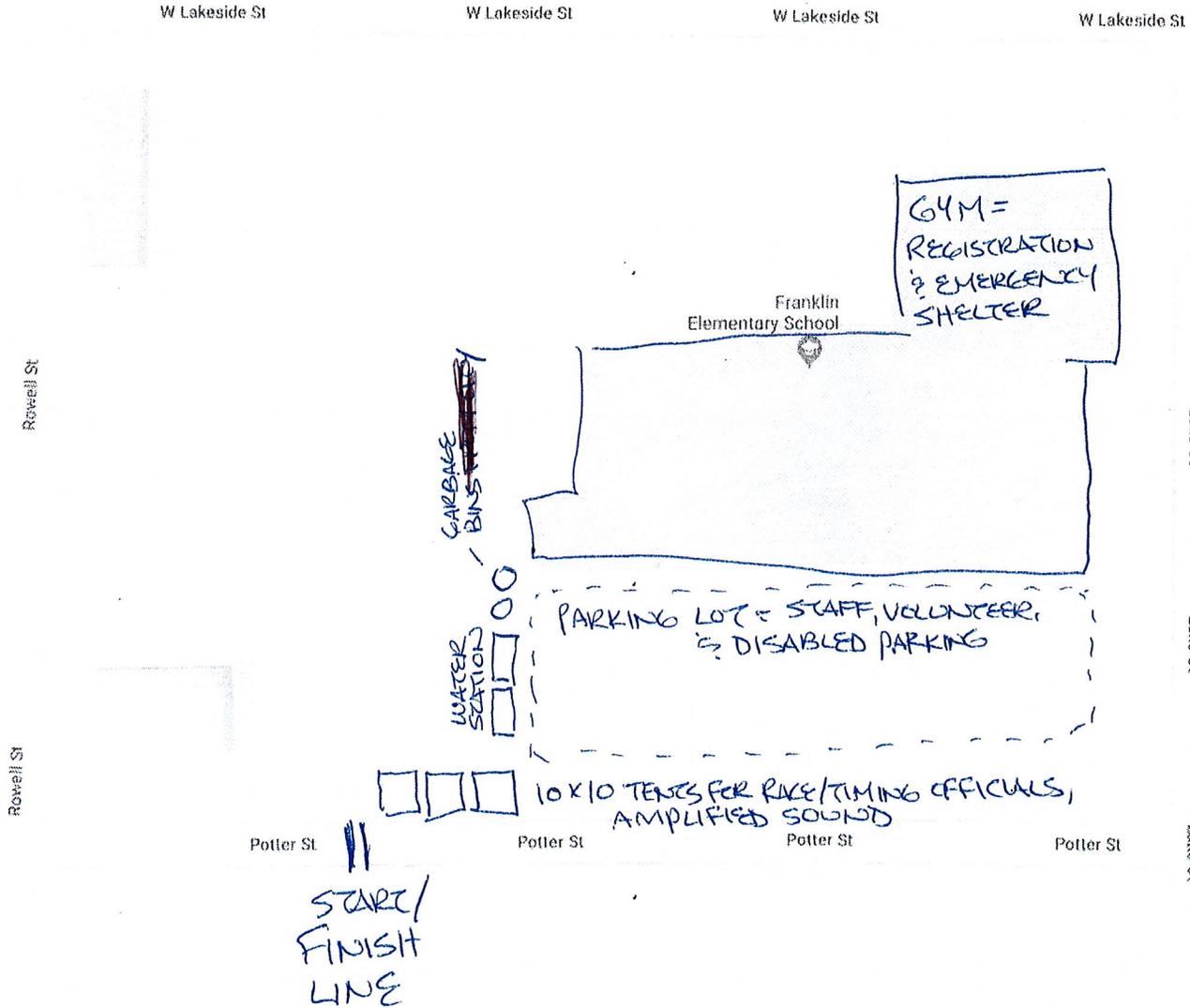
**No parking areas:**

- 200 and 300 blocks of Potter St. (both sides of blocks)
- 1100 block of Rowell St. (East side only)
- North side of entire length of Van Deusen St (300 block to Sayle)
- 1100 block of Lawrence St (both sides of block)

2023

~~2018~~ 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

2023

10<sup>th</sup>, 2023

Suggested Parking Plan for ~~2023~~ GSAFE Trick or Trot 5K Run/Walk on Sunday, October ~~10<sup>th</sup>~~, ~~2023~~



GSAFE OFFICES ARE AT 122 E OLIN AVE & WE HAVE RECEIVED CONSENT TO DIRECT PARTICIPANTS TO PARK IN ADJOINING LOTS