

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Literacy Network Run/Walk

Event Organizer/Sponsor Literacy Network, Inc.

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

If Yes, provide State of Wisconsin Tax Exempt Number 51-0180488 ES1511

Address 1118 S. Park St.

City/State/Zip Madison, WI 53715

Primary Contact Jen Davie

FAX 608-244-3899

Work Phone 608-244-3911

Phone During Event 630-467-4397

E-mail jdavie@litnetwork.org

Website www.litnetwork.org

Secondary Contact Jeff Burkhardt

Phone During Event 608-669-4447

Work Phone 608-244-3911

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: Literacy Network, Inc.

Estimated Attendance 1000-1500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours ~~to~~ 9:45 A.M. to 1:30 P.M.  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: Broom St. between State and Gorham; State St. between Gorham and Broom. Run will go down State St. to Library Mall.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/19/2014 Rain Date(s) N/A

Event Start Date(s)/Time(s) 10/19/2014 9:30 A.M. Set-Up Date(s)/Time for Event 10/19/2014 7:30 A.M.

Event End Date(s)/Time(s) 10/19/2014 2:30 P.M. Take-Down Time 10/19/2014 2:30 P.M.  
Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

\_\_\_\_\_/I/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 [Signature] Date 8-19-14

## **STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE**

The schedule begins when event set-up starts, including set-up 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 (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

### **EVENTS WITH AMPLIFICATION**

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

### **PROVIDE DETAILED EVENT SCHEDULE:**

7:30am-9am - Setup

8:30am-10am - Registration

9:45am - Fun Run Megaphone amplification begins, radio announcer promotes race day info prior to race start.

10:30am - Race Starts (5K Run, 10K Run, 5K walk)

12:00pm-2:30pm - Race Ends, clean up begins

2:30 - Take-down begins

## **STREET USE PERMIT APPLICATION – EVENT SITE MAP**

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas
- Remember to include:
  - Emergency vehicle access lanes (minimum of 20’).
  - Accessible paths for wheelchairs as well as disabled parking spaces.

### **EVENTS INCLUDING A RUN, WALK OR PARADE**

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

NOTE: The approval/issuance of a Street Use Permit for an event does NOT approve the proposed route for an event.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

### **PROVIDE EVENT SITE MAP:**

#### **10K RUN:**

Start 400 block of State Street to Park. Right on Park to Lakeshore Path to base of Picnic Point, left onto University Bay Drive, right on Columbia, left on Dartmouth, left on Colgate to University Bay Drive, right on University Bay Drive to Lakeshore Path, right on Lakeshore Path to Park, right on Park, left on State, right on Broom to Finish.

#### **5K RUN:**

Start 400 block of State Street to Park. Right on Park to Lakeshore Path, left on Lakeshore Path to 5K turnaround near Willows Beach. Back on Lakeshore Path, right on Park, left on State, right on Broom to Finish.

#### **5K WALK:**

Start 400 block of State Street to Park Street using overpass unless stairs area is a problem, walk halfway up Bascom Hi and turn to right onto Elm to Lakeshore Path, right on Lakeshore Path to Park Street, right on Park, left on State, right on Broom to Finish.

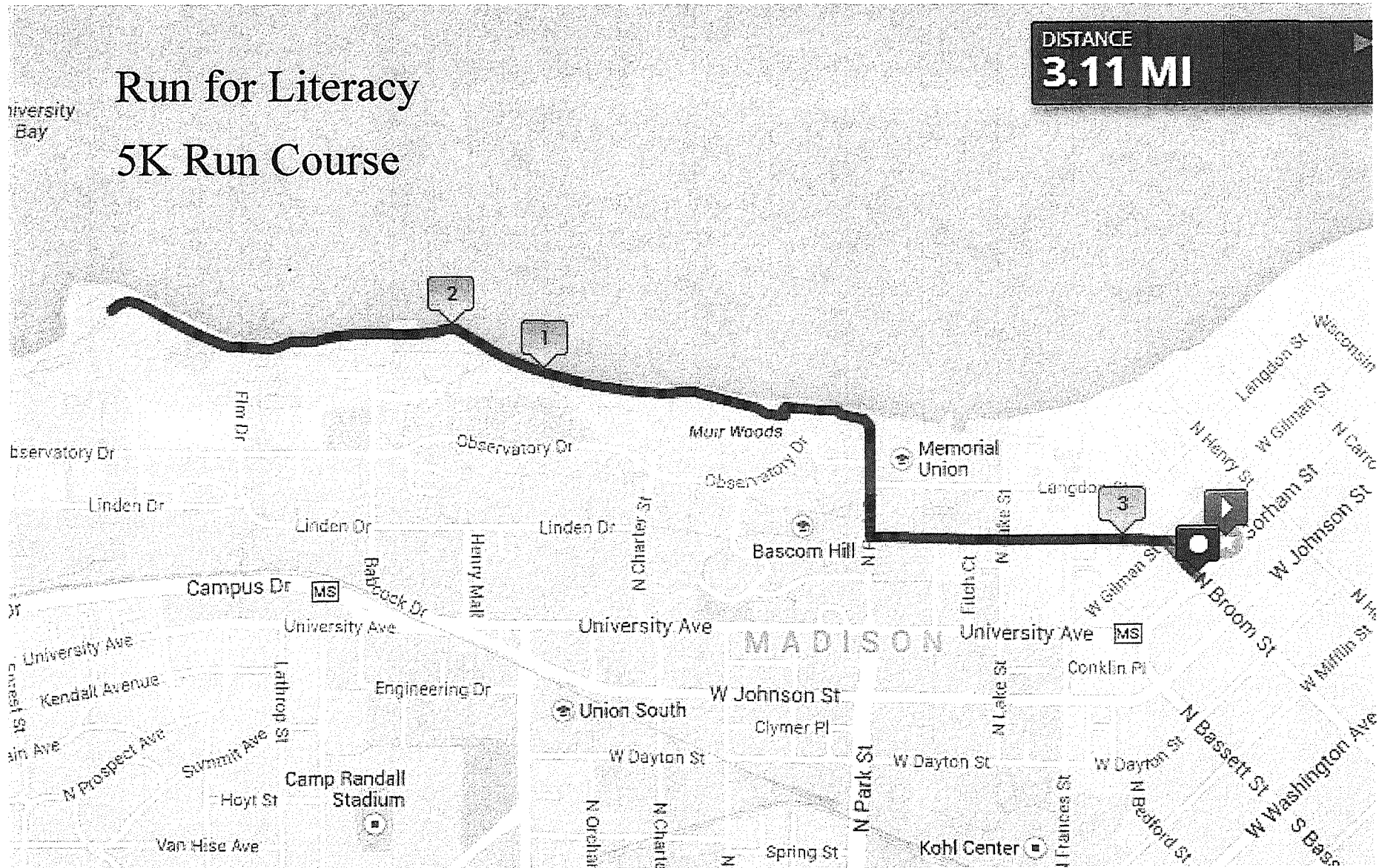
# Run for Literacy 10K Run Course

DISTANCE  
**6.27 MI**



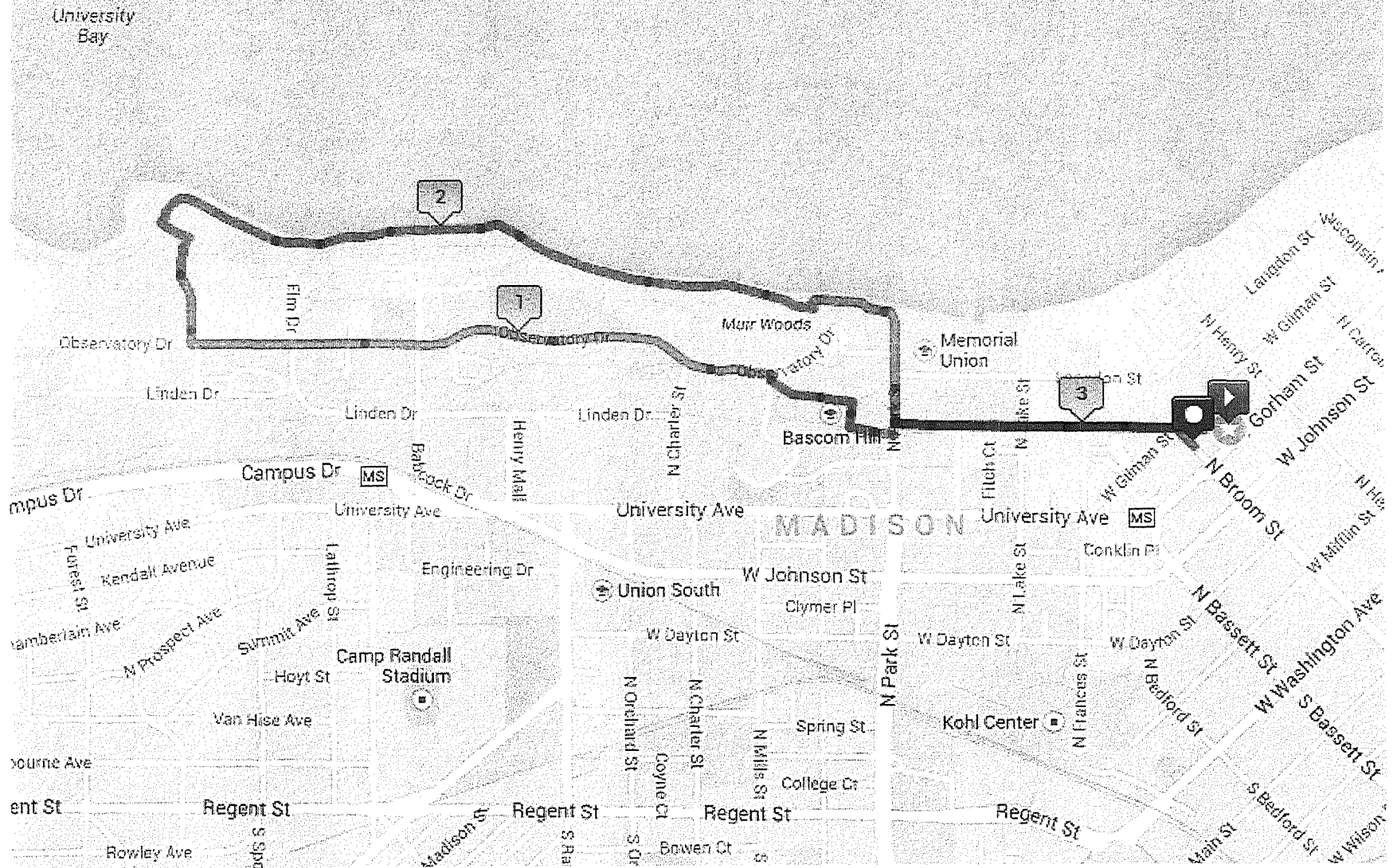
# Run for Literacy 5K Run Course

DISTANCE  
**3.11 MI**



# Run for Literacy 5K Walk Course

DISTANCE  
**3.15 MI**



## **STREET USE PERMIT APPLICATION – SAFETY AND SECURITY PLANS**

The **Safety Plan** should include:

- First aid and emergency response procedures
- Emergency contact information
- A designated “lost child” area
- A plan for information communication to staff and volunteers during the event

The **Security Plan** should include, but is not limited to:

- The hiring of private security companies and licensed professional emergency medical services
- Plans for crowd control
- Plans for alcohol containment (i.e. beer gardens)
- Plans for securing valuables
- Plans for protecting event participants

Per MGO 10.056(4)(a)11 – “[I]f there will be any extraordinary security measures including searches of persons or vehicles, the applicant shall submit that plan as a separate Attachment to the application.”

City of Madison Police and Fire Department representatives may make additional recommendations after review of the Safety and Security Plans at a Street Use Meeting. Police and Fire Department representatives may also require Special Duty Police Officer or Fire Inspector staffing at your event.

### **SPECIAL DUTY POLICE**

The event organizer must call (608) 266-4022 to request Special Duty Officers for their event. Officers are hired at an hourly rate with a 2 hour minimum.

### **DETAIL SAFETY AND SECURITY PLANS:**

Trained security personnel will be present at the event.

## **STREET USE PERMIT APPLICATION – TRASH 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 clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$10.00 each

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

**Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.**

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via [email](#) or at (608) 267-2626.

### **DETAIL TRASH AND RECYCLING PLAN:**

We will not need additional barrels. We bring trash/recycling barrels and garbage bags for barrels and volunteers throughout route monitor the trash and recyclable materials, picking up anything not thrown into receptacles. We dispose of garbage/recyclables at end of event.