

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Jill Ann Nyland
Children's Voice Inc
4830 Valor Way
Madison, WI 53718
Email: Jillnyland@ymail.Com
Phone: (608) 422-0118

Contact During Event

Jill Ann Nyland
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Madison, WI 53718
Email Jillnyland@ymail.Com
Phone: (608) 422-0118

Event Information

Name of Event: Balloon Lake Run

Event Type: One Day

Estimated Attendance: 400

Is this a new event:

Event Additional Information

Run/Walk: ☒

Music/Concert: ☐

Festival: ☐

Rally: ☒

Parade: ☐

Posting no parking signs or bagging meters? ☒

Other: ☐

If other, please describe:

Site Map

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

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

<https://www.mapmyrun.com/routes/view/5801160001>
Around lake Monona run with Olin Pavilion rental

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
10/19/2024	1:00am	10/19/2024	7am	10/19/2024	12 pm	10/19/2024	12:40pm	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

No

Will beer/wine be served (Free of charge)?:

No

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

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?(\$):

No

Estimate number of vendors:

Public Amplification Permit

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
10/19/2024	0645 am	10/19/2024	12 pm	

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.

Will you need equipment rental from the City of Madison?(\$):

Yes

Trash Barrels:

0

Recycling Barrels:

0

Dumpsters:

0

Electrical Adaptors:

0

Marketing

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: childrensvoiceinc.org

Notes: Half marathon and 4 mile run around lake Monona to raise funds for Children's books to teach the dangers of drugs. Prizes, snacks, shirt, medals all for a good time and a good cause. Join us 9/28/2024.

Acknowledgement

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

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

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

I

Signature: Jill Nyland

Date: 11/06/2023

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:

Balloon lake Run 10/19/2024

See the attached Word document for the event description.

We will be selling registration at the pavilion on set up day and at 5 a.m. on the day of the race (10/19/2024).

Designer signs will be set up, along with cones and arrows leading the runners. There are no street closures.

We are giving away water, donuts, bagels, milk, and bananas at the end of the race in the pavilion. The milk will be put in Texas coolers with Ice. We will probably keep the windows shut so as not to attract flies to our food.

We are having an award ceremony at 8 am and 9 am.

Portable toilets every 3 miles on the route

1. Orton Park
2. Schluter Beach
3. Winnequah road and Healy Lane (open parking lot/ park)

Event Coordinators and Helpers

Event Planer Coordinator

Jill Nyland-608-422-0018

Event Emergency Medical Road Technician Coordinator

Elni Helene-608-215-1517

Street Service Coordinator

Mike Erickson- 1-608-449-8452

Madison Police-1-608-266-4275

Water Table Coordinator

Antonette Missbach- 815-321-9536

Water table volunteers

Mile 2-Erika Granados– **608-213-8652** Keyla Granadlos-**608-957-1061**

Mile 4- Bettye and Rasaki Sr. Emmanuel-**608-977-0155**

Mile 6-Nyja and Nasier Emmanuel- **608-977-0155**

Mile 8- Kamyr and Rasaki Emmanuel-**608-977-0155**

mile10- Erika Granados– **608-213-8652** Keyla Granadlos-**608-957-1061**

mile 12-Antonette Missbach and family-**815-321-9536**

Hospitality Coordinator-

Herlinda -608-393-3183

Award Coordinator

Destiny Nyland- 608-843-2987

Rachel Goldburg-608-443-9952

Time Coordinator

Gary -1-715-862-0223

Route Certification Coordinator

David Moore

Project Coordinator- Tear down

People Ready

Project Coordinator- Set Up

People Ready

10/18/23- Pass out shirts the day before event. 4 pm to 7pm

Jasmine Gage-414-303-6243

Mary Kefer

Jill Nyland-608-422-0118

Event Set up Schedule

10/14/2024

No Parking Signs set up.

10/16/24

Daytime street direction sign set up.

10/18/2024 Set up.

Olin Pavilion set-up 4 pm-10pm

10/19/2024- Day of the event

Cone Set up Job-

- Street cones-5:30 am set up start – cones down by 12:40 pm
- Corner cones and designer cones-1 a.m. start setup. Take down after street cones are down.

Atwood Ave

- Atwood Avenue needs to be done by 720 am cones up.
- **Start taking Cones down at 910 am.**

Winnequah Road

- Winnequah and Maywood to Winnequah and Bridge Road cones up by 740 am.
- **Start taking down by 10 :40 am.**

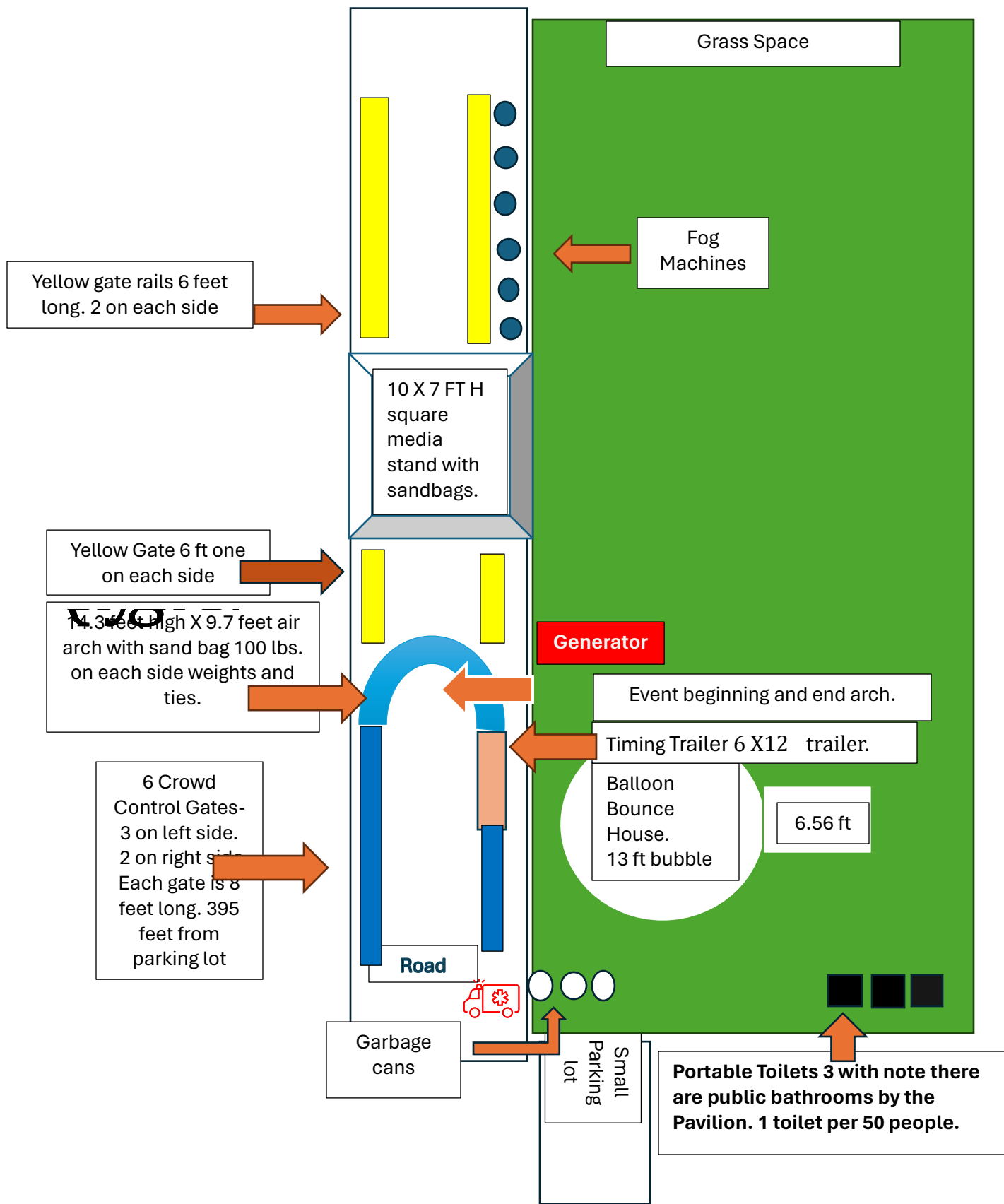
Park set up

10/19/2024 4 am- 7am

Teardown

Noon until 4:00 Pm


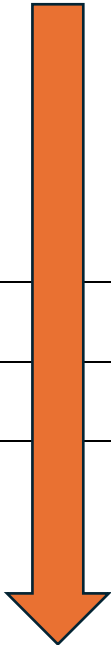

Park Structure












Water Tables-October 19th 1am


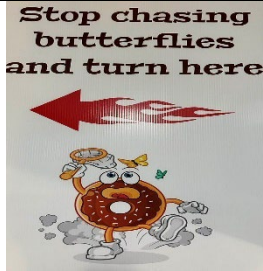



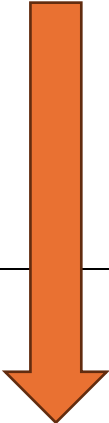

MILE	PLACE	TIMES
½ mile	Capital City trails	7 am- 8:30
Mile 2	Capital City Trails & Blair	7:20-7:50
Mile 4	Lakeland & Hudson Ave	7:30-8:30
Mile 6	Corner of Winnequah & Winnequah	7:40-9:10
Mile 8	Nichole's road, skate park area, Monona	8am-9:50
Mile 10	Frost ridge Beach, Monona	8:10-10:30
Mile 12	Esther Beach- Monona	8:20-11:10



Cones and Signs

Amount	Time	Place	Pickup
2 small	5 am	East Lake St and Capitol City Trail sidewalk	10/19/24 11:30 to 4:30 curb cones and designer signs picked up
Mile 2 6 ft large turn around 4-mile runner sign with water table.	 Direction and curb cones 10/19 starting 1 am	Capitol City Trail and Williamson Street	
4 small		S Blount St & Capitol City Trails	
2 small		Capitol City Trails & Jennifer-sidewalk	
1 large 28-inch cone with Right direction sign		Capitol City Trail & Jenifer Street	

Amount	Time	Place	Pickup
1 large cone with Right turn and 2 small cones		Corner Jenifer & Spaight St	10/19/24 11:30 to 4:30 curb cones and designer signs picked up
1 Large cone with Right turn and 2 small cones		Corner of Spaight and Ingersoll	
1 Large cone with left turn and 2 small cones		Corner of Rutledge and Baldwin	
1 Large cone with right turn and 2 small		Corner of S Thornton Ave and Rutledge	
1 Large cone with right turn and 2 small cones		Dunning and Lakeland Ave Corner	
1 Large right turn cone		Lakeland Ave and Lakeland Ave	
1 Large cone with right turn and 2 small cones		Lakeland Ave and Atwood Ave pathway	
One 36 "keep left sign with tripod stand with sandbag prior to right lane opening		Prior to East side Businessmen's Club	

Four 28 " Large cones guiding Cars to stay left and out of newly opened Right Lane			After to East side Businessmen's Club keep left Sign
220 small cones 20 feet apart	Start at 5:00 am Cones up by 7:20 am	Atwood AVE Block off right lane to Winnequah rd.	Start taking cones down at 9:10 am
1 large cone with right turn		Monona drive and Winnequah Rd	
1 Large cone with left turn		Winnequah Rd to Winnequah Rd	
1large cone left turn and 6-foot graphic board sign with left turn		Winnequah Rd to Dean Ave	
1 Large cone with right turn 2 small cones		Corner of W Dean and McKenna Rd	
1 Large cone with right turn and 2 mall cones		Corner McKenna Rd and Nichole's Rd	

Amount	Time	Place	Pickup
1 Large cone and 6-foot graphic board sign with right turn 2 small cones		Corner of Nichole's and Winnequah rd.	10/19/24 11:30 to 4:30 curb cones and designer signs picked up
1 large cone and 6-foot graphic board sign with left turn 2 small cones one other side of the street		Winnequah Rd and Tonyawatha trail	
1 Large cone with Right turn 2 small cones		Winnequah Trail and Winnequah Rd	
175 small cones	Start at 6:30 Cones up by 7:40	After Maywood Park on Winnequah Rd around the corner marking space for bike path run	
1 large cone with Right turn		Winnequah Rd and Bridge Road	
1 large cone with right turn and 6-foot graphic board sign into park block sidewalk with 2 small cones		Bridge road into park pathway history	

5 larges cones on each side of the sidewalk crossing and center with forward signs		Capitol City Trail and Rimrock road	
Forward heart and memory grass signs	 10/16/24 setup	2 on each block. One at the start of the block and one at the end of the block	10/17/24 Take down
Forward arrow heart turn signs	 10/16/24 setup	One heart arrow turn sign at every turn related to the route.	10/17/24 takedown

Street no parking signs 40 feet apart- October 15th setup.

WHERE	AMOUNT	Total
Olin Turville Ct (where parking is allowed)	19	
Jenifer street 751-723	16	
Spaight-901-1051	50	
Ingersol-608-620	8	
Rutledge 1103-1251	33	
Baldwin 706-1252	6	
Morris 1311-1529	42	
		174

Route

Half Marathon

<https://www.mapmyrun.com/routes/view/6056490190/>

4 miles

<https://www.mapmyrun.com/routes/view/5937674890/>

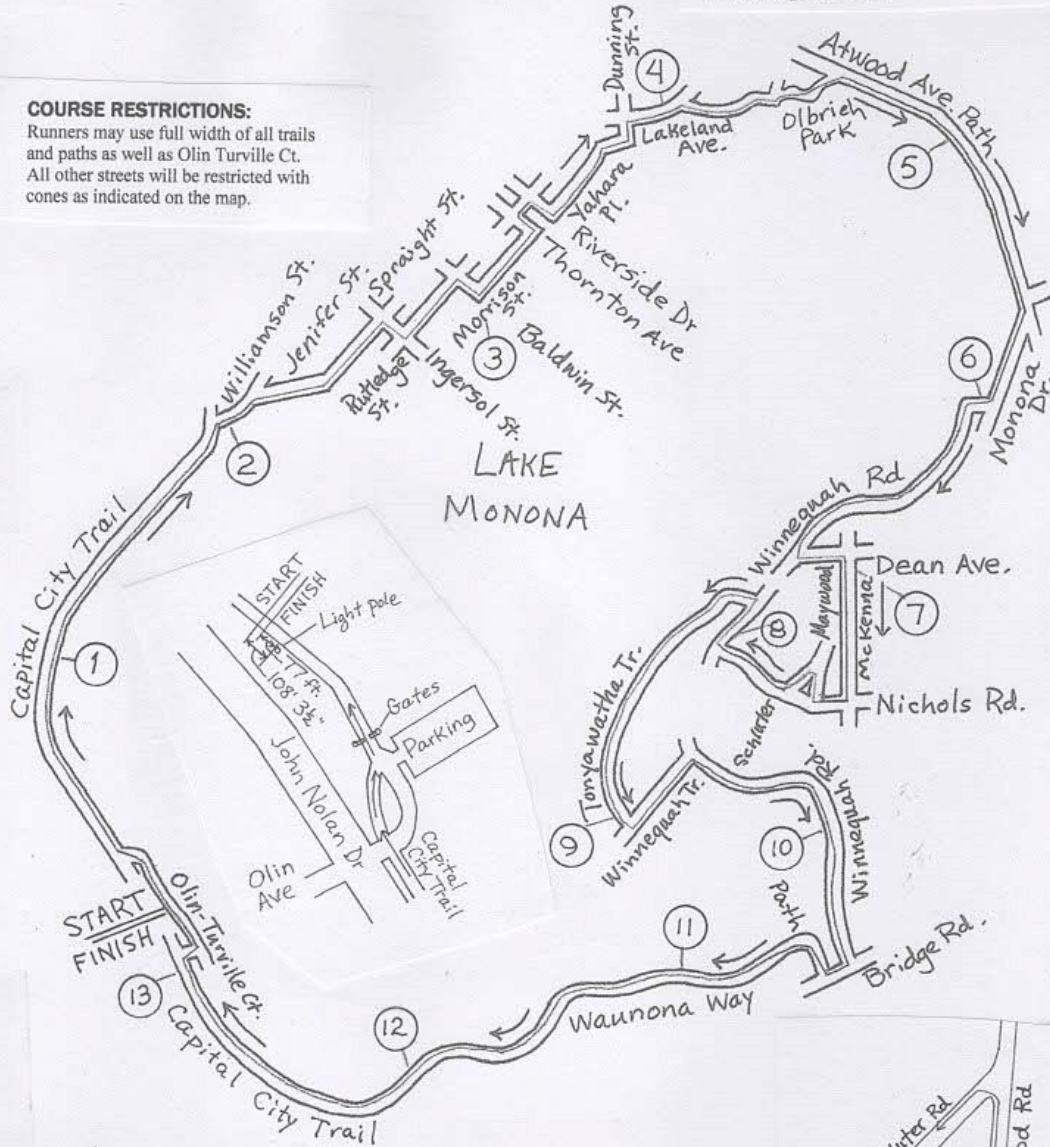
Emergency plan will be the same except I added a EMS personnel to the route to ride an e-bike and follow the runners for safety. I also will hire supreme Ambulance for the end of the route in Madison. I already got a quote.

BALLOON LAKE HALF MARATHON Madison, Wisconsin

Measured by David Moore, Appleton, WI
May 24, 2024
dave.moor@yahoo.com

COURSE RESTRICTIONS:

Runners may use full width of all trails and paths as well as Olin Turville Ct.
All other streets will be restricted with cones as indicated on the map.



START: Olin Turville Ct. N of Olin Ave.
108' 3.5" N of first light pole north
of gates at south parking entrance

FINISH: Olin Turville Ct. N of Olin Ave.
77 ft. N of first light pole north of
gates at south parking area



Balloon Release Run 10/19/2024

Children's Voice Inc



Children's Voice Inc
Balloon Release Run

Balloon Release Marathon/Run set up

Tuesday- October 15th, 2024, Street no parking signs

Street parking signs will have signs on streets consisting of

- Olin Turville Ct (where parking is allowed)
- Jenifer street 751-723
- Spaight-901-1051
- Ingersol-608-620
- Rutledge 1103-1251
- Baldwin 706-1252
- Morris 1311-1529

Road Closure at East Side Businessman's on Atwood after street turns into four lanes. Cones to Winnequah Road and Monona drive corner.

- Atwood Ave
- Monona drive

Thursday October 17, 2024

- Direction signs set up

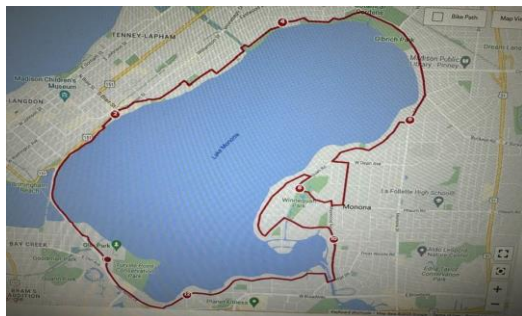
Friday October 18th, 2024

Olin Pavilion set up with last minute registrations (3 pm- 10 pm)

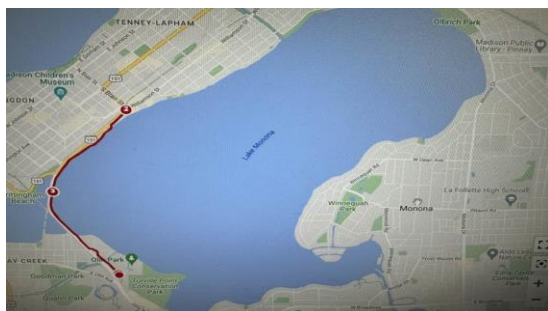
Saturday, October 19th, 2024

- 1am- 2:30 water table set up
- 2:30-4 am Cone set up
- 4 am to 5:30 am -Olin Park arch set up

Half Marathon



<https://www.mapmyrun.com/routes/view/5801160001>



4 mile run <https://www.mapmyrun.com/routes/view/5809173508/>

- Each water station will be provided garbage bags to pick up trash
- Orton Park, Schluter Beach (Monona) and Frost wood beach (Monona) outdoor portable toilets.
- Cones will be laid down in the Monona areas for safety only.
- No road closures

- Will need police at Olin Park to direct traffic 6 am-8 am.
- One large arch and crowd barrier gaits at the beginning of the race (14.3 ft high by 9.7 feet wide.)
- Timming vehicle 6 X 12 trailer.
- 3 Portable toilets at Olin Park by the bathrooms at Olin Park.

Emergency plan for children's voice

- See word document enclosed.
- Web site has all emergency numbers of runners in case of a lost child or incident where family needs to be contacted.
- Emergency warnings can go out in a group email from Children's Voice email where all registration will be uploaded in case of a public emergency or event details.
- Waivers will be signed by runners that are physically fit and will not hold Children's Voice or the city of Madison responsible for any injuries.

Clean up

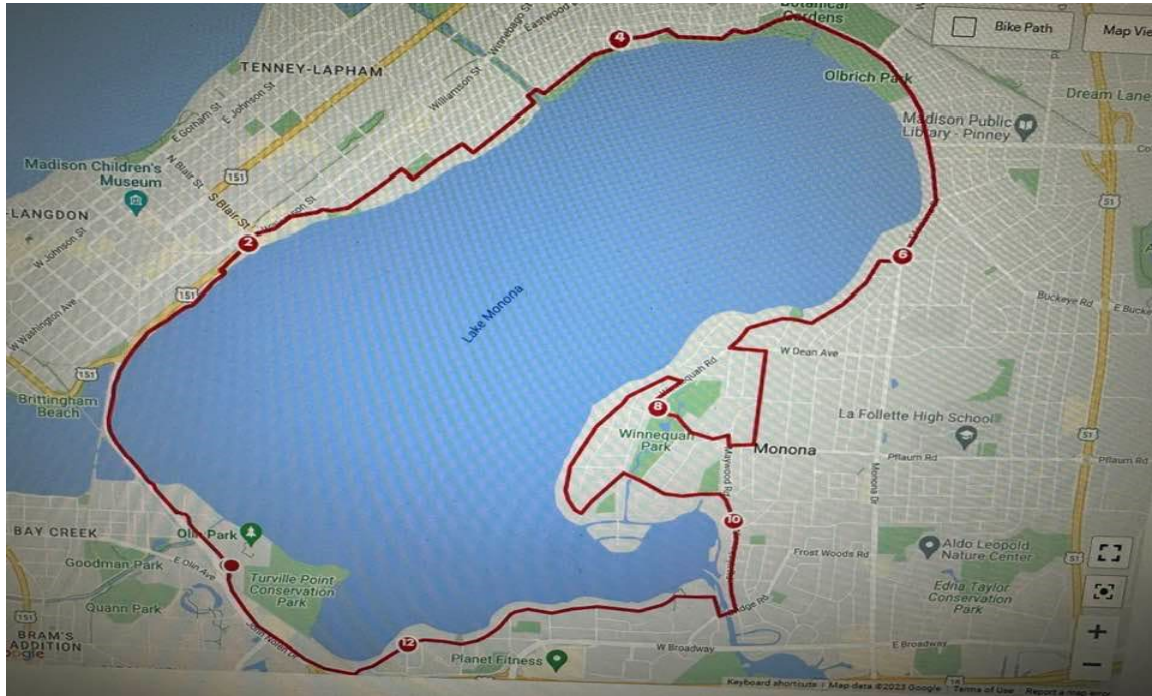
- Clean-up will start immediately after the race
- All water stations are responsible for their stations to be clean before leaving
- Event director over-sees the marathon site after event and helps with the clean up after the event.
- The Event director and volunteers will clean up the pavilion after the event and lock up the building and Olin Gate.

Ballon Release Run Site

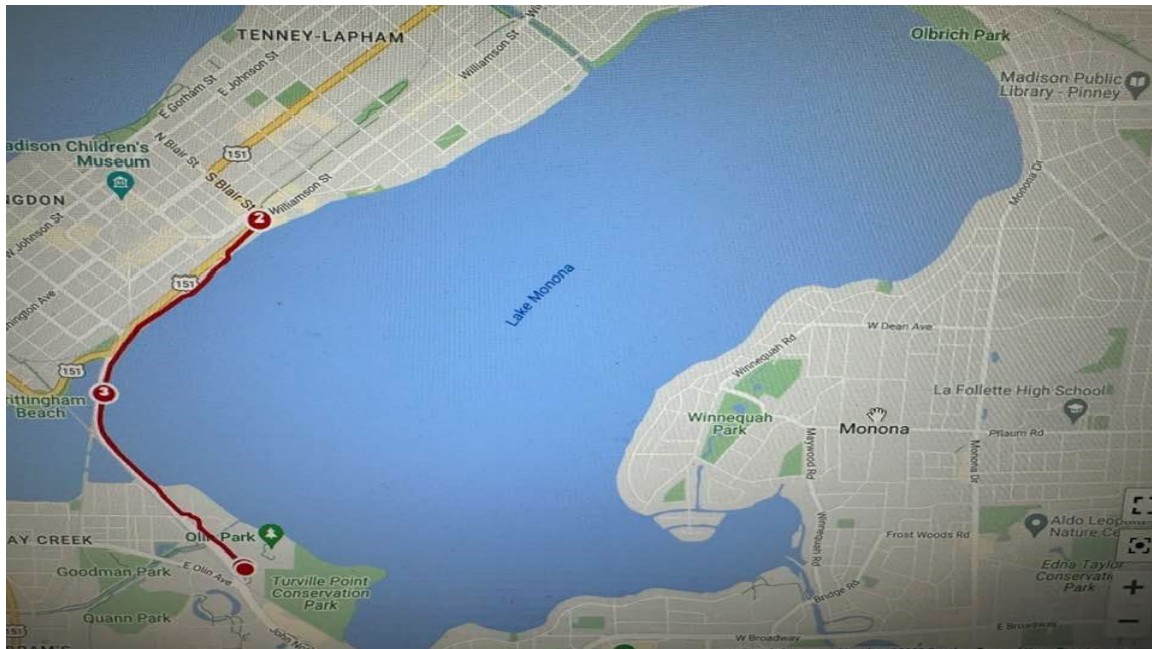
- Each water station will be provided garbage bags to pick up trash
- Water stations at mile 2, 4, 6 8, 10 and 12.
- Cones will be laid down in the Monona areas for safety only.
- No road closures
- Will need police at Olin Park to direct traffic 6:30 -7:30 am at the corner of John Nolen, East lakeside, and Olin Turville Ct
- One large arch and crowd barrier gaits at the beginning of the race (14.3 ft high by 9.7 feet wide.) Olin Turville Court. Before or after the gait depending on the measurements for the 4-mile run. (April)
- Timming vehicle with smaller arch.
- Portable toilets mile 3 (Orton Park) 6 (Winnequah road and Winnequah road corner, Monona) 9 (Onedia Park, Monona) and 12 (Waunona way and John Nolen path way dead end). 3 portable toilets at Olin Park by the bathrooms at Olin Park Pavilion. Possible more depending on outcome.
- Direction signs and cones to guide runners along the route

Balloon Release Run

<https://www.mapmyrun.com/routes/view/5801160001>



Half marathon



4 mile run <https://www.mapmyrun.com/routes/view/5809173508/>

Emergency Action Plan (EAP)
For
Children's Voice Inc.
4830 Valor Way
Madison Wisconsin, 53718



Emergency personnel Contact Information

Company Contacts:

Name: Jill Nyland

Title: Event Commander

Phone number: 608-422-0118

Email: jillnyland@ymail.com

Alerts

In the event of an emergency, runners and volunteers are alerted by:

- A public email and phone number address system
- A phone call
- Verbal communication by designated leader(s)

The emergency notifications should apply for each emergency:

- Tornado
- Severe Weather
- Cardiac event
- Active shooter
- Erratic driver
- Physical injuries
- Lost child

Severe Weather and Natural Disasters

- Any foreseeable severe weather will cancel or delay the race until weather permits a safe environment.

Tornado:

- When a warning is issued by sirens or other means, seek shelter inside to the closest public building. Consider the following
 - Small interior rooms on the lowest floor and without windows.
 - Hallways on the lowest floor away from doors and windows.
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
 - Use your arms to protect the head and neck.
 - Remain sheltered until the tornado threat is announced to be over.

Flood:

Outdoors:

- Climb to high ground and stay there
- Avoid walking or driving through flood water
- Abandon your car immediately if it stalls and climb to higher ground

Cardiac Event

- If trained in CPR start CPR right away
- Call for help to perform CPR
- Do not stop CPR unless the cardiac event person is revived
- Call 911
- Call Event coordinator 608-422-0118
- Find nearest cardiac defibrillator
- Defibrillator boxes are at miles 6, 10 and with route event coordinator
- Closest event volunteers on mile 6 and 10 to bring box to cardiac event



Active Shooter Event Place Violence

Profile of an active shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms.

How to respond when an Active shooter is in your vicinity:

- 1) Evacuate
 - A) Have an escape route and plan in mind
 - B) Leave your belongings behind
- 2) Hide out
 - a) Act with physical aggression and throw items at the shooter
 - b) Block entry to your hiding place and lock doors.
- 3) Act
 - a) As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter.
 - b) Block entry to your hiding place and lock doors

******CALL 911 WHEN IT IS SAFE TO DO SO******

When the police arrive

- Remain calm and follow officer's instructions
- Immediately raise hands and spread fingers
- Avoid making quick movements towards officers such as trying to hold on to them
- Avoid pointing, screaming, or yelling
- Do not stop officers for help or distract evacuations. Just proceed in the direction from which the officers entered the premises.

Provide officers with the following information

- Location of the shooter
- Number of shooters, if more than one
- Physical description of the shooter(s)
- Number and type of weapon(s)
- Number of potential victims at the location



Erratic driver

- Notify the Event commander 608-422-0118
- Event commander will notify water station volunteers to hold back runners from running into the endangered area.
- Do not let runners finish the run until an all-clear is given.
- Call 911 for any injured person or people.
- Use emergency kit in event table survival kit to help with any injuries

