

From: Ryan Griessmeyer [<mailto:ryan@racedayeventsllc.com>]

Sent: Friday, January 10, 2014 2:30 PM

To: Lamberty, Kelli

Subject: RE: Olin Park Shelter Reservation

Kelli/Eric –

We met with Alders Sue Ellingson, and Ledell Zellers yesterday and received approval to host the event in the Olin Park area. While meeting with Dave from Intellasound and a lot of discussion, we all felt that using the south parking lot for the post-race festivities was best. We do not plan to use the soccer field for any part of the event. All parts of the event will take place on paved streets or parking lots. We will be submitting the Streets Use Permit based on following:

- We have chosen the Olin Park and John Nolen route as we feel it is far less disruptive than many other routes in the city. It has a minimal closures both in duration and streets/intersections affected. It does not affect Metro in any way.
- Registration would use the Pavilion
- Pre/Post race festivities would use the south parking lot of Olin Park
- Start/Finish would be on Olin Turville Ct.
- Request to close John Nolen from Olin to North Shore (Only Northbound Lanes) from 8:00pm to 10:00pm – 2 hours.
- We will set up a detour sending vehicles West on Olin, North on Park, East on West Washington, East on Proudfit and East on North Shore. Lakeside will be the only street affected for the 2 hour duration.
- We would keep an open lane at all times for boat traffic
- We would keep an open lane at all times in case an emergency vehicle would need to get through.

If at all possible, I would like to meet to discuss this prior to going to the Streets Use Meeting. I think a lot of the concerns have been addressed and with a thorough understanding of our process and what we have been able to do at other venues we can provide a decent case in which this plan will work and work well.

It is our intent to provide a great event with minimal disruption to all parties involved.

I will send in the Streets Use paperwork under a separate email. Please let me know if a meeting is possible.

Sincerely,

Ryan Griessmeyer
Race Day Events, LLC



Street Use Permit # SUP2014007

Street Use Meeting: 1/22/2014

Issued: DRAFT

Pursuant to section 10.056 of the Madison General Ordinances

Issued to:

Sponsor Organization: Race Day Events, LLC
ATTN: Ryan Griessmeyer
Address: 1801 Bringold Dr.
 Verona, WI 53593

Contact Name: Ryan Griessmeyer Phone During Event: (608) 444-2261
Email: ryan@racedayeventsllc.com

Name of Event: It's Glow Time – 5K

Location: Start/Finish at Olin Park (please see attached map for route)
 Closure: John Nolen Dr. – Olin Ave to North Shore Dr. – northbound lanes only

Event Date(s): Saturday, May 10, 2014

	Date	Time/Hours
Set-up:	5/10/2014	8:00am
Meters Bagged:	NA	
Street CLOSURE:	5/10/2014	8:00pm
Event Start:	5/10/2014	8:15pm
Event End:	5/10/2014	10:00pm
Take-down:	5/10/2014	
Street(s) OPEN:	5/11/2014	10:00pm
Rain Date(s):	NA	

Approved with the following conditions:

X	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.
X	Notify area alder, neighborhood association and Business Improvement District Director - complete
X	Certificate of insurance listing the City of Madison as additional insured is required - on file.
X	Traffic Management plan approved by TE and MPD. Approved private contractor will provide, set-up and remove required signage and traffic management for closure of John Nolen Dr.
X	Special duty officers required for event. Call 608-266-4022 to arrange.
X	Barricade placement as per plan on file with Traffic Engineering (TE).
X	Provide and maintain access to residents and facilities on E. Lakeside St. and Edgewater Ct.
X	Provide and maintain access to Olin Park boat launch.
X	Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
X	No inflatables.
X	No permanent marking, including spray chalk or stickers, is allowed on streets sidewalks, paths or city landscaping.
X	Event organizer/sponsor is responsible for clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.