

LFID 21776

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event MOVE YOUR CABOOSE

Event Organizer/Sponsor RED CABOOSE DAY CARE CENTER INC.

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

If Yes, provide State of Wisconsin Tax Exempt Number #39-1154686

Address 654 WILLIAMSON ST.

City/State/Zip MADISON, WI 53703

Primary Contact MOLLY SCHRODER

FAX (608) 266-4079

Work Phone (608) 266-4234

Phone During Event (608) 843-2481

E-mail SCHRODER5@NETSCAPE.NET

Website _____

Secondary Contact WENDY RAKOWER

Phone During Event (608) 469-2262

Work Phone (608) 256-1566

E-mail ADMIN@REDCABOUSEDAYCARE.ORG

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 200-500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ 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: SEE ATTACHED MAP OF PROPOSED ROUTE

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/9/11

Rain Date(s) _____

Event Start Date(s)/Time(s) 7/9/11 9:30 A.M.

Set-Up Date(s)/Time for Event 7/9/11 6:30 A.M.

Event End Date(s)/Time(s) 7/9/11 11:00 A.M.

Take-Down Time 7/9/11 11:30 A.M.

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____/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 *Molly Schroder*

Date 3/9/11



red caboose day care center, inc.

654 Williamson St. Madison, WI 53703
phone 608-256-1566 • fax 608-256-1615
admin@redcaboose daycare.org

Street Use Permit Application

Overview

On July 9th, 2011, the Red Caboose Day Care Center Inc is hosting our 1st Annual 5K Run/Walk called Move Your Caboose. In addition the 5K Run/Walk we will be having a Kid's Challenge for children ages 12 & under. This challenge will be a short obstacle course at the conclusion of the event.

The purpose of this event is to raise funds for our Scholarship Fund. The Red Caboose Scholarship Fund was established to provide tuition assistance to low-income families. This allows children of all demographics to receive the same high-quality care and education.

This event is organized in conjunction with the La Fete de Marquette Festival. Our registration and start of the event will be at Marquette Elementary School and end at the La Fete festival. Please see attached map for complete route. A parade permit is also being submitted with the City of Madison Police Department.

The event will not have any vendors, but we will be providing water, sports drinks and snacks at the conclusion of the event.

Schedule

- 6:30: Setup to include marking the route with signs and cones, setting up tables and stations, ensuring all equipment and volunteers are in place.
- 8:30: Registration begins at Marquette Elementary School
- 9:30: Race begins
- 10:30: Kid's Challenge around the finish line of the 5K route
- 11:00: Awards Ceremony and Kid's Program at La Fete de Marquette Main Tent
- 11:30: Clean-up

Site

A map of the route is included. As mentioned earlier, the event is held in conjunction with La Fete de Marquette, so a copy of their site layout is also included as we will be using their portable toilets and tent at the conclusion of our event.

Safety/Security Plan

We are taking several precautions to ensure a safe environment for this event. Volunteers will be placed along the route to help guide participants as well as to ensure safety. The coordinator will have cell phone numbers of all volunteers to be able to easily communicate if needed. Each volunteer will be briefed on how to respond in case of an emergency. We will also have a vehicle ready and available if any participant is unable to complete the route.

A first aid station will be setup at the conclusion of the race. At this station we will have at least two certified EMT's with proper equipment. Additionally, several staff members will be involved in this event and are trained in basic aid and CPR. Along the route we will have a water station at approximately the ½ way point.

Additionally, we will be asking for some assistance from either the City of Madison Police Department or Dane County Sheriff Department. A lost child area will be at the end of race where there will be an administration table. Volunteers will be instructed to bring any lost child to that location and leave them with a staff member. Participants will be advised of this location during an initial brief given before the event begins.

Clean-up & Recycling

We will provide waste/recycling receptacles at the race beginning (Marquette Elementary School). Additionally, waste cans will be located at the water station. At the race conclusion, we will be using the facilities provided by the La Fete de Marquette Festival.

Volunteers and staff at the end of the event will be providing a thorough clean-up of the route. All signs and any markers will be removed and disposed of properly. A sweep will be done of the route for any waste that may have been dropped by participants along the route. Our stations at the start and end points will be taken down and surrounding areas cleaned.

Certificate of Insurance

Red Caboose Day Care Center Inc is prepared to provide a certificate of insurance for this event from our Insurance Company. Attached is the quote we received for coverage for this event.

DETAILS TO MOVE YOUR CABOOSE ROUTE:

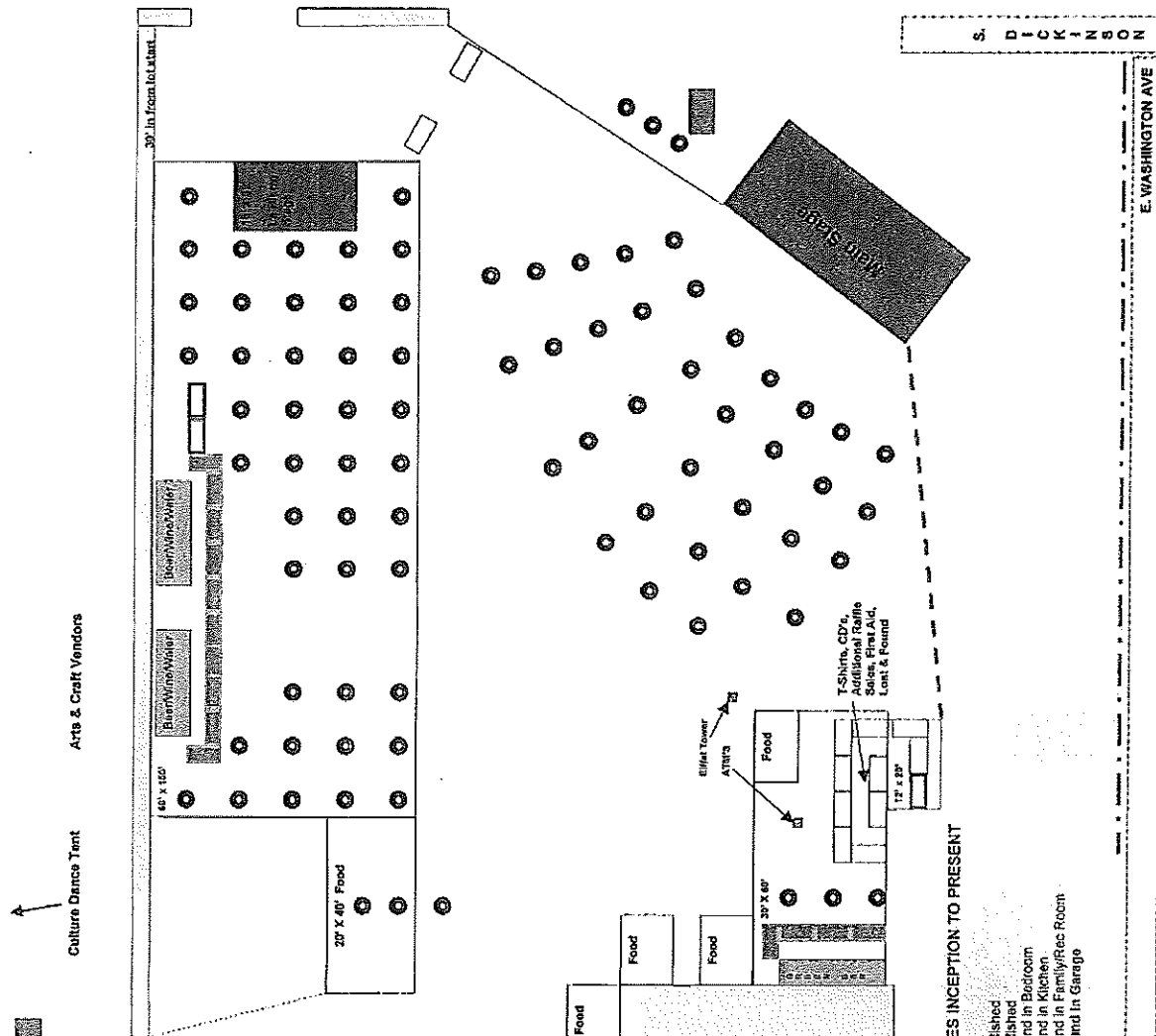
CONE LANE USED THROUGHOUT ROUTE. ROUTE BEING SETUP BY RACEDAY EVENTS.

- Start at Marquette Elementary School – have site setup with registration tables and restrooms.
- Head northeast on Jennifer Street using the walking bridge to cross the Yahara river. Cone lane setup on the right side of Jennifer Street.
- Turn right on Walton Pl. Using right side cone lane and removing parking.
- Volunteer to assist crossing Rutledge St.
- Turn right on Yahara. We will be using the sidewalk and dirt path at the park by the lakeside. Continue on dirt path up Riverside until the bridge.
- Cross the Yahara River on the Rutledge bridge using the bike lane and sidewalk.
- Cone the left side (lakeside) of Thornton and Morrison. Morrison remove parking on left side.
- Turn right onto Baldwin staying on the left side and removing parking.
- Turn left on Rutledge and remain on left side and removing parking.
- Cross diagonally across Rutledge to run through the center of Orton Park. Volunteer used to assist crossing.
- Continue heading south on Spaight street on left side and removing parking. Volunteers at each intersection to assist with traffic and safety.
- At BB Clarke use sidewalk and dirt path.
- Turn left onto Jennifer St and use left side and remove parking.
- Upon reaching Williamson Street, squad and 2 City of Madison Officers posted to assist crossing. Point may vary depending on construction.
- Water station setup at the corner of Blount and Williamson Street at the Red Caboose Day Care Center.
- Continue on left hand side of Blount and removing parking.

- From Blount enter onto the Capital City Bike Trail. Volunteer to assist crossing.
- Continue on Bike Path until Dickinson Street. Squad and 1 City of Madison Officer posted to assist crossing onto Dickinson St.
- Cone right hand side of Dickinson all the way to race end.

NOTES:

- More volunteers will be posted along the route but the major places are highlighted here.
- No bus routes should be disrupted even with the alternate routes for construction.
- Bike path is ok for use per Mark Winter – no action needed.



FÊTE DE MARQUETTE INCEPTION TO PRESENT

	2006	2007	2008	2009	2010	2011
Thursday	10000	10000	3000	4500	8000	10000
Friday	5000	5000	5000	8000	10000	12000
Saturday	8000	7000	9000	12000	14000	18000
Sunday	5000	7000	8000	11000	13500	15000
Total	10000	19000	26000	35,600	46500	53000

Attendance Estimates are 85% Accurate Based on Regular Head Count

DEMOGRAPHICS:

AGE	%	INCOME	%	GENDER	%
Under 19	10%	\$20,000 or less	10%	Male	45%
18 to 35	40%	\$20,000 to \$40,000	20%	Female	55%
36 to 55	40%	\$40,000 to \$60,000	30%		
55 and older	10%	\$60,000 or more	40%		

Demographics are 85% Accurate Based on Regular Sampling

RAFFLE/AUCTION FEATURES INCEPTION TO PRESENT

- 2006 Trip to New Orleans
- 2007 Trip to New Orleans
- 2008 Trip Anywhere in World
- 2009 Trip Anywhere in World
- 2010 Trip Anywhere in World
- 2011 Automobile/Trek Bike
- Auction
- Not Established
- Not Established
- Items Found in Bedroom
- Items Found in Kitchen
- Items Found in Family/Rec Room
- Items Found in Garage

Dumpsters