

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madison Practice Criteriums & GDVC Criteriums

Event Organizer/Sponsor: Trek Midwest Team

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 801 Madison St

City/State/Zip: Waterloo, WI 53594

Primary Contact: Eric Knuth

Work Phone: 608-469-5828

Email: ejkkje@yahoo.com

Phone During Event: 608-469-5828

Website: _____

FAX: _____

Secondary Contact: _____

Work Phone: _____

Email: _____

Phone During Event: _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 60

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): Yes No

Hours: _____ to _____

EVENT CATEGORY

Run/Walk

Music/Concert

Festival

Rally

Parking (i.e., bagging meters)

Other: Bicycle criterium racing

LOCATION REQUESTED

Capitol Square (note specific blocks below)

State St. Mall/800 State Street

30 on the Square (aka top of 100 block of State Street)

Other (specific blocks/streets requested below)

Street Names and Block Numbers: See attached map

EVENT DATE(S)/SCHEDULE

Date(s) of Event: See attached schedule

Event Start and End Times: _____

Rain Date (if any): _____

Set-Up Start Time: _____

Take-Down Start Time and End Times: _____

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? Yes No

If class B license is denied, will the event(s) occur? Yes No

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

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

Applicant Signature 

Date February 23, 2016

February 23, 2016

City of Madison Parks Division
City-County Building, Suite 104
210 Martin Luther King Jr Blvd
Madison, WI 53703

RE: Street Use Permit for University Research Park

To Whom It May Concern:

The Great Dane Velo Club (GDVC) and the Madison Practice Criterium apply for a street use permit to hold a series of bicycle races within the University Research Park on the west side of Madison. The bicycle races have been held at this location for more than a decade as it provides a safe and fun location for both competitive and practice races for the Madison cycling community.

As has been the case in past years, the GDVC races will be held on two Sundays in April (April 10 and April 17), and the Madison Practice Criterium races will be held on Wednesday evenings in May (May 4, 11, 18, 25), June (June 1, 8, 15, 29), and July (July 6, 13, 20, 27). The races use roads entirely within the University Research Park - Charmany Dr, Research Park Blvd, and Rosa Rd. A map of the course is included with this application.

The University Research Park has granted its permission to use the streets for these events (see attached approval letter). We will also provide notice regarding the races to the tenants of the University Research Park prior to the events.

The events will be held under a permit and corresponding insurance provided by USA Cycling, the governing body of competitive cycling in the United States. The proof of insurance for all of the events is also included with this application.

The events will use barricades (we have our own) to close off roads to traffic. However, we will allow vehicles to travel to and from destinations with the University Research Park under specific conditions to ensure that the races and road traffic can operate safely together. In particular, each corner and intersection will have a volunteer present who will provide traffic control and direction regarding how to get in and out of the University Research Park buildings.

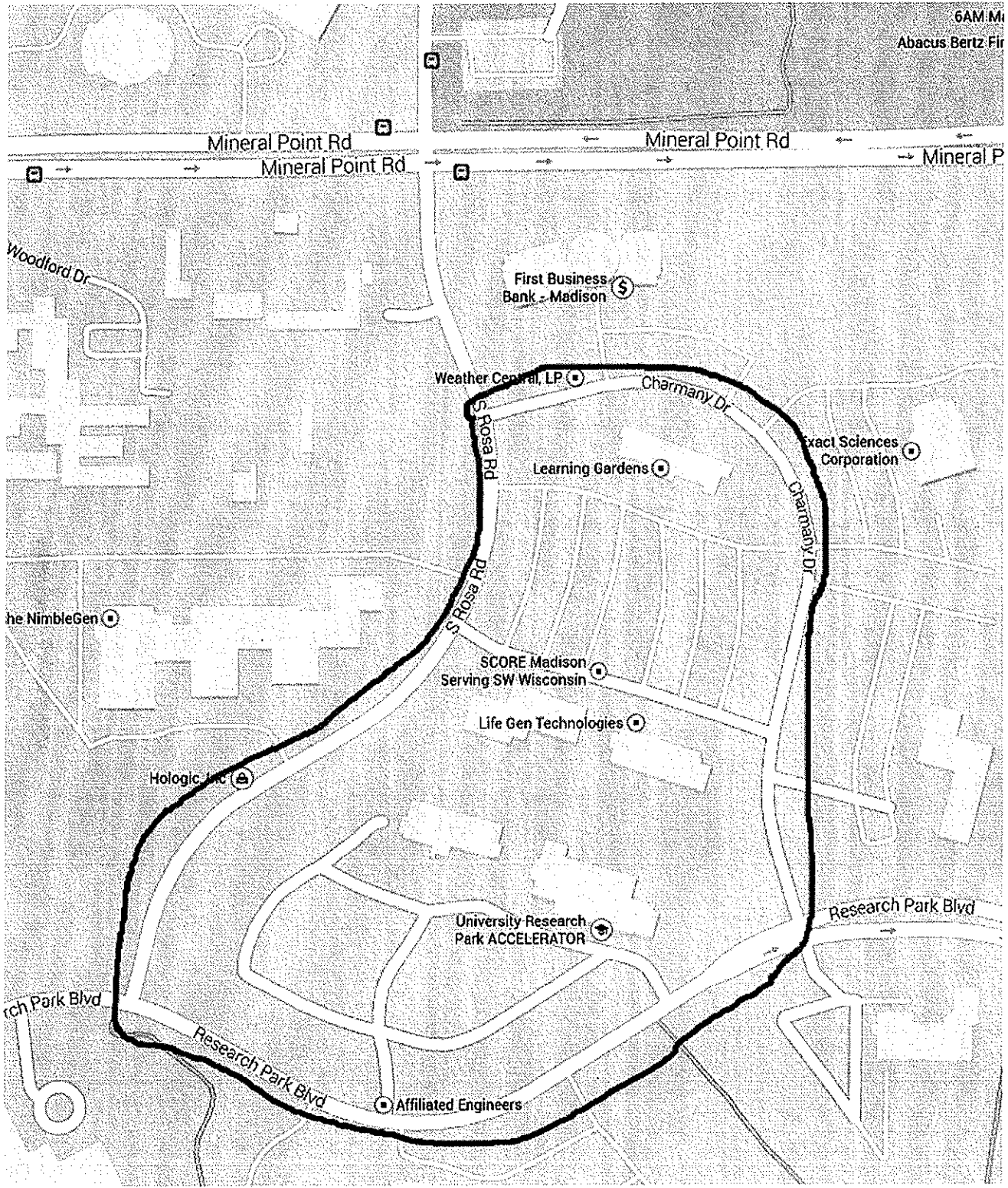
A street use permit application and application fee are also enclosed with this letter.

Sincerely,

Eric Knuth
Madison Criteriums coordinator

Event Schedule:

- April 10 and April 17 (Sundays)
7 am – 6 pm (includes set-up and take-down)
- May 4, 11, 18, 25; June 1, 8, 15, 29; & July 6, 13, 20, 27 (Wednesdays)
5:45 pm – 8:30 pm (includes set-up and take-down)



OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The Great Dane Velo Club Criteriums bicycle races will be held on April 10 and April 17, 2016, from 7 am to 6 pm, at the UW Research Park (see provided map).

The Madison Practice Criteriums bicycle practice races will be held every Wednesday starting May 4 through July 27 (except June 22), 2016, from 5:45 pm to 8:30 pm, at the UW Research Park.

II. PURPOSE

- A.** This emergency action plan predetermines actions to take before and during the "Great Dane Velo Club Criteriums/ Madison Practice Criteriums" (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: Eric Knuth.

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 not have on-site EMS
3. We will not have on-site Police or Security

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 (Eric Knuth) 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 (Eric Knuth) 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 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 Eric Knuth (crowds will not be an issue)
6. Parking for vendor and staff vehicles will be on streets surrounding the race course within the UW Research Park area.
7. Parking for attendee vehicles will be on streets surrounding the race course within the UW Research Park area.

V. Contact Information

Primary Contact	Eric Knuth	608-469-5828
Secondary Contact	Barney Sheafor	608-335-4392
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector (608) 266-4420

Division Chief (608) 266-4420

Madison Police Department

Non-Emergency

Field Lieutenant (608) 261-9694

Executive Captain (608) 261-9694

February 11, 2016

Mr. John Wyngaard
Great Dane Velo Club
Madison, Wisconsin

Dear John:

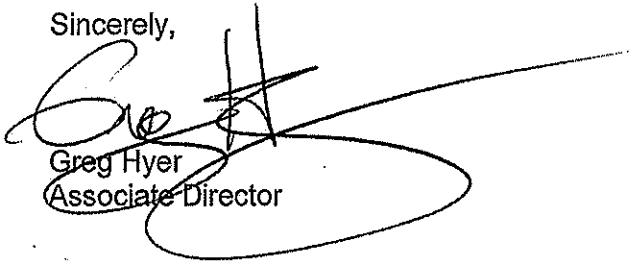
University Research Park, Inc. grants permission to the Great Dane Velo Club for bicycle races on April 10 and April 11, 2016. I understand that the races require the closing of South Rosa Road, Charmany Drive and a portion of Research Park Boulevard on those days.

In addition, the club has permission to use the same route for Wednesday night training races for the months of May (if Club determines that weather will permit) June and July.

I appreciate your efforts to educate your volunteer guards to permit access to Park buildings at safe times during the races. It's important to our growing technology companies that they have 24/7 access to their facilities.

I'd also appreciate getting a copy of the insurance certificate with University Research Park and the University of Wisconsin System, Board of Regents named as additional insured. As I recall, the insurance is through the national cycling association.

Sincerely,



Greg Hyer
Associate Director

510 Charmany Drive, Suite 250
Madison, WI 53719

P. 608.441.8000
F. 608.441.8010

universityresearchpark.org