



Park Event Application

GENERAL INFORMATION

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PARKS

Are you applying for a NEW park event?

☒ Yes

☐ No

Are you applying for a returning park event with significant changes?

☐ Yes

☐ No

EVENT INFORMATION

Name of Event: GSAFE Trick or Trot 5K Walk/Run

Park Requested: Vilas Park

Estimated Attendance: 650

Type of Event (run/walk, fundraiser, festival, etc): Run/Walk

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Gay Straight Alliance for Safe Schools

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☒ Yes

☐ No

MANDATORY: State Sales Tax Exemption Number: ES#: 049197

Primary Contact: Brian Juchems

Work Phone: (608) 661-4141

Address: 122 E Olin Ave, Ste 290 Madison, WI 53713

Phone During Event: (608) 235-5467

Email: brianj@gsafewi.org

Organization or Event Website: www.gsafewi.org, https://runsignup.com/Race/WI/Madison/GSAFE

EVENT SCHEDULE

Date(s) of Event: Sunday, October 15, 2017

Event Start and End Times: 9AM to Noon

Rain Date (if any): NA

Set-Up/Take-Down Start/End Times: 6AM to 1:30PM

Does this require time in the park the day before your event?

☐ Yes

☒ No

If Yes, provide details of times and area requested: Large tent set up on lawn near shelter parking lot along Vilas Park Drive late afternoon on Oct 14th

PERMITS

Will you have amplified sound at this event?

☒ Yes

☐ No

If yes, please fill out an Amplification Permit Application (page 13)

Will have any temporary structures such as tents, stages, inflatables?

☐ Yes

☒ No

If yes, please fill out a Temporary Structure Permit Application (page 14)

Note that permits are not required for 10' x 10' pop-up tents

Will you sell anything event?

☐ Yes

☒ No

If yes, please fill out a Vending Permit Application (page 15)

Will you serve any food at this event?

☒ Yes

☐ No

If yes, what will be served: Water, bagels, bananas at finish line

Will you sell alcohol (beer/wine) at the event?

☐ Yes

☒ No

If yes, please fill out an Alcohol (Beer/Wine) Sale Permit Application (page 15)

APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT 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 ISSUED.

The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Applicant Signature

Date

9.8.2017



Park Event Application

NARRATIVE & SCHEDULE

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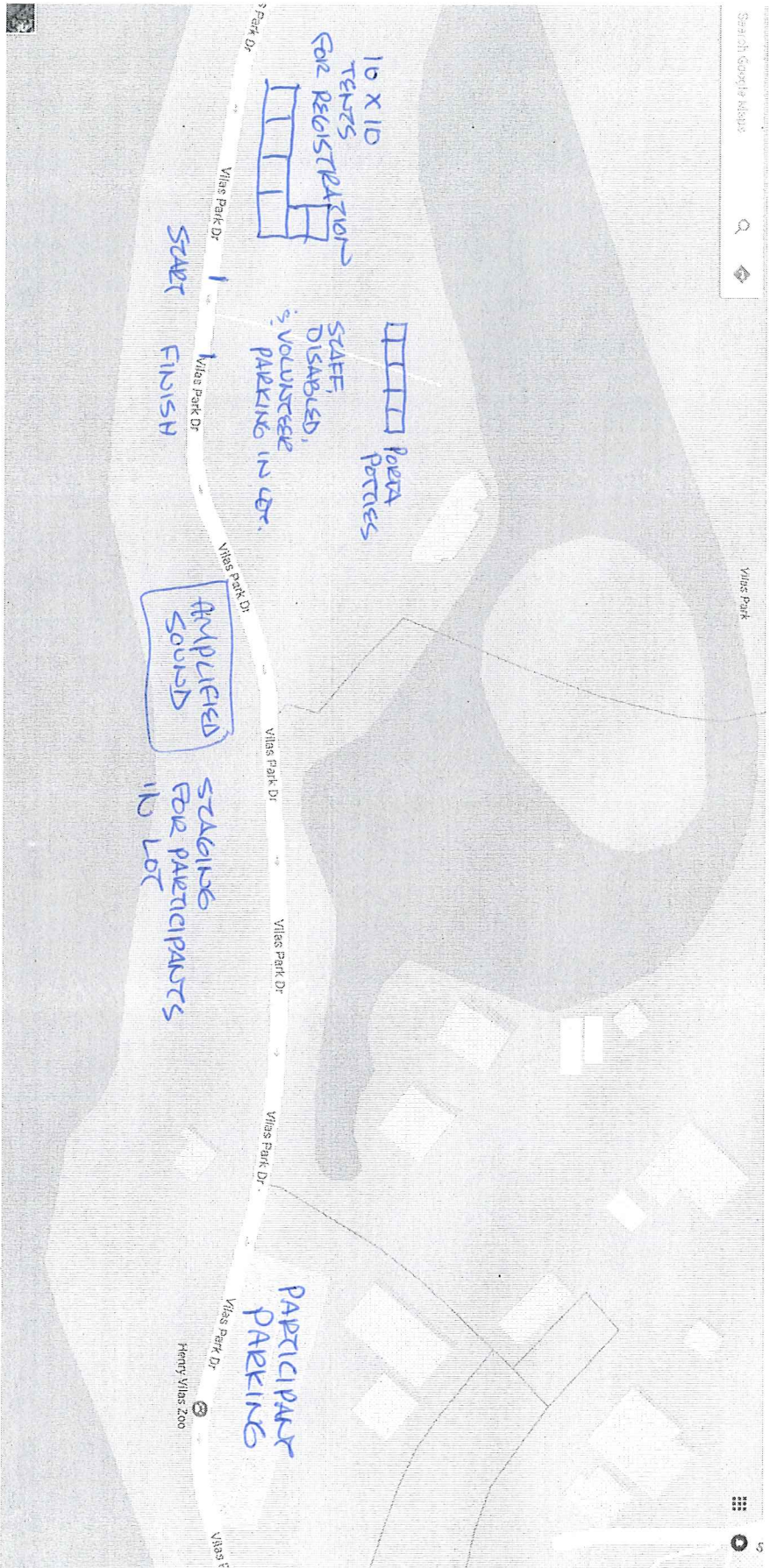
Please provide a brief narrative of the event.

GSAFE will hold our Trick or Trot 5K Walk/Run on Sunday, October 15th to raise both awareness and funds for our work to create safe and inclusive schools for LGBTQ youth throughout Wisconsin. GSAFE is working with In Focus Timing to coordinate and implement course and event set-up and take-down on the 15th. Event set up begins at 6:00 AM on the day of the event and take down will be completed by 1:00 PM. We will have 100 volunteers to help with registration as well as providing direction and watching for safety concerns across the race route. Participants will be dressed in Halloween themed costumes and will have the chance to collect treats at three trick or treat stations along the route. We will also provide a water station along the route and at the finish line, with the finish line station also providing participants with fruit and bagels for recovery nutrition. Amplified sound will be provided at the start/finish area and will consist of Halloween music and Emcees/anouncers.

EVENT SCHEDULE

6:00 AM	In Focus Timing and volunteers arrive to begin set up
9:00 AM	Registration opens, amplified music begins near small one-way parking lot along south side of Vilas Park Dr.
10:15 AM	Registration Closes
10:30 AM	Race start 5K run & 5K walk (race will proceed in this order)
11:30 AM	Race complete, course closes (all participants still on the course will need to move to sidewalk as the streets will re-open)
11:30 AM – 12:30 PM	Post-Race Family Festivities
1:00 PM	Loading complete, all race vehicles and equipment removed

OCT 15, 2017 TRICK OR TROT 5K WALK/RUN

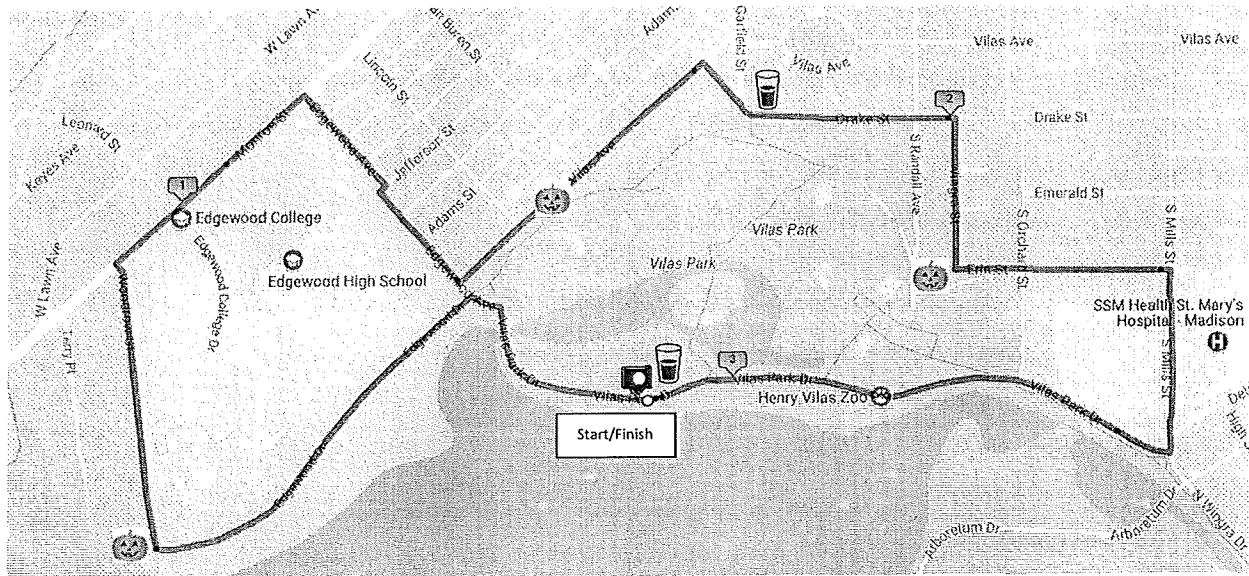


* ADDITIONAL PARKING FOR PARTICIPANTS
 → WILL BE DIRECTED TO 200 LOT AT BREAK & RAINFALL & ST. MARYS.

Trick or Trot Walk/Run 5K Route



Route begins and ends on Vilas Park Drive at the start and end posts for the Arboretum 10K loop.



5K Route – Travels through the Vilas neighborhood

Starts at the Start post for the 10K loop around the Arboretum

Run West along Vilas Park Drive

Left onto Edgewood Drive

Right onto Woodrow

Right onto Monroe Street

Right onto Edgewood Ave

Left onto Vilas Avenue

Right onto Grant Street

Go straight/slight left onto Drake Street

Right onto Wingra Street

Left onto Erin Street

Right onto Mills Street

Right onto Vilas Park Drive

Finish at the Finish post for the 10K loop around the Arboretum



= Trick or Treat Stations (where candy will be handed out by volunteers)



= Water Stations



Park Event Application

CLEANUP AND RECYLCING

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Will you be providing your own receptacles?

☐ Yes

☒ No

If yes, which receptacles and how many?

Recycling Bins: _____

Trash Bins: _____

Dumpsters: _____

*If yes, name/contact information of collection agency
providing equipment and service: _____*

Will you be renting additional Parks receptacles?

☒ Yes

☐ No

If Yes, please continue. If No, skip the remainder of this form.

Event/Name of Group: Trick or Trot 5K Walk/Run

Park Name: Vilas Park

Please indicate quantity of trash barrels: 8

8 barrel minimum: Each increment of up to 8 barrels \$150

Please indicate quantity of dumpsters: 0

per dumpster, and per tip: \$300

We will collect garbage and recycling in bags placed in barrels and placing them in dumpster at GSAFE's office (122 E Olin Ave) following the event.

No equipment needed since using the shelter. 9.28.17



Park Event Application

EMERGENCY ACTION PLAN

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Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

I. GENERAL

Trick or Trot 5K Walk/Run will be held Sunday, October 15, 2017 at Vilas Park in Madison.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (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: Brian Juchems.

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/ ☒ will not have on-site EMS. _____
CONTACT NAME/CELL NUMBER
3. We ☒ will/ ☐ will not have on-site Police or Security. (To be hired from City of Madison Police)
CONTACT NAME/CELL NUMBER

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website.
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 their designee will be identified as such Brian Juchems 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 Brian Juchems 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



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- 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 / ☒ 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 thoroughways.
5. Crowd control will be managed by: GSAFE staff and volunteers.
6. Parking for vendor and staff vehicles will be: Vilas Zoo and Vilas Park
7. Parking for attendee vehicles will be: Vilas Zoo, Vilas Park, St. Mary's and neighborhood.

V. CONTACT INFORMATION

Primary Contact	Brian Juchems	Cell: (608) 235-5467
Secondary Contact	Sawyer Johnson	Cell: (715) 323-7870
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



Park Event Application MARKETING

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Conditional approval of the event is required BEFORE promoting, marketing or advertising the event.

Would you like your event included on the Parks Division Event Calendar?
If Yes, please continue. If No, skip this form.

Yes ☒

☐ No

PARKS DIVISION CALENDAR OF EVENTS

Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public.

Official Name of Event: Trick or Trot 5K Walk/Run

Park Location: Vilas Park

Public Contact Phone: 608.661.4141

Website: <https://runsignup.com/Race/WI/Madison/GSAFE>

Admission Cost: Varies by date/age

Date of Event: October 15th, 2017

Beginning/End Time of Event: 9AM to 11:30AM

Two sentence description of event:

It's a Halloween Spooktacular! Join us for a morning of festive family-friendly fun including face painting, trick-or-treating, games, music, and more!



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AMPLIFICATION PERMIT

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Will there be amplification at the event?

Yes ☒

☐

No ☐

If Yes, please continue. If No, skip this form.

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Event/Name of Group: GSAFE Trick or Trot 5K Walk/Run

Type of Amplified Sound:

☐ Band ☐ DJ ☐ ☒ Sound System ☐ ☒ Speeches/Announcements ☐ Karaoke

☐ Other (please specify): _____

SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
Oct 15, 2017	PA 1	9AM	11:30AM

Public Amplification permit type is determined by Parks Staff.

Public Amplification Permit 1 – (PA1)

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 9 PM, 6 hour duration
- Permit Fee: \$60
- Additional Hour(s) between 8AM and 10PM (9PM for Shelter Reservations): \$20
- Extraordinary extension to 11 PM (requires Park Commission approval): \$50
- Special Conditions:
 - Two 6 hour permits can be purchased on a day.
 - No carryover of hours unused on one date may be applied to a second date.
 - Ranger staff will monitor events for compliance.

Public Amplification Permit 2 – (PA2)

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Permit Fee: \$100
- Additional Hour(s) between 8 AM and 10 PM: \$20
- Special Conditions:
 - PA1 Conditions apply
 - Ranger staff will monitor events for compliance at the perimeter and/or 125 ft from the source and at the sound board if applicable.
- **Non-compliance action**
 - A warning will be given to comply with the conditions of the permit. If a second warning is required, a citation will be issued to the responsible party for violation of MGO 8.29. A third violation will result in the amplification being ordered to cease immediately.