

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Capitol Mile

Event Organizer/Sponsor Wisconsin Track Club

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

If Yes, provide State of Wisconsin Tax Exempt Number Fed ID. No 04-2767835

Address Student Activity Center, Rm 3207, 333 E. Campus Mall

City/State/Zip Madison, WI 53715-1380

Primary Contact Paul Turpin FAX 608-826-3941

Work Phone 608-826-3662 Phone During Event 608-358-1770

E-mail pturpin@tresolutions.com or capmiledirector@witrackclub.org

Website www.witrackclub.org

Secondary Contact Josh Choe

Work Phone -- Phone During Event 608-955-8083

E-mail jchoe@wisc.edu

Annual Event? Yes Yes No

Charitable Event? Yes Yes No

If Yes, name of charity to receive donations: We make \$850 donation to schools with most participants.

Estimated Attendance 400 (certificate is attached) (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 2:00 pm to 6:00 pm 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: "Y" closure of State St. corner of Square.

Both Carroll and Pinckney from main to Mifflin.
Both Main and Mifflin from Carroll to Pinckney.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/27/14 Rain Date(s) NA

Event Start Date(s)/Time(s) 7/27 @ 2pm Sunday Set-Up Date(s)/Time for Event 7/27 @ 10:30 am

Event End Date(s)/Time(s) 7/27 @ 6 pm Take-Down Time 7/27 by 7 pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I I/We waive the 21-day decision requirement. POT (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 Paul Turpin Date 4/21/2014

2014 Capitol Mile Schedule
July 27, 2014

About 10:00, walk Square to make sure all "No Parking" signs are down. Unload equipment.

11:00 set up barricades and traffic cones and registration area at the corner of State with Carroll and Mifflin

1:00 pm registration begins

2:45 Amplification Begins

3:00 Kid's dash

3:15 Fast Race – Females

3:30 Fast Race-Males

3:45 Youth Girls Mile Run

4:00 Youth Boys Mile Run

4:15 Open Women's Mile Run

4:30 Open Men's Mile Run

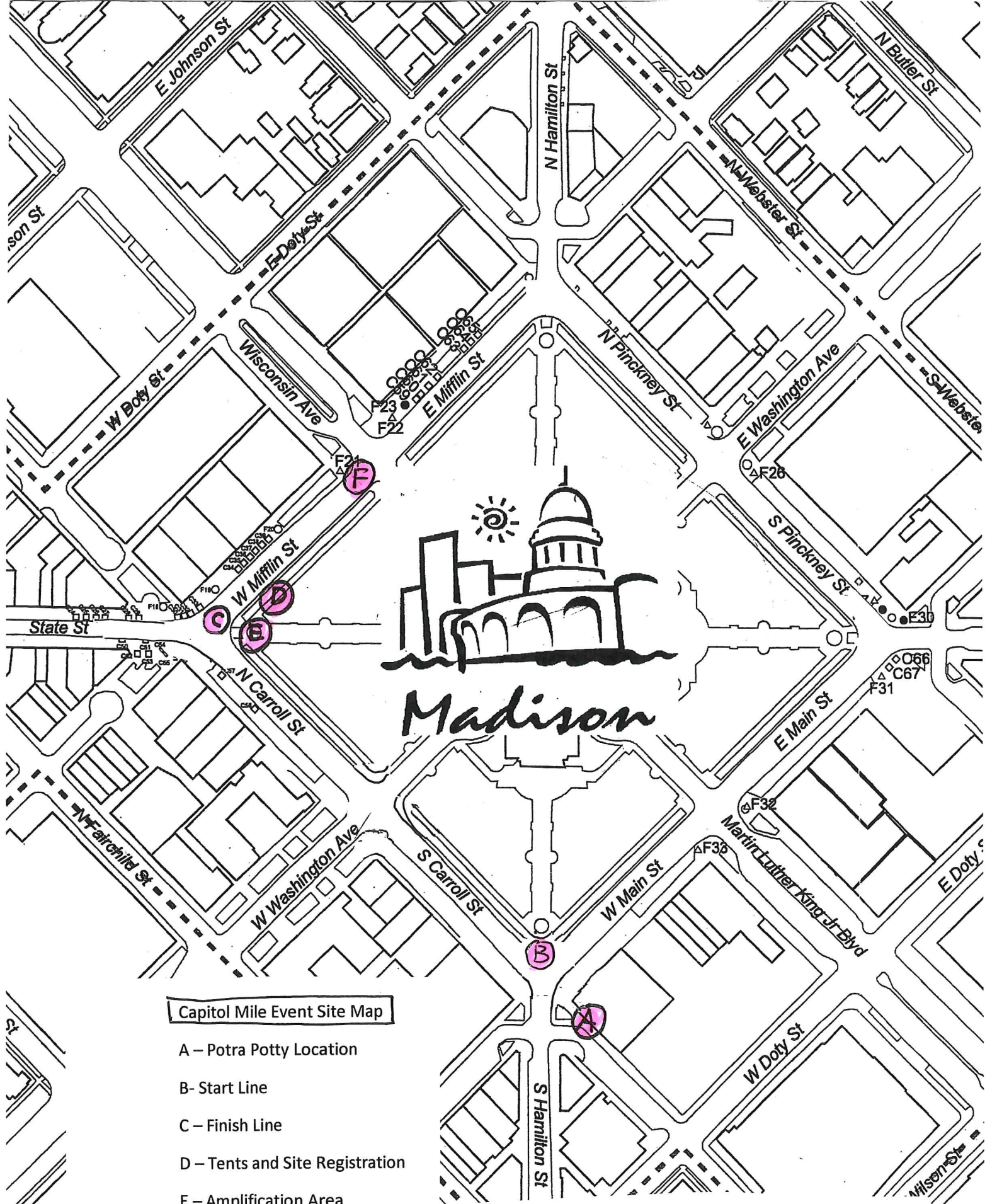
4:45 Masters Men and Women Mile Run

5:00 Capitol Mile Awards and Door Prize Drawing

5:30 to 7:00 Cleanup

6:00 Amplification Ends

Note: Two porta potties will be delivered to S. Carroll near W. Main (see site map) on Saturday July 26, in the late afternoon, and will be picked up Monday morning, July 28. They will be secured with zip ties, and locks if hasps are provided as requested.



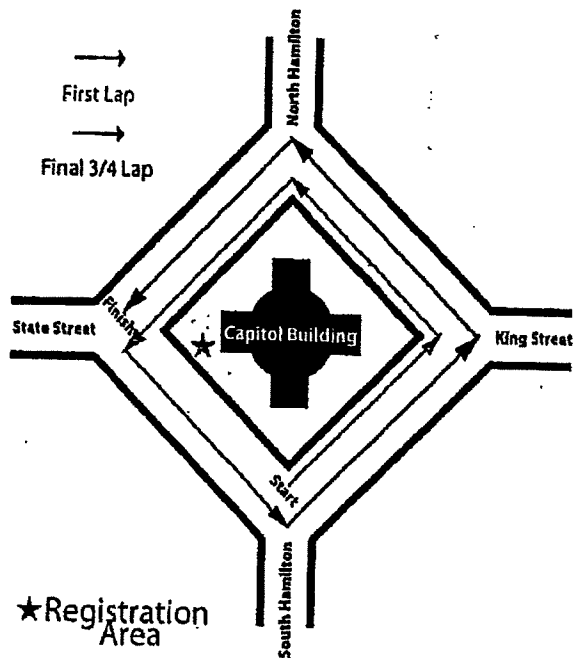
Capitol Mile Event Site Map

- A – Potra Potty Location
- B- Start Line
- C – Finish Line
- D – Tents and Site Registration
- E – Amplification Area

F – “Y” Closure (Emergency Vehicles can pass around barricades and travel completely around the Square. Traffic cones provided to separate inside driving lane from traffic in outer lanes.)

Event Site Map and Route Plan
Capitol Mile

Course Map



The course consists of one and three-quarters laps around the Capitol Square in Madison. It begins at the South Hamilton corner and ends with a downhill dash to the State Street corner

Course is officially USATF certified

Post Race Activities

Finishers will be provided with drinks and refreshments after their race. Awards and prizes from local merchants presented at the conclusion of last race. Must be present to win prizes.

2014 Capitol Mile Clean-up and Recycling Plan
Wisconsin Track Club
July 27, 2014

The WTC will leave those portions of the Capitol Square and surrounding streets used for the Capitol Mile cleaner than how we found it. Minimal trash is generated which will allow us to use normal City containers for garbage. We will bring extra garbage bags, if needed. Trash will be left for the City in existing containers.

We will bring extra containers for recyclables, primarily used water bottles.

The WTC clean-up crew will consist of at least 6 volunteers who will pick up trash. Recyclables will be taken to the City's W. Badger Road site. Clean-up will occur between approx. 5 pm and 7 pm.

2014 Capitol Mile Safety and Security Plan
Wisconsin Track Club
July 27, 2014

Course Marshals:

The WTC will obtain all required permits for this event, and will maintain event liability insurance with the City and State named as additional insured. WTC will provide a certified athletic trainer during the event to handle any first-aid situations and assist with calling 911 if an emergency exists. The race director, Paul Turpin, will have a cell phone, who is in contact with Capitol Police before and during the event to remove vehicles illegally parked.

The running course will be cordoned off with traffic cones placed at approximate 30-foot intervals around the entire course to keep out automobiles. In addition, the finish line for the race is within the barricaded "Y" closure at the State Street corner.

WTC will provide three Course Marshals during the events from 1:45-5:15 p.m. All course marshals will have walkie-talkies or cell phones to communicate with the race director who can communicate with Capitol or City Police, if needed.

The Course Marshals will:

- Set up barricades at Wisconsin Ave and W. Mifflin at about 11:00 am.
- Set up the cones in order to keep cars from parking in the racing lanes and make sure all signs stay in the open position stating "No Parking". We have the inside parking lane and the first lane of traffic reserved for the event. One cone will be placed every 30 feet along the course from W. Washington around to Wisconsin Ave. No need to place cones within the barricaded area.
- After setting up cones to protect the reserved space, Marshals should survey the entire course (i.e. Capitol Square) looking for oil spots, trash and other miscellaneous items. Marshals should remove and clean up these obstacles that are likely to interfere with an athlete's performance during the race.
- Prior to and during the races the course marshals will each monitoring one leg of the Capitol Square. Duties include reminding pedestrians of the race going on, and keeping cars out of the running lanes. Report traffic incidents and parked cars to the Capitol Police, if necessary.
- Clean up, pick up cones, and open "Y" closure by removing barricades approximately one hour after the last race is over.

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) Capitol Mile

I. GENERAL

The "Capitol Mile" will be held July 27, 2014 at the Capitol Square, Madison Wisconsin.

II. PURPOSE

- A.** This emergency action plan predetermines actions to take before and during the "Capitol Mile" (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 Paul Turpin.

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 have on-site EMS (Kevin McGinley, cell 608-333-6631).
- 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 (Paul Turpin) 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 (Paul Turpin) 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. There will be no cooking.
3. 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
4. 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. On-site EMT will be provided 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 thoroughways.
5. Crowd control will be managed by Paul Turpin.
6. Parking for vendor and staff vehicles will be on the outside curb within the “Y” closure of State Street at the Capitol Square.
7. Parking for attendee vehicles will be in surrounding commercially available spots, including City parking ramps.

V. Contact Information

Primary Contact	Paul Turpin	608-358-1770
Secondary Contact	Josh Choe	651-955-8083
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector	Jerry McMullen	(608) 266-4420
Division Chief	Ron Schwenn	(608) 266-4420

Madison Police Department

Non-Emergency

Field Lieutenant	David McCaw	(608) 261-9694
Executive Captain	Carl Gloede	(608) 261-9694

VI. Event Area Map (attached next page)