

STREET USE PERMIT APPLICATION

EVENT INFORMATION

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

Event Organizer/Sponsor: Gay Straight Alliance for Safe Schools (GSAFE)

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

☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number:

ES#: 049197

OPTIONAL: Federal Tax Exempt Number:

204088208

Address: 122 East Olin Ave, Ste 290

City/State/Zip: Madison, WI 53713

Primary Contact: Brian Juchems

Work Phone: (608) 661-4141

Email: brianj@gsafewi.org

Phone During Event: (608) 235-5467

Website: www.gsafewi.org

FAX: (608) 661-1360

Secondary Contact: Sawyer Johnson

Work Phone: (608) 661-4141

Email: sawyer@gsafewi.org

Phone During Event: (715) 323-7870

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: Gay Straight Alliance for Safe Schools

Estimated Attendance: 750

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☒ Yes ☐ No

Hours: 9:00AM to Noon

EVENT CATEGORY

☒ Run/Walk

☐ Music/Concert

☐ Festival

☐ Rally

☐ Parking (i.e., bagging meters)

☐ Other: _____

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: Vilas Park to behind Edgewood Campus, Monroe Street Past St. Mary's, back to Vilas Park - See attached event route

EVENT DATE(S)/SCHEDULE

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

Event Start and End Times: 9:00AM to 11:30AM

Rain Date (if any): NA

Set-Up Start Time: 6:00AM

Take-Down Start Time and End Times: 11:30AM to 1:00PM

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

BJ _____ 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.



9.8.2017

Race Day Schedule of Events
Trick or Trot 5K Walk/Run:
October 15, 2017
DRAFT



- | | |
|-------------------------|---|
| 9:00 AM | Registration opens, amplified music begins at Start along Vilas Park Dr. |
| 10:15 AM | Registration Closes |
| 10:30 | 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 to
12:30 PM | Post-Race Family Festivities |
| 1:00 PM | Loading complete, all race vehicles removed and square is open as normal |

On Sunday, October 15th, 2017, GSAFE will host a Trick or Trot walk/run event in the Vilas neighborhood to raise money for our organization while providing a fun outdoor athletic event for people of all ages and an early kick-off for Halloween.

2017 5K WALK/RUN
TRICK or TROT

[illegible]

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

Trick or Trot 5K Walk/Run
October 15, 2017
Safety Plan



Medical Plan

- Please see attached Emergency Plan
- We will notify local ambulance of event to be on notice.
- Cell phones available for a 911 call if necessary
- Key staff and volunteers will have walkie-talkie feature on cell phones for quick communication
- Several volunteers along the course to watch for problems

Hydration

- Water at finish
- Water at Zoo parking lot on corner of Drake and Randall

Trick or Treat Stations

- Route will have 3 Trick or Treat stations where volunteers will 1) hand out candy and treats, 2) provide direction, and 3) clean up area.
- Stations will be located at intersection of Edgewood Dr and Woodrow, along the south side of Vilas Ave between Lincoln and Van Buren, and at intersection of Wingra St. and Erin St.

Portable Restrooms

- 5 portable restrooms will be located in back zoo parking lot (across from Lake Wingra)

Street Event Cleanup and Recycling Plan

- 2 recycling bins will be located in back zoo parking lot (across from Lake Wingra)
- Event volunteers will be located at each water & trick or treat station to keep the area clean. Each station will have waste containers and bags.
- After last walker has passed, designated volunteers will follow route and pick up any additional trash generated by event.
- Recycling and Event trash will be transported by staff vehicles and disposed of in dumpster GSAFE offices at 122 E Olin Ave

Volunteer Plan

- Plan to recruit 80-100 volunteers for race day. We will add more if pre-registration demands it.
- Volunteers at the start – give direction
- Volunteers will be stationed at each mile marker to direct runners/walkers and at each place runners must turn or make a direction change
- Volunteers at the on-route water station (4 minimum)
- Volunteers at the finish
 - To direct runners into chute
 - To distribute water and nutrition (bagels/bananas) and keep the area clean
 - Give basic aid if necessary; water, ice, advance aid will generate a 911 call
 - Handle crowd control

STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?
If Yes, please continue. If No, skip this form.

☒ Yes ☐ No

EVENT INFORMATION

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

Contact Person: Brian Juchems

Location: Vilas Park/Vilas Neighborhood

Date: October 15, 2017

Type of Amplified Sound:

☐ Band

☒ DJ

☒ Sound System

☐ Speeches/Announcements

☐ Karaoke

☒ Other (please specify): We will have an announcer and amplified music at the Start and Finish line on Vilas Park Drive at the 10K Arboretum loop Start and Finish posts. Smaller amplified music (ie, personal boombox/speakers) will also be located at a Trick or Treat stations at 1) intersection of Edgewood Dr and Woodrow, along the south side of Vilas Ave between Lincoln and Van Buren, and at intersection of Wingra St. and Erin St. Trick or Treat Stations are included on the street route map included with this permit application.

Hours of Amplification:

Date: October 15, 2017

Time: 9AM to Noon

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "GSAFE Trick or Trot 5K Run/Walk" will be held October 15th, 2017 at Vilas Park and Vilas Neighborhood.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "GSAFE Trick or Trot 5k Run/Walk" (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 ()
- 3. We ☒ will / ☐ will not have on-site Police or Security (To be hired from city of Madison)

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 his/her 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

- 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.
- 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	(608) 235-5467
Secondary Contact	Sawyer Johnson	(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