

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Repeal Day 5k Run/Walk

Event Organizer/Sponsor VFW Post 1318

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 133 E. lakeside St.

City/State/Zip Madison WI 53715

Primary Contact James Alvarado FAX _____

Work Phone 608-255-5955 Phone During Event 608-255-5955

E-mail ajsplace21@yahoo.com

Website www.repeal-day-madison.com

Secondary Contact Peter Nagel

Work Phone 414-517-5064 Phone During Event 414-517-5064

E-mail _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: Veterans of Foreign War

Estimated Attendance 125-200 (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 133 E lakeside St to Gilson to Beld to Bram St to Expo way through Quann Park to Sayle St

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: 133 E lakeside St. to Gilson to Beld to Bram St to Expo way through Quann Park to Sayle St

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 12/6/14 Rain Date(s) N/A

Event Start Date(s)/Time(s) 11am Set-Up Date(s)/Time for Event 12/6/14

Event End Date(s)/Time(s) 12:30 pm Take-Down Time 12/6/14 1pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____/I/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 [Signature] Date 9/18/14

STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up on sidewalks, terraces or parking and ends when the street is re-opened for normal use. The schedule should encompass all activities planned for the event, such as:

- Vending – Food, Beverages and/or Merchandise
- Music/Performances (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

PROVIDE DETAILED EVENT SCHEDULE:

race is from 11 AM to approximately 12:30
 set up 1 hr prior - directional cones
 and signs,
 water stations, set up

race takedown til 1 pm
 race ends in private parking lot / assembly hall at VFW
 and is not part of the course, nor does it affect
 street closings
 see attached route

~~- Copy of street use permit
 to alderman within 5
 days of submittal
 - written notice to each
 street occupant
 - keep record of public comments
 and provide to Street Use Staff
 Commission when app reviewed~~

STREET USE PERMIT APPLICATION – EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas
- Remember to include:
 - Emergency vehicle access lanes (minimum of 20').
 - Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

NOTE: The approval/issuance of a Street Use Permit for an event does NOT approve the proposed route for an event.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

PROVIDE EVENT SITE MAP:

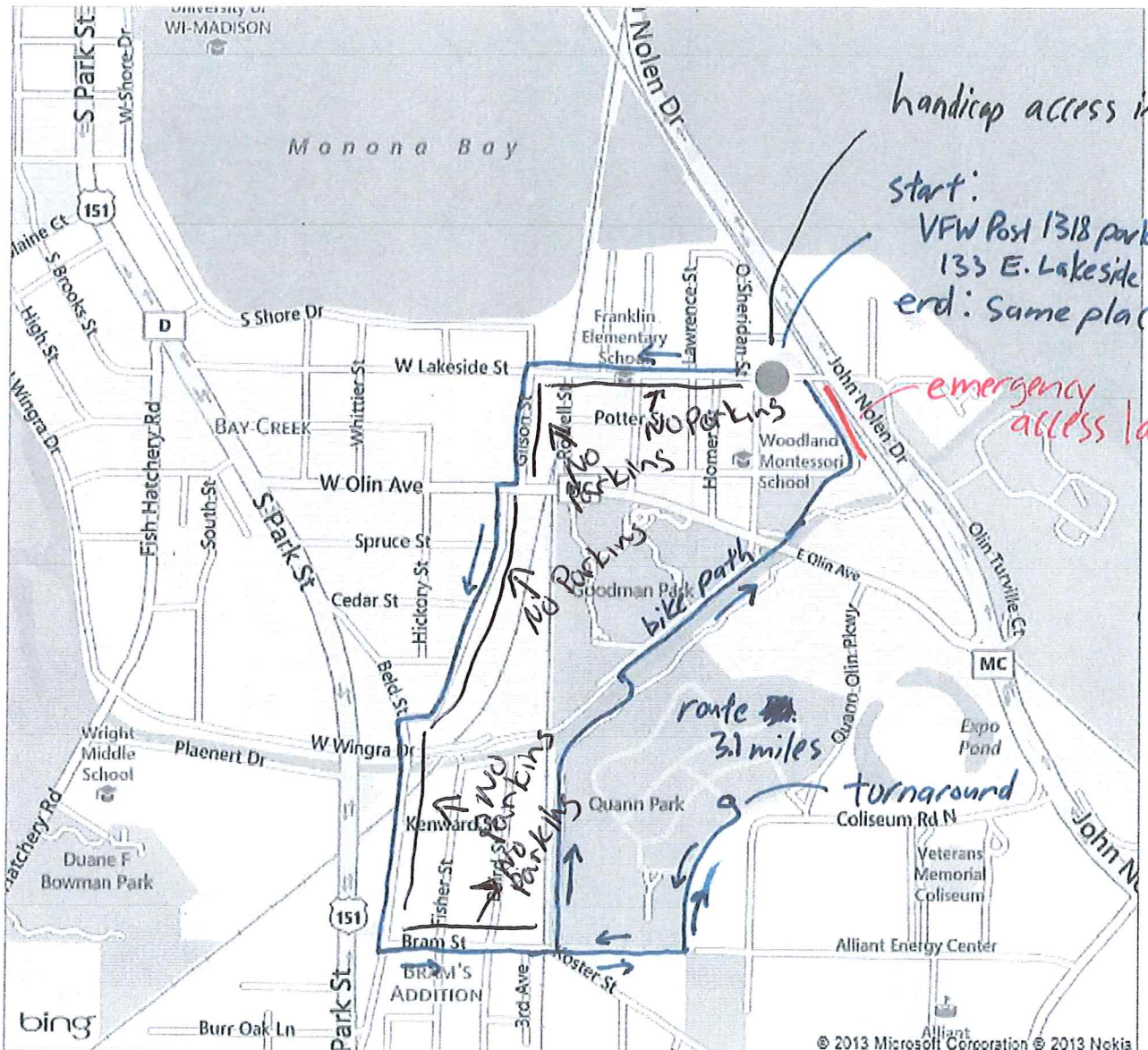
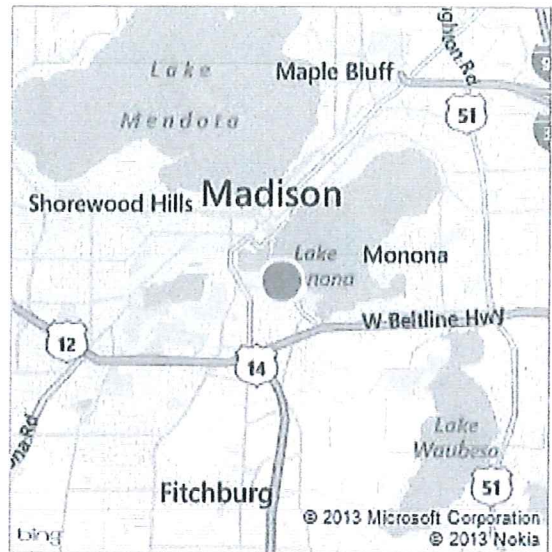
- (see attached)
- all staging, trash, toilets in VFW lot/hall at finish line, none on public course
 - parking lot will remain accessible on north side.
 - half of Sayle St. to remain open for fire lane.

bing Maps

133 E Lakeside St, Madison, WI 53715

My Notes

On the go? Use m.bing.com to find maps, directions, businesses, and more



STREET USE PERMIT APPLICATION – TRASH AND RECYCLING PLAN

Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$10.00 each

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

DETAIL TRASH AND RECYCLING PLAN:

- water stations w/ trash at mile markers, which are inside Quann Park; city/park containers will be rented/used (8)
- volunteers will be responsible for properly discarding all water cups/trash, etc., post-race
- Mile 1 water/trash = Quann Park along Bram St
- Mile 2 water/trash = " " " bike path
- all other trash/recycling will be contained at finish line in VFW parking lot/hall with access to dumpster.

STREET USE PERMIT APPLICATION – SAFETY AND SECURITY PLANS

The Safety Plan should include:

- First aid and emergency response procedures
- Emergency contact information
- A designated "lost child" area
- A plan for information communication to staff and volunteers during the event

The Security Plan should include, but is not limited to:

- The hiring of private security companies and licensed professional emergency medical services
- Plans for crowd control
- Plans for alcohol containment (i.e. beer gardens)
- Plans for securing valuables
- Plans for protecting event participants

Per MGO 10.056(4)(a)11 – "[I]f there will be any extraordinary security measures including searches of persons or vehicles, the applicant shall submit that plan as a separate Attachment to the application."

City of Madison Police and Fire Department representatives may make additional recommendations after review of the Safety and Security Plans at a Street Use Meeting. Police and Fire Department representatives may also require Special Duty Police Officer or Fire Inspector staffing at your event.

SPECIAL DUTY POLICE

The event organizer must call (608) 266-4022 to request Special Duty Officers for their event. Officers are hired at an hourly rate with a 2 hour minimum.



DETAIL SAFETY AND SECURITY PLANS:

- Special events police will be contacted for (2) hours
- hall will be available in case of inclement weather.
- volunteer nurses to be supplied by VFW at finish line with access to rest of course in an emergency;
- volunteers throughout course will have walkie-talkie/phone ^{cell} to contact nurses/emergency staff/other volunteers.
- 18+ year old event, no children
- emergency contact = James Alvarado - he will be on site
- route will be sufficiently marked + taped to help protect and contain runners, along with aid from volunteers
- runners contained in VFW lot/hall after race with staff to check ID and check in runners
- lot will remain accessible during race from north side for handicap.