

**STREET USE PERMIT APPLICATION**

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

**EVENT INFORMATION**

Name of Event The 2013 Madison Shamrock Shuffle

Event Organizer/Sponsor ~~Madison~~ Shamrock Shuffle, Inc.

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

If Yes, provide State of Wisconsin Tax Exempt Number 75-3153170

Address 8140 Old Sank Rd

City/State/Zip MADISON, WI 53562

Primary Contact Steve Donovan FAX \_\_\_\_\_

Work Phone \_\_\_\_\_ Phone During Event 608-217-6285

E-mail Steve.Donovan335@gmail.com

Website SHAMROCK-SHUFFLE.ORG

Secondary Contact MATT IVENS

Work Phone \_\_\_\_\_ Phone During Event 608 212-9053

E-mail MIVENS@gmail.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: Boys & Girls Club of Dane Co.

Estimated Attendance 500 (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 \_\_\_\_\_

**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: STATE ST., LAKE, PARK, OBSERVATORY

**EVENT DATE(S)/SCHEDULE**

Date(s) of Event (including set-up and take-down) 3/17/13 Rain Date(s) \_\_\_\_\_

Event Start Date(s)/Time(s) \_\_\_\_\_ Set-Up Date(s)/Time for Event 6:00 AM

Event End Date(s)/Time(s) \_\_\_\_\_ Take-Down Time 1:00 PM PMSY

Take-Down Time: start to streets reopened

**APPLICATION SIGNATURE**

I/We waive the 21-day decision requirement. SP (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 11/7/12

**Event Schedule**  
**(Subject to Change)**

6:00AM	Setup on Street, in Overture
8:30AM	Registration/Package Pick Up Begins inside Overture Center
10:00AM	10K Race Starts, then 5K & 2 Mile Walk
12:00PM	Course Closes
12:00PM	Break Down All Event Materials in Overture and on Race Course
1:00 PM	All Materials are off course

**Safety & Security Plan**  
**(Subject to Change)**

There will be a sanctioned medic on staff for any health concerns on the course and/or registration area.

There will be MPD & UYPD officers hired to help with closed roads and direct necessary traffic.

Every turn of the course will have a volunteer to help with directions as well as aid volunteers. Two course marshals and one race director will maintain an overall look at any problems by bike. The lead runners will be lead in with a bike to insure safety.

**Notification Schedule**

All residents along the course will be notified the week leading up to March 16<sup>th</sup> about the race. Prior to that, we will advertise along the route and in local businesses.

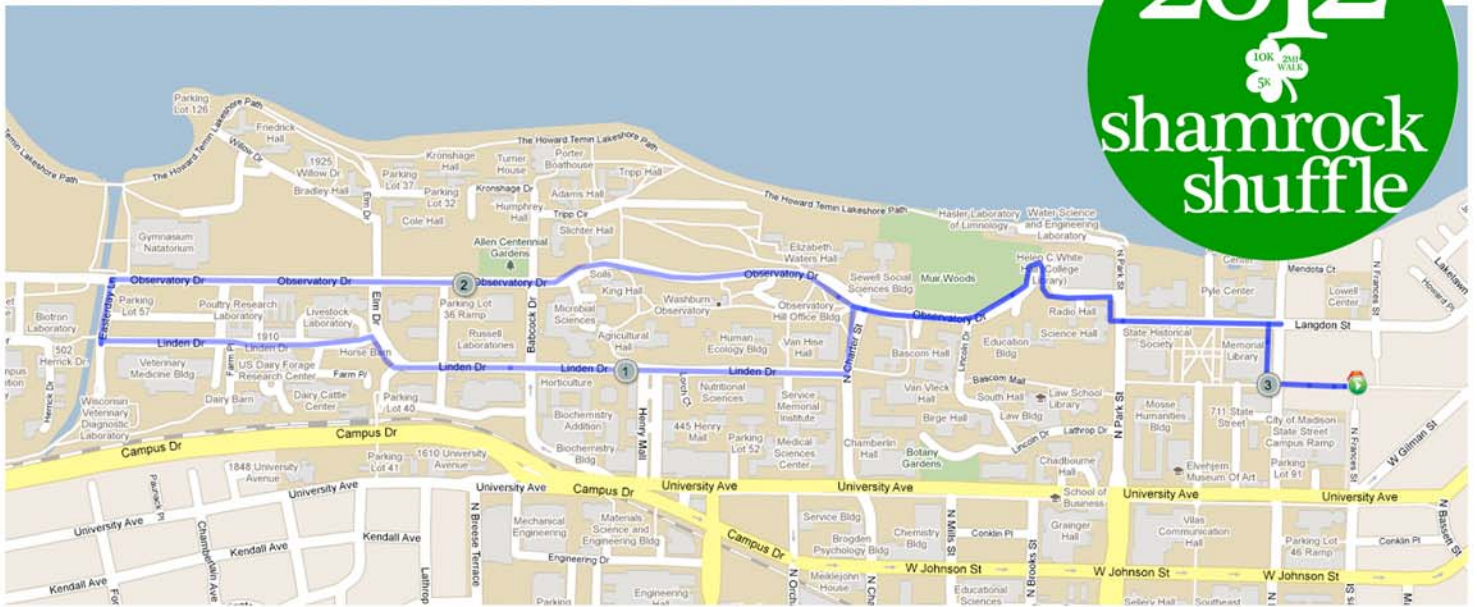
The MPD has been notified and a parade permit has been filed.

Marketing/Advertising will begin after January 1, 2013.

**Recycling & Refuse Plan**

Course maintenance will be handled by a contractor who has been given specific recycling & refuse directions. After material is picked up and sorted, Overture will be able to take it and dispose of it properly.

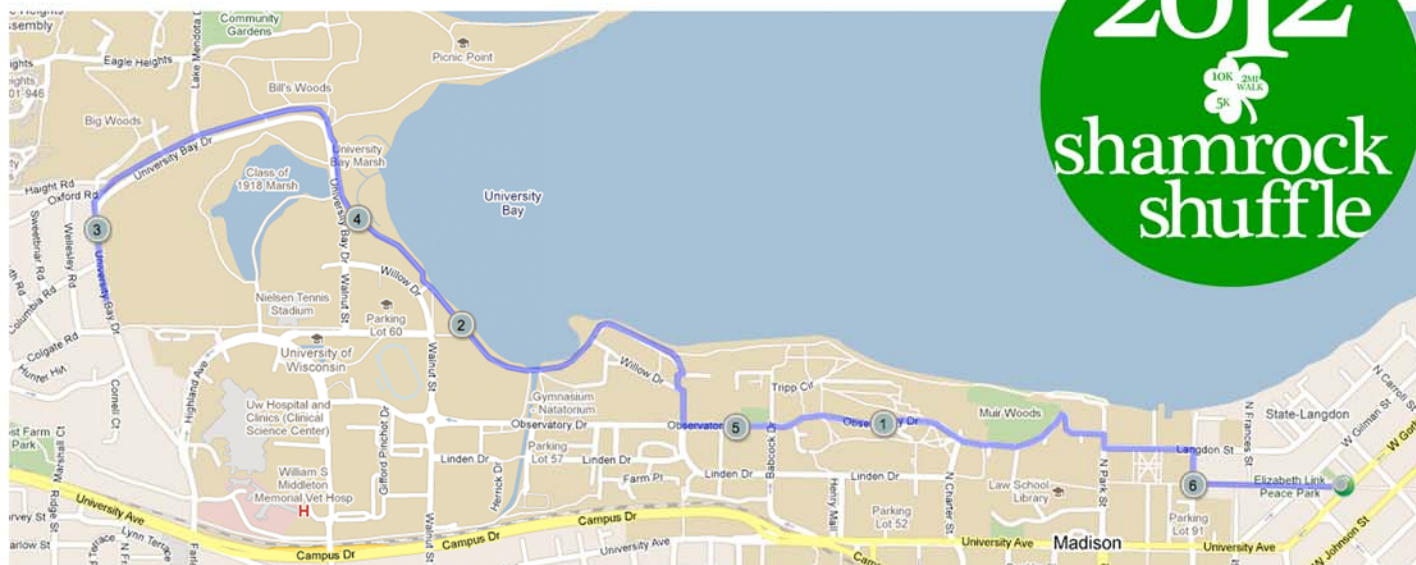
# 2012 Shamrock Shuffle 5K Route



- Start on 400 block of State Street
- Run down State Street past State Street Brats
- Turn right at Lake Street
- Turn left at Langdon Street
- Turn right at Park Street
- Turn left onto Observatory and climb up the hill
- Follow Observatory all the way out to Easterday Ln
- Turn left onto Easterday
- Turn left onto Linden Drive
- Take a sharp right to stay on Linden Drive
- Turn left onto N. Charter Street
- Turn right on Observatory to take it back again



# 2012 Shamrock Shuffle 10K Route



- Start on 400 block of State Street
- Run down State Street past State Street Brats
- Turn right at Lake Street
- Turn left at Langdon Street
- Turn right at Park Street
- Turn left onto Observatory and climb up the hill
- Turn right onto Elm Drive
- Elm Drive will veer left, then veer right
- Then a sharp left and onto the Temin Lakeshore Path
- Follow the path around the Class of 1918 Marsh
- This will turn into University Bay Drive
- The turnaround will be close/on Colgate Drive



## 2013 Madison Shamrock Shuffle Operating Plan

The Madison Shamrock Shuffle 5K, 10K race and 2 mile walk will be taking place on SUNDAY, March 17<sup>th</sup>. ON COURSE Set up will begin as early as 6:00AM on race day. This includes set up on the 400 block of State Street (start/finish) as well as indoor set up at the Overture Center. It would be necessary to shut down Metro routes after 6:00AM on race day. We will also notify Wisconsin Union and all Wisconsin Union bus companies since we will be routed by the major bus stop at the Memorial Union.

We will be working to notify any residencies in the area about the race. This includes, specifically, the University Bay area close to the hospital. The race could potentially restrict Lake Mendota Drive, Oxford Road, Columbia Road, Colgate Road and Harvard Drive where they meet up with University Bay. Last year, we placed volunteers to help with any traffic. Though it was put to my attention that last year's race saw only one car held up by our two hours on the road.

The race begins at 10:00AM close to the intersection of W. Gilman & State St. The race also ends there. This will allow any 'pad room' from the start/finish to Gorham's busy intersection. We will ask the MPD if we can hire officers for the Gorham & State Street intersection like we did last year.

The 10K and 5K will have two different starting lines as well as routes in order to accommodate our growing numbers.

In 2012, we had over 50 volunteers helping on race day. We expect to grow the numbers to approximately 90.

In 2012 we had approximately 3,948 participants in the race. Since it's been growing in increments, we believe it may reach close to 5,000 participants this year.

Last year, with your help, we had a safe, fun race with no problems. We found the course was a safe fun setting for the Shamrock Shuffle.

We hired many police officers to help with any road closing dilemmas. We consulted with them about changes and suggestions. I believe that they did a wonderful job and I have heard only positive feedback from runners and volunteers

If you have any suggestions, please let us know.

Respectfully Submitted,

Megan Sisson  
Matt Ivens  
Steve Donovan  
Matt Anderson  
Julia Voss

Board of Directors • The 2013 Madison Shamrock Shuffle