

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event 2015 MADISON SHAMROCK SHUFFLE

Event Organizer/Sponsor 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 1314 Haven Ct.

City/State/Zip MADISON, WI 53715

Primary Contact STEVE DONOHUE FAX _____

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

E-mail STEVE.DONOHUE@GMAIL.COM

Website SHAMROCK-SHUFFLE.COM

Secondary Contact MATT ANDERSON

Work Phone 608-833-9999 Phone During Event 608-630-6802

E-mail MATT@FLEETFEETMADISON.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 4000 (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 ST, LANGDON, PARK, OBSERVATORY

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8/15/15 Rain Date(s) NA

Event Start Date(s)/Time(s) 6AM SETUP / 10AM START Set-Up Date(s)/Time for Event NA

Event End Date(s)/Time(s) 12NOON Take-Down Time NA

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

☒ I/We waive the 21-day decision requirement.

SP (PLEASE INITIAL)

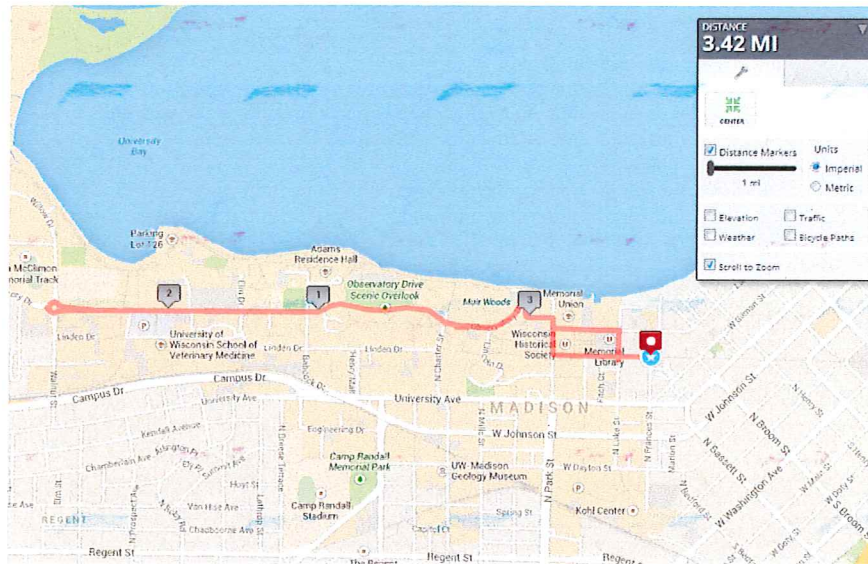
Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the 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]

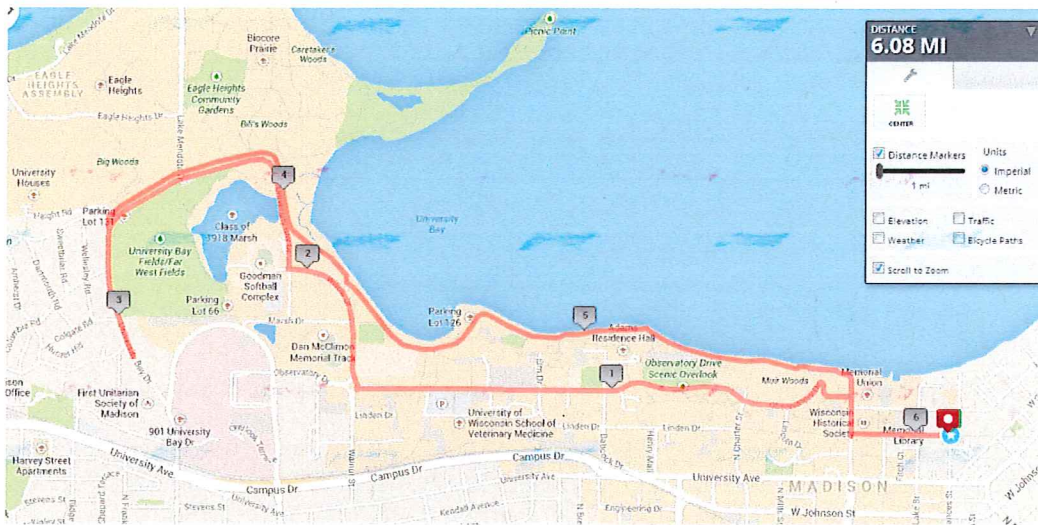
Date 8/1/22/15

5K



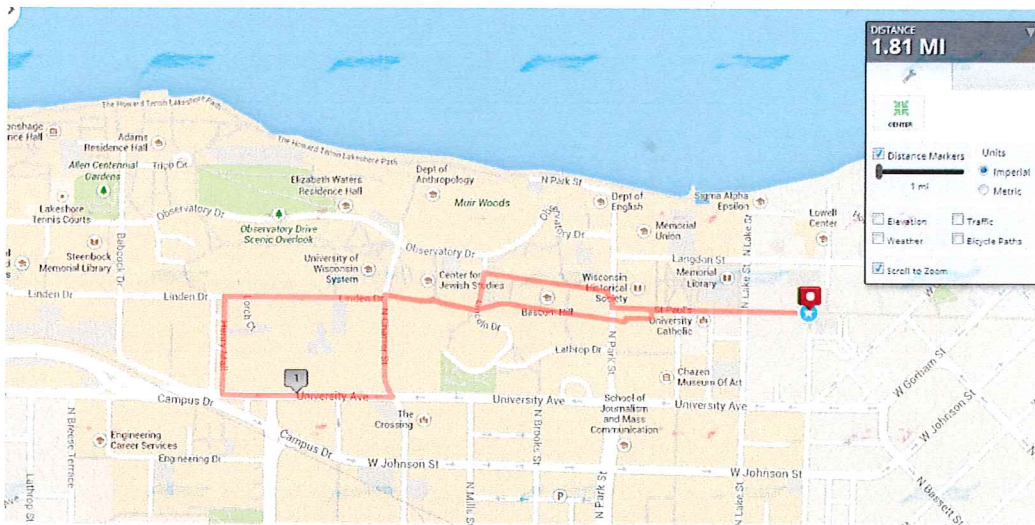
1. Start on 400 block of State Street
2. Go west on State Street
3. Turn right onto Lake Street
4. Turn left onto Langdon
5. Turn right onto Park, then quick left onto Observatory
6. Follow Observatory on right side
7. Turnaround at triangle on Walnut
8. Follow Observatory's right side back
9. Turn right at Park St.
10. Left onto State Street to finish

10K



1. Start on 400 block of State Street
2. Turn right onto Park Street
3. Turn left onto Observatory
4. Turn right onto Walnut
5. Follow to University Bay Drive
6. Stay on left side of University Bay Drive
7. Turnaround near Harvard Drive
8. Follow Temin Path back to Park St.
9. Turn left to finish on State St.

2 Mile Walk



1. Head West on State Street
2. Continue through Library Mall
3. Turn right at Park Street then turn immediately up Bascom Hill
4. Take Walkway up to Lincoln statue
5. Turn left at Lincoln Drive
6. Turn right at Bascom Hall and follow to Linden Drive
7. Turn left at Henry Mall
8. Turn right onto University Ave, staying on sidewalk
9. Turn left at Charter
10. Turn right at Linden (right before Bascom Hall)
11. Follow to Bascom Hill right side walkway

2015 Madison Shamrock Shuffle Operating Plan

The Madison Shamrock Shuffle 5K, 10K race and 2 mile walk will be taking place on Sunday, March 15th. 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 Orpheum. It would be necessary to redirect 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.

In 2014, we had over 70 volunteers helping on race day. We expect approximately the same size race.

In 2014, we had approximately 3,200 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. 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,

Steve Donovan
Matt Anderson
Julia Voss
Matt Ivens

Board of Directors • Madison Shamrock Shuffle

Event Schedule for March 15th, 2015
(Times Subject to Change)

6:00AM	Setup on Street, in The Orpheum
8:30AM	Registration/Package Pick Up Begins inside The Orpheum
10:00AM	Race Starts
12:00PM	Course Closes
12:00PM	Break Down All Event Materials in The Orpheum and on Race Course
1:00PM	All Materials will be off the course

Safety & Security Plan
(Subject to Change)

There will be 2 sanctioned medic on staff for any health concerns on the course and/or registration area. They are being hired through Ryan Brothers.

There will be MPD & UWPD 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. Four course marshals on bicycles 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 16th 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 begins after January 1, 2015.

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, Orpheum will be able to take it and dispose of it properly.

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

GENERAL

The "Madison Shamrock Shuffle" will be held March 15, 2015 at The Orpheum and surrounding streets.

PURPOSE

This emergency action plan predetermines actions to take before and during the "Madison Shamrock Shuffle" (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.

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.

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.

BASIC PLAN

Emergency Action Plan (EAP) Event Representative

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as Steve Donovan, Race Director.

Emergency Notification

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.

We will have on-site EMS (Ryan Brothers Ambulance, 608-257-9591 Dispatch)

We will have on-site Police or Security (MPD & UWP)

Severe Weather

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?](http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0)

[CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0](http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0)

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 Steve Donovan, Race Director and will be responsible to monitor the weather conditions before and during the event.

During the event - If severe weather occurs during the event, the EAP event representative or his/her designee Steve Donovan will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.

There are very limited provisions for sheltering participants in the event of severe weather.

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.

Fire

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.

All event staff will be instructed on the safe use of Portable Fire Extinguishers.

If cooking is intended, you must contact the fire department and -

Must have a valid fire extinguisher, 2A10BC

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.)

No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.

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.

Medical Emergencies

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. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.

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:

- nature of emergency
- precise location
- contact person with callback number

Law Enforcement

The need for constant Law Enforcement presence at this event **has** been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event

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:

- nature of emergency
- precise location
- contact person with callback number

Emergency Vehicle Access

Access for Emergency Vehicles will be maintained at all times.
 20' Fire Lanes are required to be kept open at events.
 A 14' minimum height clearance requirement for anything that goes over a street or fire lane
 Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
 Crowd control will be managed by NAME
 Parking for vendor and staff vehicles will be LOCATION(S)
 Parking for attendee vehicles will be LOCATION(S)

Contact Information

Primary Contact	Steve Donovan	608-217-6285
Secondary Contact	Ryan Griessmeyer	608-444-2261
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

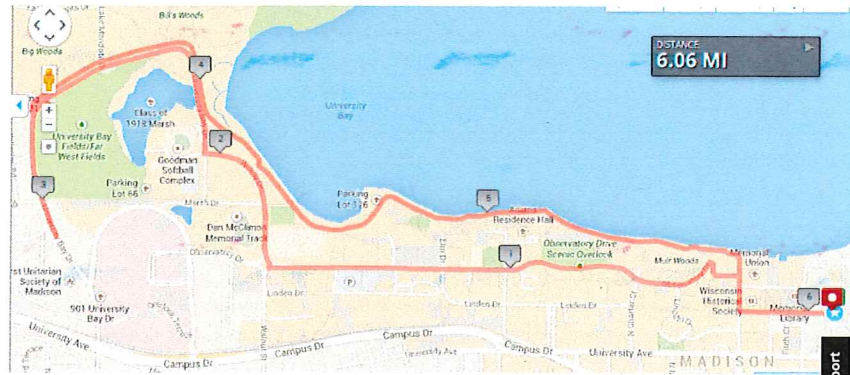
Madison Police Department

Non-Emergency

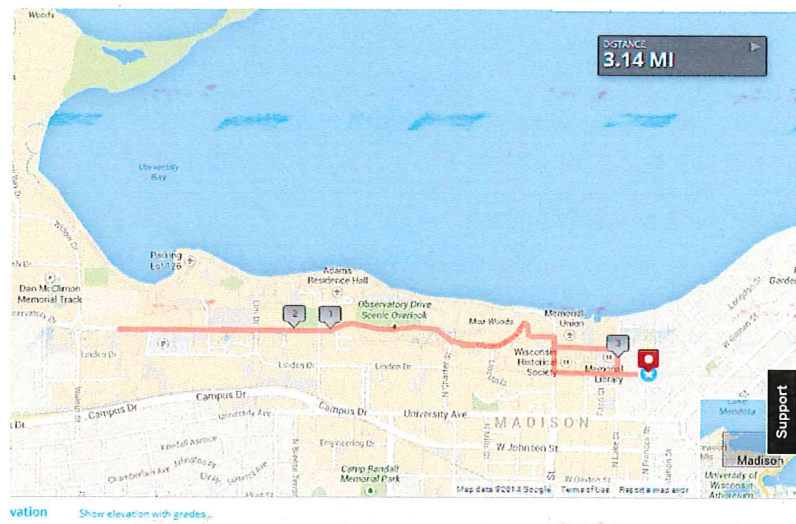
Field Lieutenant	David McCaw	(608) 261-9694
Executive Captain	Carl Gloede	(608) 261-9694

Event Area Map (attached next page)

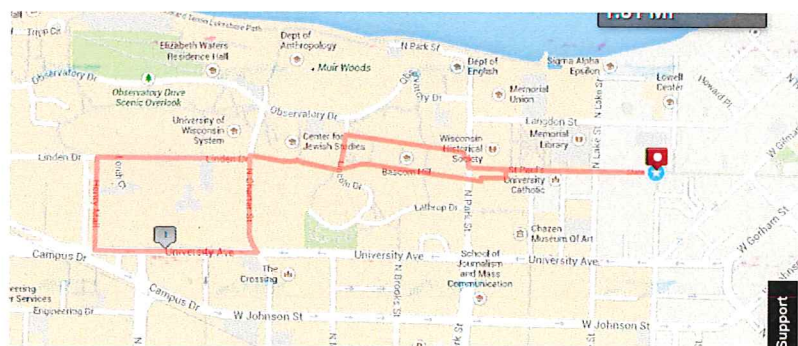
10K Course:



5K Course:



2 Mile Walk:





2015 Emergency Plan & Policies

The 2015 Madison Shamrock Shuffle will be staged at the Orpheum's primary atrium as well as the 400 block of State Street.

In the case of radical weather, we will utilize The Orpheum's lobby. We have it from 6AM-1PM and it will provide cover for heavy precipitation as well as radical weather changes, if the participants are outside. **In The Orpheum, we have a public announcement system** that allows us to make instant updates for everyone inside.

Outside, we have upgraded our PA system so that it is loud and clear to all who take part. All participants will be able to hear everything that they're being told with the latest technology in crowd speaker technology, provided by Juke Box Bandstand and their electronics partners. This works for both the beginning/during/end of race as well as any kind of emergency announcements.

On the course, we have provided ample supervision of the participants. At every turn, there is a volunteer. On both courses, there is a lead bike to the races as well as two course marshals on bike who police the volunteers as well as the participants. In addition to our course marshals, we have two more members of the Shuffle organization on bike, providing backup—we refer to them as course supervisors. Finally, **we have two Ryan Brothers trucks on hand, equipped with an EMT in each vehicle.** They will be located on either end of the courses. The Ryan Brothers trucks get phone numbers for the race director and the two course marshals.

The two course marshals are responsible for "sweeping" the course at the end of the race. This insures that everyone is accounted and timed.

We make every effort to have eyes and ears on every participant in our race—whether it's a runner, a walker or cars who need to use part of our course. This allows us to respond quickly to any situation that may arise. I've attached the names and numbers of those who will be playing these roles for the 2015 Madison Shamrock Shuffle's Emergency Plan.

Respectfully Submitted,



Steve Donovan
2015 Madison Shamrock Shuffle Race Director

Key Course Names/Numbers

All Members are available over radios as well

Race Director	Steve Donovan	608-217-6285
Course Supervisors	Matt Anderson	608-630-6802
	Matt Ivens	608-212-9053
Race Day Events	Ryan Griessmeyer	608-444-2261
Lead Bikes	Pat Gallagher	
	Craig Wright	
Ryan Brothers	Erin Ryan	608-310-7921
	Patrick Ryan	

12. Cross Park Street to Library Mall then follow to finish on State St.