

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event RUN SANTA RUN 5K

Event Organizer/Sponsor RACE DAY EVENTS, LLC

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

If Yes, provide State of Wisconsin Tax Exempt Number N/A

Address 1801 BRINGOLD DR

City/State/Zip VERONA, WI 53593

Primary Contact RUSS LARSON FAX N/A

Work Phone 608-316-5755 Phone During Event 608-669-9440

E-mail RUSS@RACEDAYEVENTSLLC.COM

Website TBD

Secondary Contact RYAN GRIESSMEYER

Work Phone 608-316-5755 Phone During Event 608-444-2261

E-mail RYAN@RACEDAYEVENTSLLC.COM

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: TOYS FOR TOTS

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: 200 BLOCK OF MLK BLVD

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 12/14/2013 Rain Date(s) N/A

Event Start Date(s)/Time(s) 13:00 Set-Up Date(s)/Time for Event 11:00

Event End Date(s)/Time(s) 16:00 Take-Down Time 14:30

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

[Signature] I/We waive the 21-day decision requirement.

RL (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 _____ Date _____



Race Day Events, LLC is launching a new 5K holiday-themed running event. We believe that this family oriented event is a perfect fit for Madison and the neighborhood corridor east of the State Capital and located between East Washington Avenue and Williamson Street. Due to the festive nature of the event and the family focus, we expect a successful, fun event.

Event Date: December 14, 2013

Event Schedule:

- 11:00: Set-up begins in the 200 block of MLK
- 12:00: Set-up begins on the course
- 12:30: Police begin monitoring/closing intersections as needed
- 13:00: Race Starts
- 13:05: All runners/walkers are through intersection at Blair/John Nolen/Wilson
- 13:40: All runners are on trail or Blount Street headed toward finish line
- 14:00: All runners are clear of the course
- 14:30: Course is clear and all roads are open for normal traffic
- 16:00: Event hard closure (tentative based upon entertainment at High Noon Saloon)

Event Site Maps:

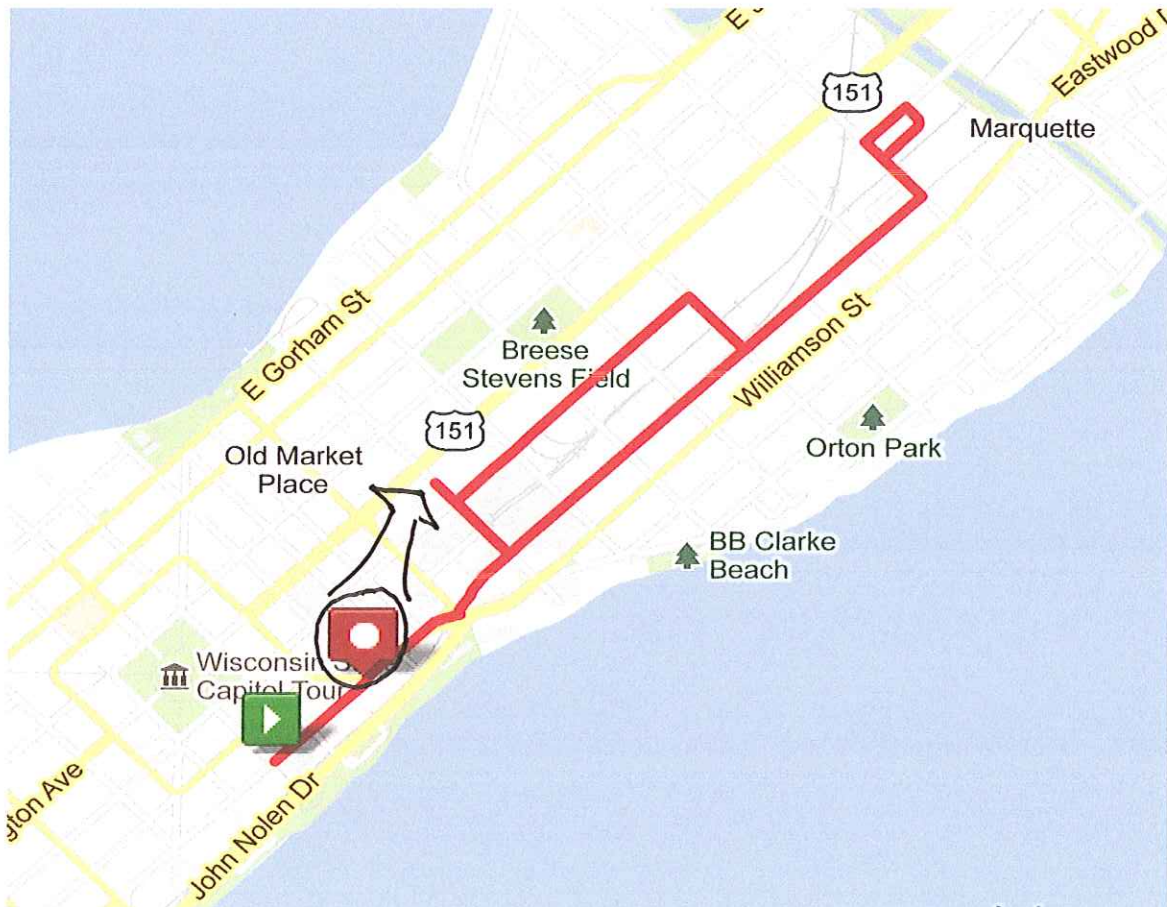
Start:



Finish:



Event Route Map:



Pre-event activities will be limited to the 200 block of MLK Blvd. This section of road will be opened up immediately upon start of the event, as no structures will be placed in the road. All post-race activities will be conducted off the street on private property at 701 E Washington Avenue.

Based upon our selected course layout and the time of day the event will be held, we do not expect any additional street closures would be required. However, we do anticipate special duty officer needs at the intersections of King / Wilson Streets and Blair / John Nolen Dr / Wilson / Williamson Streets.

The only structural items used in the road would be two small start / finish trusses that would be removed as soon as possible. For traffic / participant control, we anticipate the use of cones, verticades, and crowd control barriers. Again, all of these items would be removed from the course as soon as possible.

Event Route Description:

- ☀ Start: Wilson Street at MLK Blvd
- ☀ Northeast on Wilson Street toward Blair Street using only the northern-most lane
- ☀ Proceed across Blair Street and enter Capital City Bike Trailhead
- ☀ Left (north) onto Blount Street to Main Street
- ☀ Right (east) onto Main Street to Ingersoll Street
- ☀ Right (south) onto Ingersoll to Wilson Street
- ☀ Left (east) onto Wilson Street to Dickinson Street
- ☀ Left (north) onto Wilson Street to Main Street
- ☀ Right (east) onto Main Street to Northern Court
- ☀ Right (south) onto Northern Court to Dickinson Street
- ☀ Left (south) onto Dickinson Street to Wilson Street
- ☀ Right (west) onto Wilson Street
- ☀ Continue on Wilson Street / Capital City Bike Trail to Blount Street
- ☀ Right (north) onto Blount Street
- ☀ Finish: Parking lane on east side of Blount Street prior to entry into High Noon Saloon parking lot.

All roads except MLK and Dickinson to remain open in one direction to traffic.

****All runners will be through Wilson St. and Blair St. in less than 7 minutes.****

*****Course will be coned and barricaded as needed per Engineering and PD.*****

Safety and Security Plan:

Course:

The course will be monitored by a combination of Special Duty Officers, course marshals, volunteers and race staff. We will have two-way radios with a repeater to maintain communication. An EMT will be roaming the course. All RDE staff are trained in CPR/AED. We will have an ambulance staffed and staged at the start area.

Post-Race:

High Noon Saloon will be monitoring any liquor sales as part of the event contract. All patrons will be required to show a valid ID. The post-race activities will be cut off at 16:00 SHARP! There will be EMT/Medical on location until 16:00.

Parade Permit:

A parade permit has been applied for on 3/28/2013.

Insurance Certificate: Attached