

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Lauren Reilley
Edgewood College Project Sunshine
Chapter
515 S Midvale Blvd
Madison, WI 53711
Email: Lreilley@edgewood.Edu
Phone: (262) 409-0210

Contact During Event

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Madison, WI 53711
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Phone: (262) 409-0210

Event Information

Name of Event: Project Sunshine 5K Run/Walk
Fundraiser: How Far Will You Run
for Pediatric Patients?

Event Type: One Day

Estimated Attendance: 150

Is this a new event:

Event Additional Information

Run/Walk: **Music/Concert:**
Festival: **Rally:**
Parade: **Posting no parking signs or bagging meters?**
Other:

If other, please describe:

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable:

Location Information

Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

Woodrow St, Edgewood Dr, Vilas Park Dr, Edgewood Ave, and Monroe St

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
04/15/2023	7:00-8:00 a.m.	04/15/2023	8:00 a.m.	04/15/2023	12:00 p.m.	04/15/2023	12:00 p.m.	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

If the Temporary (Picnic/Beer) License is denied will the event occur?: **No**

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
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SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Event Website:

Notes:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

Indemnification

THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement:

Signature

By initialing, I/we
waive the 21-day
decision
requirement :


I

Signature: Lauren Reilley

Date: 01/30/2023

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Park Event Application

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MADISON PARKS

NARRATIVE & SCHEDULE

Please provide a brief narrative of the event.

EVENT SCHEDULE

The schedule begins when event setup starts and ends when cleanup of the event area is complete, all equipment is removed and the park is available for regular use.

The schedule should encompass all activities planned for the event, including but not limited to:

- General: set up, hours of operation, tear down/cleanup, leave park
- Vending: when vendors will set up, hours of operation, tear down/cleanup, leave park
- Music/Performances: stage setup, performance schedule, tears down/cleanup, leave park
- Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
- Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), cleanup, leave park

Time	Event	What to Expect
8:00- 9:00 a.m.	Check-in/ Registration	<ul style="list-style-type: none"> - Check-in Last name: A-M - Check-in Last name: N-Z - Receive Racing Bib
9:00 a.m.	Race Start	<ul style="list-style-type: none"> -Welcome/ Greeting -Course Overview *Follow Directional Signs along route -Race Begins

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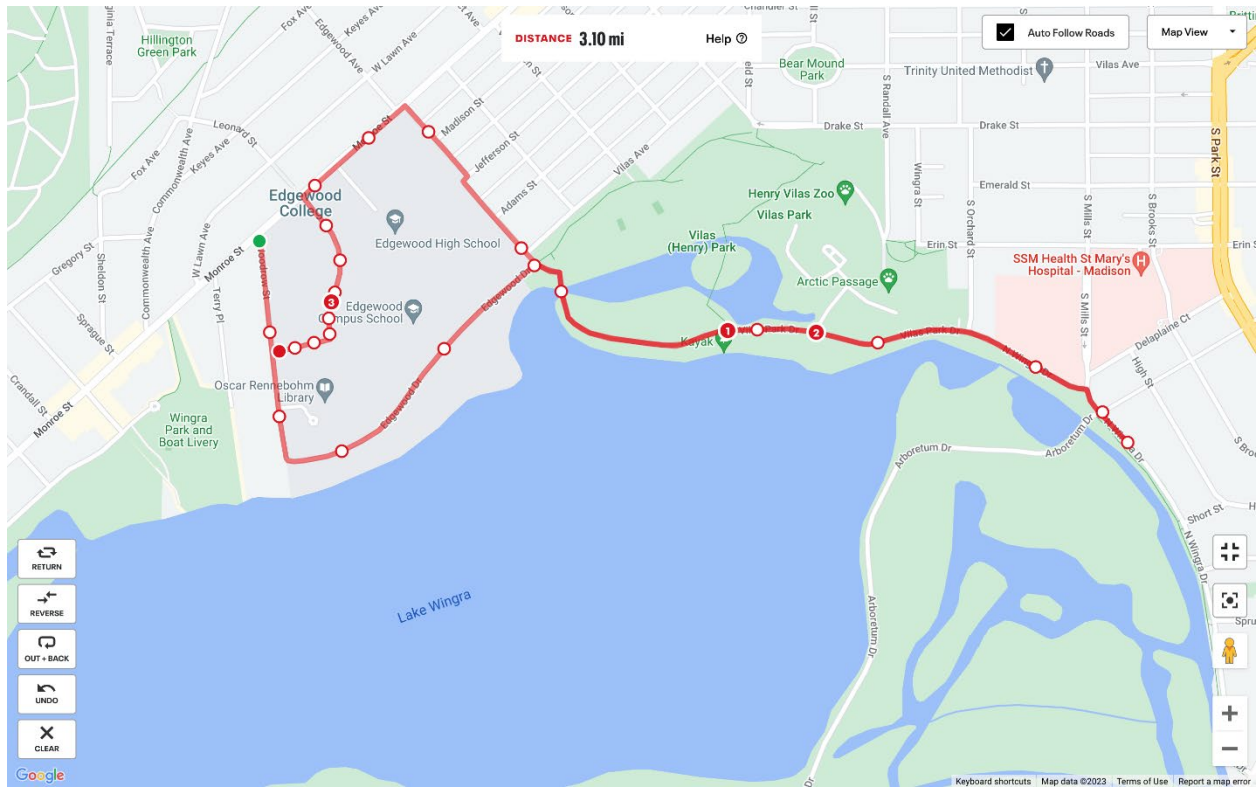
Park Event Application

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MADISON PARKS

NARRATIVE & SCHEDULE

10:30 a.m.	Race Finish	<ul style="list-style-type: none"> -Visit "Swag Station Table" for a T-shirt and fun Project Sunshine Swag! -Time to socialize, Grab refreshments and food before Award Ceremony begins
10:45-11:30 a.m.	Award Ceremony, Thanks, and Dismissal	<ul style="list-style-type: none"> -Opening Thanks -Overview of who we are and what we do at Project Sunshine -Distribution of awards and participation medals -First, Second, Third Place: (12 and under, 13-18, 19-25, 25-35, 35+) • 35+ -Another thanks and dismissal

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Garbage and recycling receptacles: Provided by Edgewood College, only one water station will be placed on Vilas Park Dr. and Edgewood's College campus with garbage and recycling receptacles available at each station

Placement of vehicles: Participant vehicles will be parked on Edgewood College's Campus

No additional impacts on surrounding residents/ businesses as the majority of this event will take place on Edgewood College's Campus

Portable toilets: Participants will utilize bathrooms located on Edgewood College's Campus


Signage: A few directional and event stake signs will be lining the route on Woodrow St, Edgewood Dr, Vilas Park Dr, Edgewood Ave, and Monroe St. that will be set up prior to event and take down after its completion.

Temporary Structures: An inflatable arch will signify the starting line on Woodrow St.


Sidewalks will be utilized on Edgewood Avenue and Monroe St, Woodrow St and Vilas Park Dr. require street closure (possible need for police traffic control)

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Park Event Application



EMERGENCY ACTION PLAN

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 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: NAME.
6. Parking for vendor and staff vehicles will be: LOCATION(S).
7. Parking for attendee vehicles will be: LOCATION(S).


V. CONTACT INFORMATION

Primary Contact	Lauren Reillev	Cell: (262) 409-0210
Secondary Contact	Belle Foley	Cell: (608) 358-7997
Emergencv	Dane County 911 Center	911
Non-Emergencv	Madison Fire Department	(608) 266-4420


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Park Event Application



EMERGENCY ACTION PLAN

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Non-Emergencv	Madison Fire Department	(608) 266-4420

Non-Emergencv Madison Police Department (608) 255-2345

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