

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Madison Heart Walk

Event Organizer/Sponsor Amer. Heart Association

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

If Yes, provide State of Wisconsin Tax Exempt Number ES-42162

Address 2850 Dairy Dr, #300 - Madison

City/State/Zip Madison, WI 53718

Primary Contact Tom Luedtke FAX 221-9233
Work Phone 220-4655 Phone During Event 220-4655

E-mail Tom.Luedtke@heart.org

Website Madison Heart Walk.org

Secondary Contact Karla Lohholz Phone During Event 715/573-8797

Work Phone 715/573-8797 E-mail Karla.Lohholz@heart.org

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: Amer. Heart Assoc.

Estimated Attendance 2,000 (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: See attached maps

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10-5-13 Rain Date(s) _____

Event Start Date(s)/Time(s) 9:30 am Set-Up Date(s)/Time for Event 9:30 - 9:30 am

Event End Date(s)/Time(s) 11:00 am Take-Down Time 11 am - 12 noon

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

[Signature] (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, statutes and laws.

Signature [Signature] Date 6-13-13

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:

- 9:30 am - Walkers enter routes.
- 11:00 am - All walkers off routes.

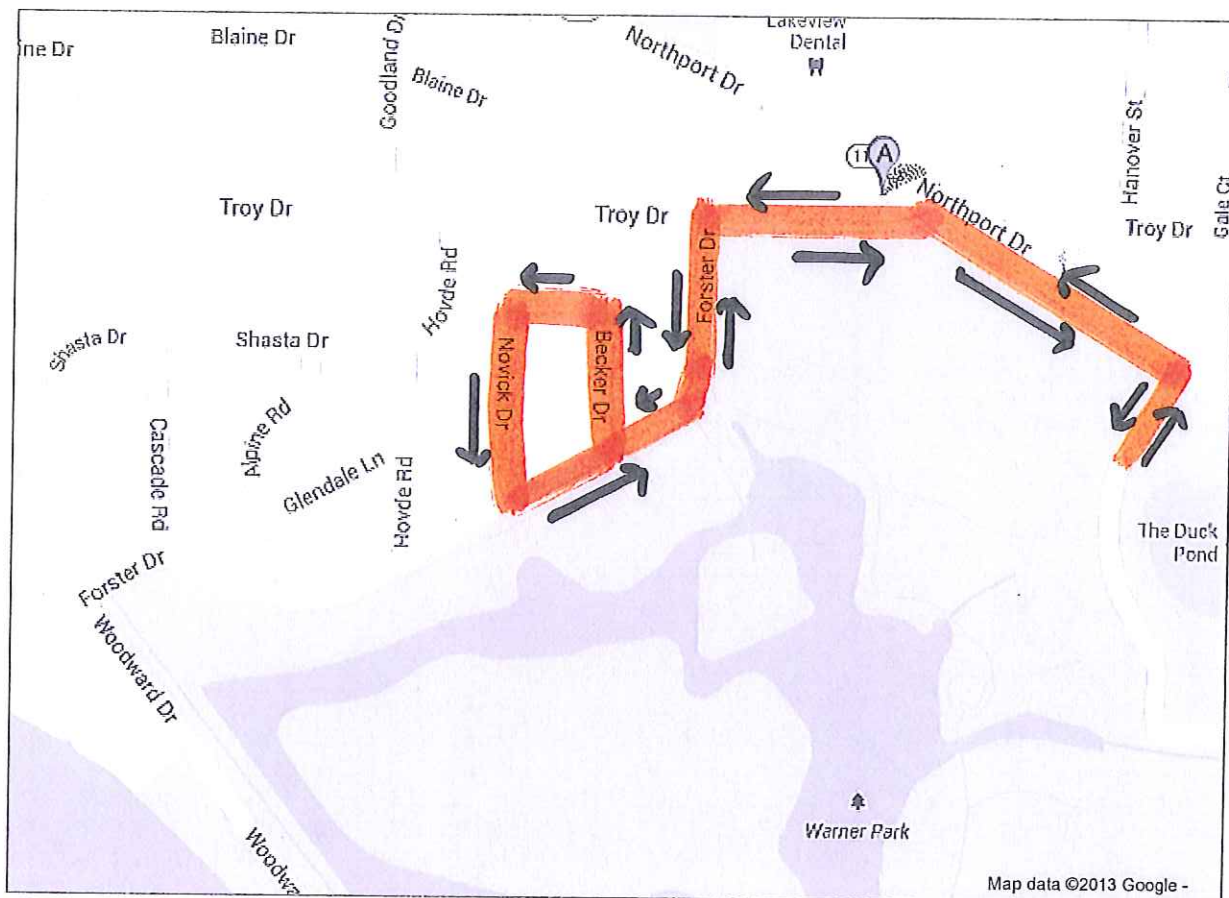
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To see all the details that are visible on the screen, use the "Print" link next to the map.



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:

- We plan to hire six (6) MAD Special Duty Officers (w/squads) to help w/traffic control along routes
- A Ryan Bros paramedic squad will be stationed at walk headquarters in Warner Park, ready to respond to emergencies

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:

- Trash barrels (15) to be rented from city, 13 to be located in Warner Park at walk headquarters, 2 to be located along routes at water stations (Woodward Beach and Forster, just south of Troy.)