

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Kylee Hutchinsno
The Color Run
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Contact During Event

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Event Information

Name of Event:

Event Type:

Estimated Attendance:

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:

Alliant Energy Center of Dane County
1919 Alliant Energy Center Way
Madison WI 53713

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
08/24/2019	5:00am	08/24/2019	8:00am	08/24/2019	12:00pm	08/24/2019	5:00pm	

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?: Yes

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
08/24/2019	7:00am	08/24/2019	12:00pm	

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?:

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

Signature: Kylee Hutchinson

Date: 02/13/2019



Site map – Color Run

8/24/19

Willow Island

The Color Run Safety Plan

Emergency Procedures

EMERGENCY PROCEDURES

General Staff Emergency Procedures

- a. Always consider your personal safety during emergency situations.
- b. Do not risk injury or inclusion in an emergency event.
- c. Remain calm.
- d. Alert Race Command of all serious emergency situations.
 - RACE COMMAND phone number:
 - Call code for serious emergency situations: CODE 13
 - Call code for non-emergency situations: CODE 4
- e. Assess situation thoroughly before taking action.
- f. Do not perform rescue actions or medical procedures unless you have proper training.
- g. Consider the safety of the public while assessing the situation.
- h. Report all dangerous, suspicious or hazardous situations to your supervisor immediately.
- i. If unsure of correct course of action, call 911 immediately.
- j. Do not initiate an evacuation without authorization from Race Command or the Incident Commander.
- k. Direct all arriving Police, Fire or First Response Agencies to incident or Race Command. Alert Race Command in all cases.
- l. Following an emergency event, fill out an Incident Report.

1. Auto Collision/Heavy Equipment Accident

- a. Call 911.
- b. If safe, cordon off affected area.

2. Bomb Threat

- a. Treat all bomb threats as credible.
- b. DO NOT SEARCH OR ATTEMPT TO DISMANTLE A BOMB OR SUSPICIOUS OBJECT.
- c. Cease all radio and electronic communications transmissions.
- d. If threat by note, try not to handle. Call 911.
- e. Do not alert others of threat unless instructed to do so by Race Command or the Incident Commander.

3. Chemical Spill/Toxic Hazard

- a. If possible, determine chemical spill and obtain Material Safety Data Sheet.
- b. If safe, cordon off affected area.
- c. If safe, use Chemical Spill Kit to clean up spill.
- d. If spill determined to be unsafe, call 911.
- e. Contact Race Command to alert of unsafe situation. Evacuation will be considered.

- f. All event activities will be suspended until threat level decreases.
- g. If necessary, follow EVACUATION procedures.

4. Civil Disturbance

- a. Call 911.
- b. All event activities will be suspended until threat level decreases.
- c. If necessary, follow EVACUATION procedures.
- d. If external disturbance, consider shelter in place.
- e. Monitor but do not lock emergency exits.

5. Criminal Activity

- a. Alert Police on site or call 911.
- b. Do not intervene.

6. Disorderly Conduct

- a. Alert Police on site or call 911.
- b. Do not intervene.

7. Earthquake

- a. All activities will be suspended until threat level decreases.
- b. Staff to assess current venue safety. Report hazards to Race Command.
- c. If safe, cordon off affected areas.
- d. If necessary, set up simple triage and medical response area. Maintain secure perimeter and access control. Restrict to staff and injured only.
- e. Do not affect evacuation unless situation dictates.
- f. Do not attempt collapse rescue unless trained to do so.
- g. All staff to return to command zone for briefing and emergency post assignments and supply distribution.
- h. Institute ICS if required.
- i. If necessary, follow EVACUATION procedures.

8. Electrical Storm

- a. All activities will be suspended until threat level decreases.
- b. Staff to prepare for evacuation. Preferred refuge at indoor facility.
- c. Prepare indoor of alternate facilities for evacuation prior to initiation.
- d. If necessary, follow EVACUATION procedures.

9. Evacuation

Do not cause an evacuation without prior authorization from Race Command or the Incident Commander.

All evacuation procedures should be followed unless time and situation dictate otherwise.

- a. If an evacuation is considered, confer with emergency response agencies on site.
- b. Institute ICS operations if evacuation is agreed upon.
- c. Stand by until Incident Command, staff and security personnel are in place and ready to safely execute an evacuation.

- d. Ensure the evacuation routes, intended areas of refuge or shuttle systems are safe and prepared prior to initiating evacuation.
- e. Position staff to assist patrons with evacuation.
- f. Secure parking lot entrance and exits. Prevent all public traffic from entering the site unless otherwise instructed.
- g. If necessary, stage shuttle buses prior to initiating evacuation.
- h. Calmly alert patrons of evacuation and location or direction to evacuate to.
- i. Staff to perform a final venue sweep to ensure facility is clear.
- j. If safe, position staff to prevent patrons from re-entering evacuated area.
- k. Continue to monitor safety of area of refuge. Initiate evacuation scenario above if necessary to move.

10. Fire

- a. If safe, trained staff should extinguish small fires with fire extinguishers.
- b. If fire determined to large to be safely extinguished, call 911.
- c. If safe, staff should cordon off area affected.
- d. All event activities will be suspended until threat level decreases.
- e. If necessary, follow EVACUATION procedures.

11. Flood:

- a. All festival activities will be suspended until threat level decreases.
- b. Alert Artists of closure.
- c. All event activities will be suspended until threat level decreases.
- d. If necessary, follow EVACUATION procedures.

12. High Winds:

- a. Identify potential hazards and report to Race Command.
- b. Deflate inflatable structures as safety dictates.
- c. Secure all potential hazards.
- d. All event activities will be suspended until threat level decreases.
- e. If necessary, follow EVACUATION procedures.

13. Medical Emergency

- a. Alert EMS, Fire Department or Police on site.
- b. If unable to locate first response agencies, call 911.
- c. Provide support and assistance as necessary.
- d. Do not perform rescue or provide medical assistance unless trained to do so.

14. Power Outage

- a. Event to continue unless determined otherwise.
- b. Music program suspended.
- c. Food service requiring electricity suspended.
- d. If threat level increases, all event activities will be suspended.
- e. If necessary, follow EVACUATION procedures.

15. Rain/downpour:

- a. Event continues unless threat level increases.
- b. If threat level increases, all event activities will be suspended.
- c. If necessary, follow EVACUATION procedures.

16. Structural Collapse

- a. Call 911.
- b. Do not attempt rescue operations unless safe.
- c. If safe, staff should cordon off area affected.
- d. All event activities will be suspended until threat level decreases.
- e. If necessary, follow EVACUATION procedures.

17. Suspicious Object

- a. DO NOT TOUCH OR MOVE A SUSPICIOUS OBJECT, DEVICE OR PACKAGE.
- b. DO NOT SEARCH OR ATTEMPT TO DISMANTLE A BOMB OR SUSPICIOUS OBJECT.
- c. Cease all radio and electronic communications transmissions.
- d. Notify Race Command or nearby police.
- e. If safe, cordon off the immediate area.
- f. If threat level increases, all event activities will be suspended.
- g. If necessary, follow EVACUATION procedures.

18. Other Emergencies

- a. Assess the situation.
- b. If determined serious, call 911.
- c. Otherwise, follow logical course of action.