

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Henry Vilas Zoo Run Run

Event Organizer/Sponsor Suzy Reynolds

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 32379

Address 606 South Randall Avenue, Madison WI. 53715

City/State/Zip Madison, WI. 53715

Primary Contact Suzy Reynolds

FAX 608-258-1490

Work Phone 608-258-9490

Phone During Event 608-516-6618

E-mail suzy@vilas200.org

Website www.vilas200.org

Secondary Contact \_\_\_\_\_

Work Phone \_\_\_\_\_

Phone During Event ↓ ↓

E-mail \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 1,200 - 1,500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 9am to 12pm  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: please see attached

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 9/23/2012 Rain Date(s) \_\_\_\_\_

Event Start Date(s)/Time(s) 9/23/12 : 10am Set-Up Date(s)/Time for Event 9/23/12 : 6am

Event End Date(s)/Time(s) 9/23/12 : 12pm Take-Down Time Cones/mile markers, picked up @

Take-Down Time: start to streets reopened 11:30am

## APPLICATION SIGNATURE

\_\_\_\_\_/I/We waive the 21-day decision requirement.

SR (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 Suzy Reynolds

Date 2/6/2012

**RACE DAY SCHEDULE OF EVENTS**

**9.23.2012**

7:30 a.m.-8:45 a.m.	Race day registration and packet pick-up
8:45 a.m.	Registration Ends
9:00 a.m.	START TIME 5K run/5K walk/10K run
10:00 a.m.	Roo Run Run (2 yr. old wave will be first).
10:30 a.m.	Course Closes (all participants still on course will need to move to sidewalk as the streets will re-open).
10:35 a.m.	Awards ceremony
11:00 a.m.	Event Ends

# ZOO RUN RUN- 5K Route

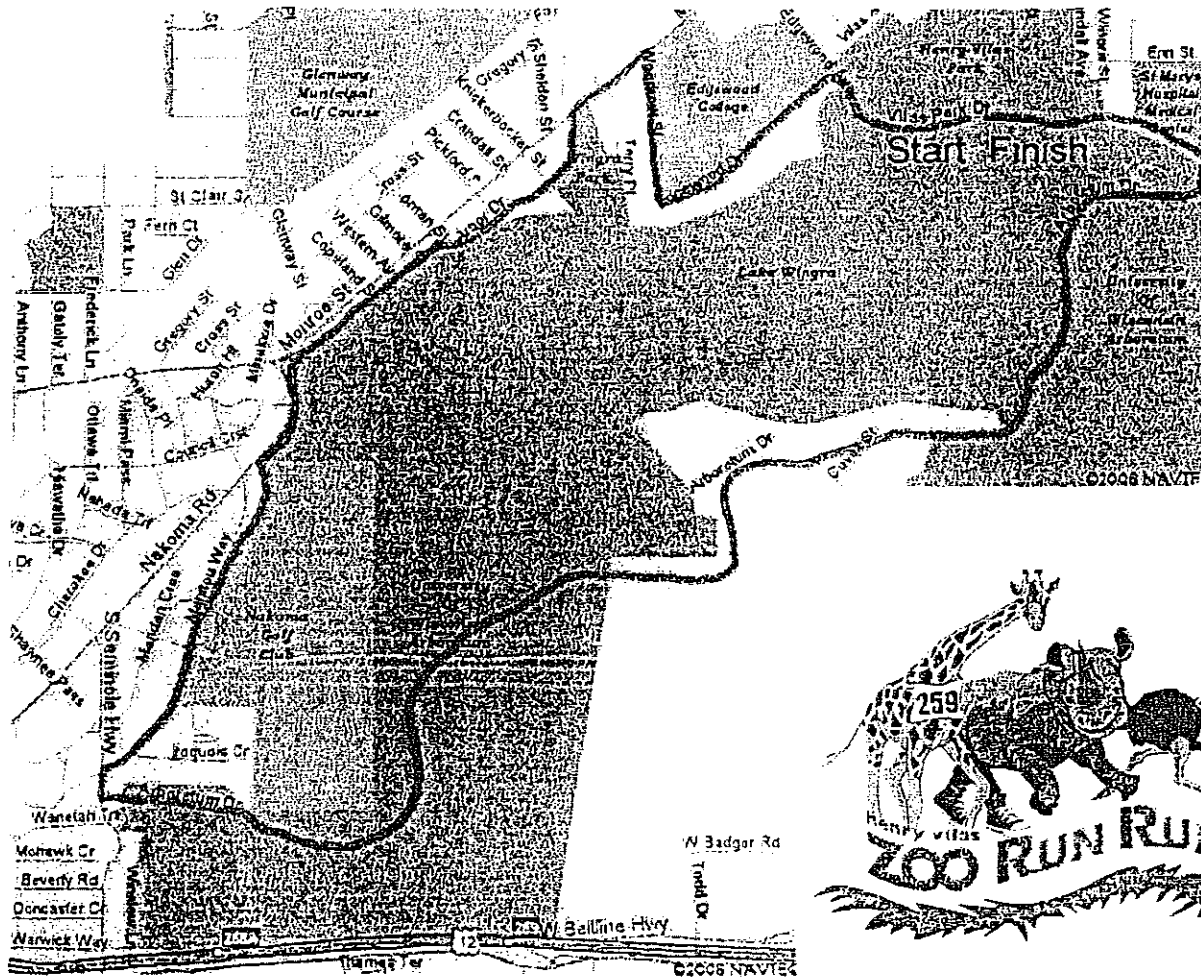
Start at Vilas Park Drive  
Go West on Vilas Park Drive to  
left on Edgewood Drive to  
Right on Woodrow to  
Right on Monroe Street to  
Right on Edgewood Avenue to  
Left on Vilas Avenue to  
Continue on Vilas Avenue through stop sign across Grant to  
Right on Garfield to  
Left on Grant  
Left on Drake Street  
Right in Wingra Street to  
Left on Erin Street to  
Right on Mills Street to  
Right on N. Wingra Drive (which turns into Vilas Park Dr.) to Finish



# Zoo Run Run—10K Route

\*Begins and ends on Vilas Park Drive, immediately West of the Bridge Gate entrance to Zoo (across from Wingra beach).

\*\* There will be mile markers and time callers.



- Start west of Zoo bridge gate across from Vilas Beach
- Run west along Vilas Park Drive to
- Left onto Edgewood Drive to
- Right onto Woodrow to
- Left onto Monroe Street to
- Enter Wingra Park on path (near commonwealth intersection) to
- Arbor Drive to
- Left onto Monroe Nakoma to
- Left onto Manitou Way to
- Left on Seminole Hwy to
- Left into Arboretum (stay on your left facing traffic)
- Continue through the Arboretum to
- Left out of Arboretum to
- Left on Vilas Park Drive to Finish line

## **ZOO RUN RUN: Sunday, September 23, 2012**

### **Medical Plan**

There will be an aid station at start/finish  
There will be two EMT's on site  
Cell phones available for a 911 call if necessary  
Key staff will have 2-way radios  
We have a golf cart for transport if necessary  
Several volunteers along the course to watch for problems, 2 or 3 on bicycles

### **Hydration**

- Water at start/finish
- Water at the Curtis prairie parking area (for 10K)
- Water at the Wingra Springs parking area (for 10K)
- Water at Zoo Parking lot on corner of Drake and Randall (for 5K)

### **Volunteer plan**

Plan to recruit a minimum of 60 volunteers for race day. We will add more if numbers of runners that pre-register demands it.

- Volunteers at the start
  - Packet pick-up
  - Give direction
- Volunteers will be stationed at each mile marker to call out times and at each place runners must turn or make a direction change, 5K & 10K
  - Minimum of 10 along the 10K route additional 8 on 5K route
- Volunteers at each water station, minimum of 4 at each
- Volunteers at the finish
  - To direct runners into chute
  - To retrieve chips
  - Give basic aid if necessary; water, ice, advance aid is for medical personnel only or call 911

### **Portable Restrooms**

- 10 Portable Restrooms will be located in back Zoo parking lot (across from Lake Wingra).

# **Barricade & Cone Placement/Locations** **ZOO RUN RUN 2012**

## **BARRICADE LOCATIONS per City of Madison:**

1. **5K and 10K route (Crucial):** Edgewood Drive and Edgewood Avenue: Where the big hill starts (blocking traffic from coming down Vilas Park Drive towards runners at start line). \*\* A police officer will be stationed here during the race as well.
2. **5K Route:** Edgewood Ave. and Madison Street
3. **5K Route:** Edgewood Ave. and Jefferson Street
4. **5K Route:** Edgewood Ave. and Adams Street
5. **5K Route:** Orchard St. and Erin Street (Left side of intersection) (blocking traffic from coming at runner's/walkers on left side).
6. **5K Route:** Orchard Street and Erin Street (Right Side of intersection)
7. **5K Route (Optional as there is no longer construction blocking sidewalks on Erin St.):** Mills St. and Erin St. (blocking traffic from turning off of Mills St. onto Erin St.).

## **CONE PLACEMENT for 'No Parking' areas:**

1. Coning so that 5Kers coming down from Garfield/Grant making a Left onto Drake can see to move across the intersection and onto to the 'no parking' side of the street that we set up. \*\* A police officer will be at this intersection managing traffic. Then coning all the way down Drake St. to where runners make Right turn on Wingra.
2. From Mills (10kers coming out of Arboretum) onto N. Wingra creating a 'safety lane' on 'no parking' side all the way down to Finish Line parking lot. Both 5Kers and 10Kers will filter into this lane as they turn onto N. Wingra. \*\*A police officer will be stationed here managing traffic.

**WATER STATION LOCATIONS (Total of 3):**

**10K Route (2 water stations)**

1. In front of the “Water House” at 2922 Arbor Drive. Fred Williams is the owner and said he is happy to have the tables set-up in front of his house. He said the volunteers could even use his water spout to fill the jugs.
2. McKay Visitor Center in the Arboretum: The grassy island before the entrance of the parking lot.

**5K Route (1 water station)**

1. At the corner of Drake and Randall in front of the “Henry Vilas Zoo” sign.

**Barricade Pick-up Location:** TBD