



Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event?

Yes

No

Are you applying for a returning park event with significant changes?

Yes

No

EVENT INFORMATION

Name of Event: Pi Mile Run

Park Requested: Vilas Park Estimated Attendance: < 300

Type of Event (run/walk, fundraiser, festival, etc): Fundraiser Run (5K/10K)

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Tau Beta Pi - Wisconsin Alpha Chapter
(Fundraising for: Occupaws Guide Dog Association)

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

MANDATORY: State Sales Tax Exemption Number: ES#: 39-6084285

Primary Contact: Alex Pletta

Work Phone: 608-509-5274

Address: 29 N. Randall Ave, #4, Madison, WI 53715

Phone During Event: 608-509-5274

Email: apletta@wisc.edu

Organization or Event Website: http://tbp.slc.engr.wisc.edu/events/pimilerun/index.html

EVENT SCHEDULE

Date(s) of Event: Sunday, April 14, 2019

Event Start and End Times: 9am - 11am

Rain Date (if any): N/A

Set-Up/Take-Down Start/End Times: 7am - 3pm

Does this require time in the park the day before your event? Yes No

If Yes, provide details of times and area requested: _____

PERMITS

Will you have amplified sound at this event? Yes No

If yes, please fill out an Amplification Permit Application (page 13)

Will have any temporary structures such as tents, stages, inflatables? Yes No

If yes, please fill out a Temporary Structure Permit Application (page 14)

Note that permits are not required for 10' x 10' pop-up tents

Will you sell anything event? Yes No

If yes, please fill out a Vending Permit Application (page 15)

Will you serve any food at this event? Yes No

If yes, what will be served: Pie, water, possibly granola bars/cookies
(all items donated by local businesses, nothing homemade)

Will you sell alcohol (beer/wine) at the event? Yes No

If yes, please fill out an Alcohol (Beer/Wine) Sale Permit Application (page 15)

APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT 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 ISSUED.

The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Applicant Signature 

Date 11/21/2019



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

The Pi Mile Run is a charity event where all event proceeds will be donated to OccuPaws Guide Dog Association, which is a 501(c)(3) nonprofit charitable organization based out of Madison, WI. Their mission is to place fully trained guide dogs with visually impaired residents of Wisconsin (and surrounding cities within 150 miles of Wisconsin's borders) at no charge, through an in-home training program. You can find out more about OccuPaws here: <https://occupaws.org/>

The 20th annual/2019 Pi Mile run will be held on Sunday April 14th from 9am-11am, with prizes and pie being handed out from 11am - 12pm and set up and clean up 7am-3pm. These times can change based on availability of event space. The event is expected to have no more than 300 runners, with just under 250 runners participating last year. We are working with the Madison Police Department and UW-Arboretum to establish the following course routes: <http://tbp.slc.engr.wisc.edu/events/pimilerun/routes.html>. This website also contains other information about our 2019 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

EXAMPLE 8:00 a.m.	EXAMPLE Setup
7:00 am	Arrive at park, begin set-up
8:00 am	Start day-of registrations, distribute volunteers throughout route
9:00 am	5K and 10K races begin
9:00 am - 11:00 am	Monitor runners, hand out pie upon race completion
12:00 pm	Announce winners and hand out prizes, begin clean-up
2:00 pm	Finish clean-up including drive around route to pick up any dropped garbage from runners
3:00 pm	Leave park



Park Event Application

SITE MAP



Please attach a site map. Also attach a route plan (if applicable).

- Site map should include, but is not limited to, the following:
 - Accessible paths for wheelchairs
 - Disabled parking
 - Dumpsters
 - Exit location for fenced outdoor events
 - Event Perimeter
 - Fencing
 - Garbage and recycling receptacles
 - Placement of vehicles
 - Portable toilets
 - Signage
 - Stages
 - Temporary Structures
 - Vendors
- If the event includes a run/walk component on City streets, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a [Parade Permit](#).

What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?

Provide Detailed Event Site Map (feel free to provide this map as a separate attachment):

Our event will involve parking at Vilas park and the near-by Henry Vilas Zoo, as well as possibly on the sides of streets in the Vilas and Greenbush neighborhoods. We will encourage participants to park closer to Vilas Park and give out as many parking passes as we can that come with the shelter reservation (30). We have also limited the run time to 2hrs to help participants meet the otherwise 3hr parking restriction at parking locations in that area.

The route will go down Edgewood Rd to Woodrow St and split for the 5K and 10K routes. The 5K will run towards Camp Randall stadium and loop back to the starting point through the Vilas neighborhood and Vilas Park. The 10K will follow Monroe St. to Nakoma Rd. before taking Manitou Way to the UW Arboretum. It will then go through the Arboretum on Arboretum Dr. (which we have applied to receive permission for) and take a left after leaving the Arboretum to loop back to the start on Vilas Park Dr. There may be a slight impact on traffic on those roads, but we will have filled out a parade permit for the event and plan on using sidewalks whenever possible to minimize affecting traffic and improving participant safety. Small, temporary, wire-in-ground flags will be placed along the Arboretum route path and volunteers will help direct runners to prevent anyone straying off-path.

We do not anticipate noise other than a starting air horn sound and people's voices at the finish line. We will not be using amplification and the run will be primarily from 9am - 11am so we do not expect to be bothering people in the surrounding area due to noise.

We will be minimizing our environmental impact by placing volunteers around the route to clean up any trash dropped by runners. This includes the routes through the Vilas neighborhood and Arboretum for the 5K and 10K runs, respectively. We will also be driving the route upon full participant completion to ensure we clean up fully. There will be a biker ahead of the lead runner to make sure they stay on course and another biker behind runners to catch anything left behind. The volunteers will also help ensure safety of the runners in case there are any injuries by providing care if possible and/or calling proper medical services if needed (EMT).

Bathrooms will be provided at the Vilas Park Shelter, and trash cans along with all pie/other food will be located there as well. We feel this will minimize our environmental impact and shorten clean up time. We do not anticipate the need for extra garbage cans as our main source of trash will be only paper plates and cups.

See following pages for maps of site/route



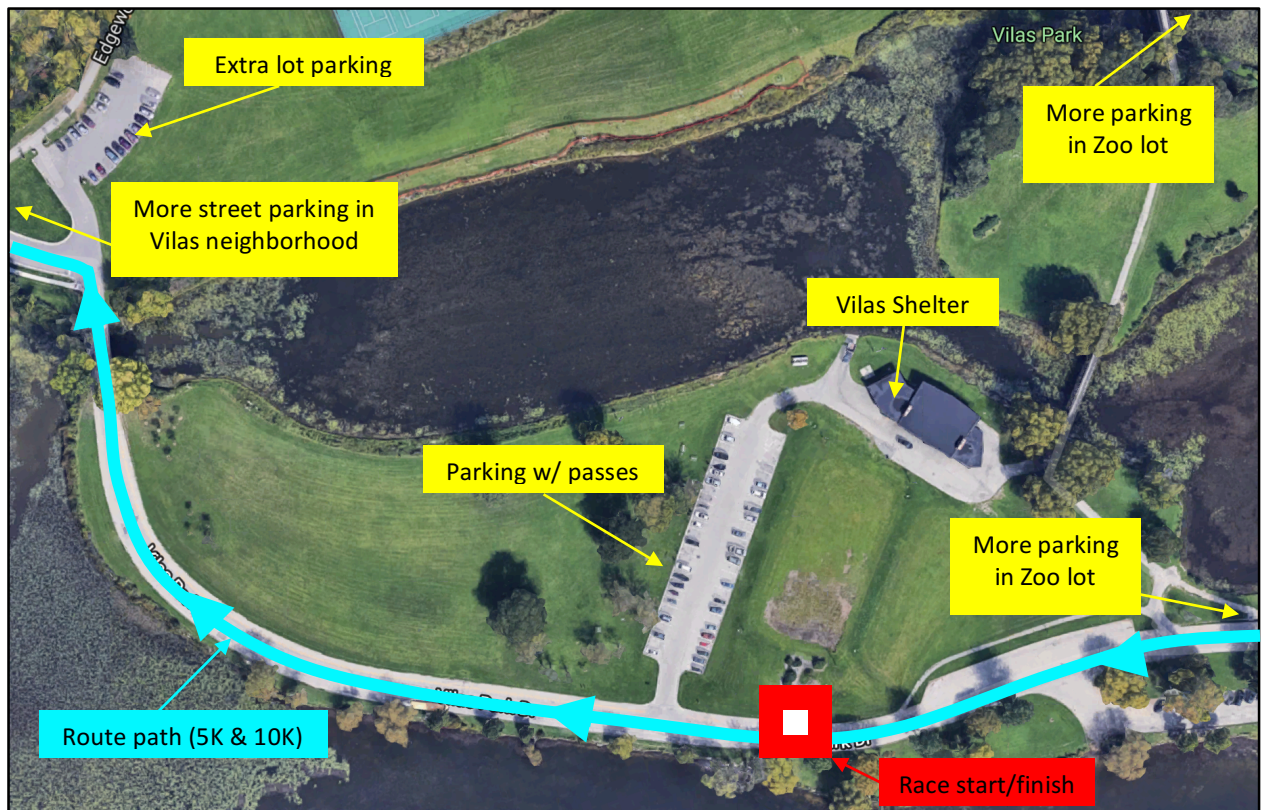


Figure 1. Site map of shelter, parking, and race start/finish locations. Primary event center is at Vilas Shelter. Route runs from right to left (east to west). There will be 30 available parking passes allowing parking at the shelter lot during reservation hours (10am – 3pm), while parking at the Zoo/other park lot have a 3hr maximum. Allowable street parking duration is variable depending on spot.



Figure 2. Full site map. Start/end located at Vilas Park (signified by red square). Red route is 5K, blue route is 10K.



Figure 3. Close-up of 10K route. Starts and ends at Vilas Park (red square).



Figure 4. Close-up of 5K route. Starts and ends at Vilas Park (red square).



Park Event Application CLEANUP AND RECYCLING



Will you be providing your own receptacles?

Yes

No

If yes, which receptacles and how many?

Recycling Bins: _____

Trash Bins: _____

Dumpsters: _____

If yes, name/contact information of collection agency providing equipment and service: _____

Will you be renting additional Parks receptacles?

Yes

No

If Yes, please continue. If No, skip the remainder of this form.

Event/Name of Group: _____

Park Name: _____

Please indicate quantity of trash barrels: _____

8 barrel minimum: Each increment of up to 8 barrels \$150

Please indicate quantity of dumpsters: _____

per dumpster, and per tip: \$300



Park Event Application EMERGENCY ACTION PLAN



Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

I. GENERAL

Pi Mile Run will be held April 14, 2019 at Vilas Park (5K Vilas Neighborhood, 10K UW Arboretum).
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “EVENT NAME” (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: FIRST/LAST NAME.

B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- 2. We will/ will not have on-site EMS. Alex Pletta / 608-509-5274
CONTACT NAME/CELL NUMBER
- 3. We will/ will not have on-site Police or Security. Alex Pletta / 608-509-5274
CONTACT NAME/CELL NUMBER

C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event.
- 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

- 1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
- 3. If cooking is intended, you must contact the fire department and -



Park Event Application

EMERGENCY ACTION PLAN



- 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 / has not 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	Alex Pletta	Cell:	608-509-5274
Secondary Contact	Veronica White	Cell:	874-769-3264
Emergency	Dane County 911 Center		911
Non-Emergency	Madison Fire Department		(608) 266-4420
Non-Emergency	Madison Police Department		(608) 255-2345



Park Event Application MARKETING



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

Would you like your event included on the Parks Division Event Calendar?
If Yes, please continue. If No, skip this form.

Yes No

PARKS DIVISION CALENDAR OF EVENTS

Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public.

Official Name of Event: Pi Mile Run

Park Location: Vilas Park Shelter, Vilas Park Dr., Madison, WI 53715

Public Contact Phone: Alex Pletta | 608-509-5274

Website: Pi Mile Run

Admission Cost: http://tbp.slc.engr.wisc.edu/events/pimilerun/index.html

Date of Event: Sunday, April 14, 2019

Beginning/End Time of Event: 9am - 11am run (free pie and prizes after until ~12pm)

Two sentence description of event:

The 20th annual Pi Mile Run is a 5K/10K non-profit fundraiser run that will donate all proceeds to Occupaws Guide Dog Association. The event, arranged by members of Tau Beta Pi - Wisconsin Alpha Chapter (the University of Wisconsin - Madison chapter of the national co-ed engineering honor society, Tau Beta Pi), will include free pie and prizes for all runners and is an excellent way to kick off a healthy spring while giving back to a community charity!