

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Mother's Day 5k

Event Organizer/Sponsor: All Community Events

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: n/a

**OPTIONAL: Federal Tax Exempt Number:** n/a

Address: 25661 Hillview Ct., Suite E

City/State/Zip: Mundelein, IL 60060

Primary Contact: Colin Pektivich Work Phone: 224-757-5425 x24

Email: colin@allcommunityevents.com Phone During Event: 847-373-2937

Website: www.allcommunityevents.com FAX: 224-218-2500

Secondary Contact: Peter Starykovicz Work Phone: 224-757-5425 x22

Email: pstaryk@allcommunityevents.com Phone During Event: 847-344-0861

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: TBD

Estimated Attendance: 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: 7:30 AM to 11 AM

## EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)

Other: \_\_\_\_\_

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  State St. Mall/800 State Street

30 on the Square (aka top of 100 block of State Street)  Other (specific blocks/streets requested below)

Street Names and Block Numbers: \_\_\_\_\_

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 5/8/2016 Event Start and End Times: 7:30 AM - 12 PM

Rain Date (if any): n/a Set-Up Start Time: 6 AM

Take-Down Start Time and End Times: 12 PM - 2 PM

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No

If class B license is denied, will the event(s) occur?  Yes  No n/a

\_\_\_\_\_ By initialing, I/we waive the 21-day decision requirement.

## APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

Applicant Signature Colin Pektivich Date 1/13/2016

## STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup 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
  - » Displays, Exhibits, Demonstrations
  - » A moving event such as a rally, parade, etc.

***Provide Detailed Event Schedule:***

6 AM - Start set up in the park

7 AM - Start set up of the course

8:30 AM - 5k race start

10:30 AM - Course Clear

12 PM - Race complete and done

# MOTHER'S DAY 5K

RUN ON WINGRA CREEK PKWY FROM 8:30 AM - 9 AM  
CONE OFF 8 FT. PATH FOR RUNNERS

TRANSFER FROM PATH TO WINGRA CREEK PKWY

ACCESS TO PARK REMAINS OPEN DURING ENTIRE EVENT

TRANSFER FROM WINGRA CREEK PKWY TO WINGRA CREEK PIKE PATH

RUNNING ON WINGRA CREEK BIKE PATH

RUN UNDER UNDERPASS

TRANSFER FROM EXPO WAY TO SIDEWALK

TRANSFER PATH TO BRAM ST. CONE OFF 8FT PATH FOR RUNNERS  
8:35 AM - 9:05 AM

RUN ON EXPO WAY. CONE OFF 8 FT. PATH FOR RUNNERS.  
8:35 AM - 9:05 AM

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Mother's Day 5k" will be held May 8th, 2016 at Olin Park.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Mother's Day 5k" (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 Colin Pekovitch.

### 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 (TBD)
- 3. We  will /  will not have on-site Police or Security (n/a)

### 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 Colin Pekovitch 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 Colin Pekovitch 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 -
  - 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: Olin Park.
- 7. Parking for attendee vehicles will be: Alliant Energy Center.

**V. CONTACT INFORMATION**

Primary Contact	Colin Pektivich	847-373-2937
Secondary Contact	Peter Starykowicz	847-344-0861
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

# STREET USE PERMIT APPLICATION CHECKLIST

## REQUIRED STREET EVENT DOCUMENTS

Please check below to indicate that you have attached the following to the completed application:

- Street Event Schedule (Step 3)
- Street Event Site Map (Step 4)
- Emergency Action Plan (Step 5)
- Street Event Cleanup and Recycling Plan (Step 6)
- Street Use Permit Application (Final Step)
- Application Fee (Final Step)

Date(s) the alder, businesses and residents will be notified of the event:

April 1st, 2016

## ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- Route Map (Step 4)
- Certificate of Insurance (Step 8)
- Street Event Marketing Information (Step 10)
- Amplification Permit Application (Step 11)
- n/a  Street Event Vending License Application (Step 12)
- n/a  Beer/Wine Sales Permit Application (Step 13)

## ADDITIONAL CITY OF MADISON PERMITS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: [www.publichealthmdc.com/environmental/food/tempfood.cfm](http://www.publichealthmdc.com/environmental/food/tempfood.cfm) or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.

Date Temporary Restaurant Permit Application Submitted: \_\_\_\_\_

- Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: [www.cityofmadison.com/clerk/licensingliquor.cfm](http://www.cityofmadison.com/clerk/licensingliquor.cfm) or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Date Temporary Class "B" Retailers Permit Application Submitted: \_\_\_\_\_

- Fireworks Permit** - An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Date Fireworks Permit Application Submitted: \_\_\_\_\_

- Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: \_\_\_\_\_