

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Move Your Caboose

Event Organizer/Sponsor Red Caboose Day Care Inc.

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

If Yes, provide State of Wisconsin Tax Exempt Number # 39 - 1154686

Address 054 Williamson St.

City/State/Zip Madison, WI 53703

Primary Contact meaghan Gast

FAX (608) 251-1615

Work Phone (608) 242-6305

Phone During Event (608) 338-5271

E-mail gastmm@yahoo.com

Website _____

Secondary Contact Wendy Barower

Phone During Event (608) 469-2262

Work Phone (608) 251-1516

E-mail admin@redcabosedaycare.org

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 600-500 (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 map of proposed route

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 07/13/13

Rain Date(s) _____

Event Start Date(s)/Time(s) 07/13/13 8:30 am

Set-Up Date(s)/Time for Event 07/13/13 6:30 am

Event End Date(s)/Time(s) 07/13/13 10:00 am

Take-Down Time 07/13/13 10:30 am

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____/We waive the 21-day decision requirement.

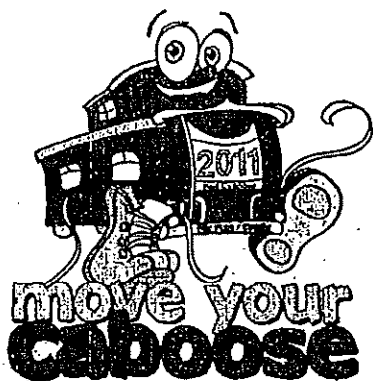
_____(PLEASE INITIAL)

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 Meaghan M. Gast

Date 4-11-13



red caboose day care center, inc.

654 Williamson St. Madison, WI 53703
phone 608-256-1566 • fax 608-256-1615
admin@redcaboosedaycare.org

Street Use Permit Application

Overview

On July 13, 2013, the Red Caboose Day Care Center Inc is hosting our 3rd Annual 5K Run/Walk called Move Your Caboose. In addition to the 5K Run/Walk we will be having a Kid's Challenge for children ages 12 & under. This challenge will be a short obstacle course at the conclusion of the event.

The purpose of this event is to raise funds for our Scholarship Fund. The Red Caboose Scholarship Fund was established to provide tuition assistance to low-income families. This allows children of all demographics to receive the same high-quality care and education.

The registration, start, and end of the event will be at Marquette Elementary School. Please see attached map for complete route. A parade permit is also being submitted with the City of Madison Police Department.

The event will not have any vendors, but we will be providing water, sports drinks and snacks at the conclusion of the event.

Schedule


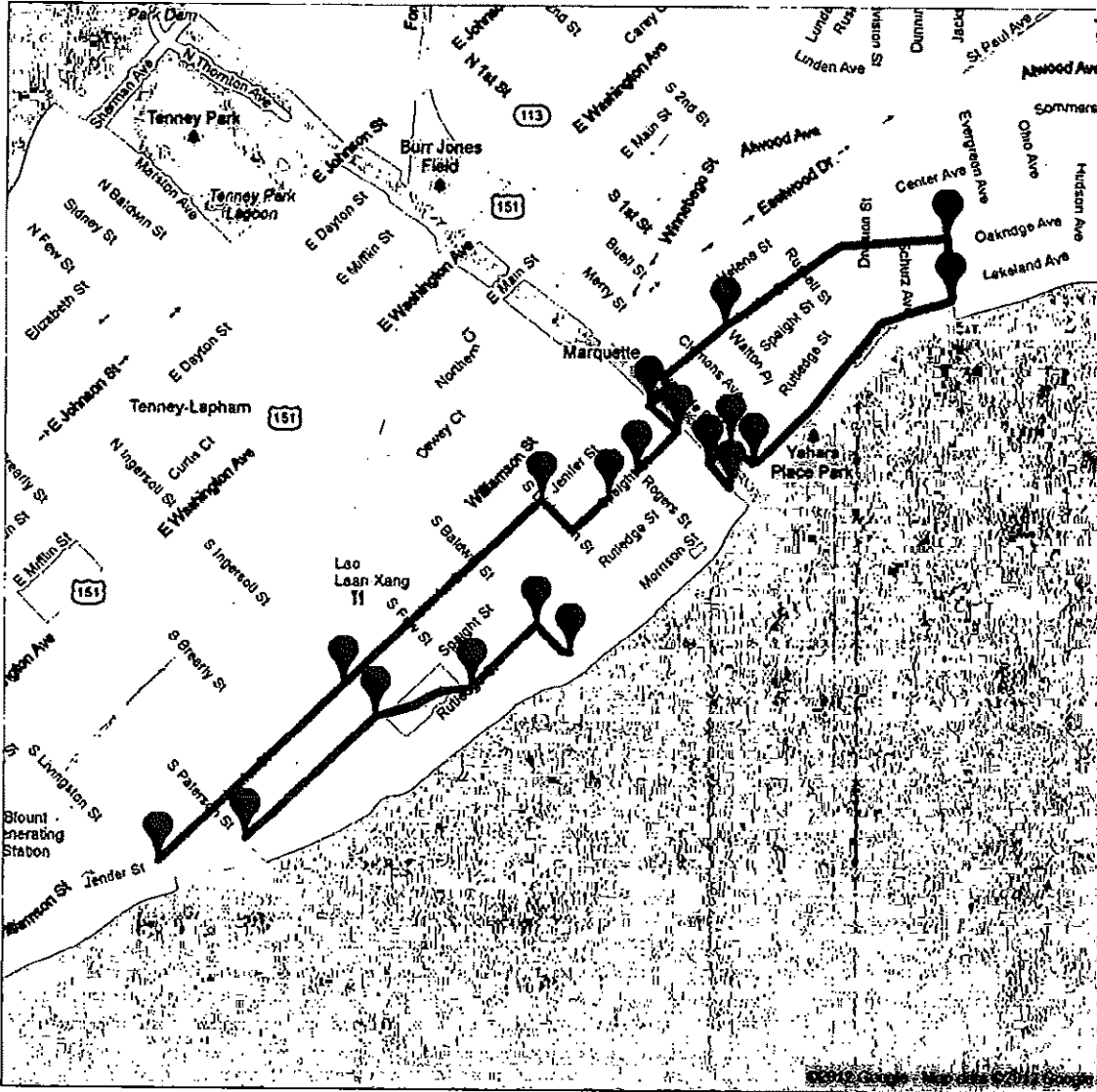
- 6:30: Setup to include marking the route with signs and cones, setting up tables and stations, ensuring all equipment and volunteers are in place.
- 7:30: Registration begins at Marquette Elementary School
- 8:30: Race begins
- 9:30: Kid's Challenge around the finish line of the 5K route
- 10:00: Awards Ceremony and Kid's Program at La Fete de Marquette Main Tent
- 10:30: Clean-up

Site

A map of the route is included. As mentioned earlier, the start and end of the event will be held at Marquette Elementary School.










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Text the word "GMAPS" to 466453

Walking directions to Spaight St

Public · 4 Collaborators · 4 views
Created on Apr 23 · By · Updated 20 hours ago

-  From: 1501 Spaight Street, Madison, WI
-  Walking directions to Spaight St
-  To: Spaight St
-  Walking directions to S Thornton Ave
-  To: S Thornton Ave
-  Walking directions to Jenifer St
-  To: Jenifer St

Walking directions to Spaight St - Google Maps

-  Walking directions to Oakridge Ave
-  To: Oakridge Ave
-  Walking directions to Dunning St
-  To: Dunning St
-  Walking directions to Yahara Pl
-  To: Yahara Pl
-  Walking directions to Riverside Dr
-  To: Riverside Dr
-  Walking directions to Rutledge St
-  To: Rutledge St
-  Walking directions to S Thornton Ave
-  To: S Thornton Ave
-  To: Morrison St
-  Walking directions to S Baldwin St
-  To: S Baldwin St
-  Walking directions to Rutledge St
-  To: Rutledge St
-  Walking directions to Orton Park Trail
-  To: Orton Park Trail
-  Walking directions to Spaight St
-  To: Spaight St
-  To: Spaight St
-  Walking directions to Jenifer St
-  To: Jenifer St
-  Walking directions to Jenifer St
-  To: Jenifer St
-  Walking directions to Spaight St
-  To: Spaight St

Safety/Security Plan

We are taking several precautions to ensure a safe environment for this event. Volunteers will be placed along the route to help guide participants as well as to ensure safety. The coordinator will have cell phone numbers of all volunteers to be able to easily communicate if needed. Each volunteer will be briefed on how to respond in case of an emergency. We will also have a vehicle ready and available if any participant is unable to complete the route.

A first aid station will be setup at the conclusion of the race. At this station we will have a certified EMT's with proper equipment. Additionally, several staff members will be involved in this event and are trained in basic aid and CPR. Along the route we will have a water station at approximately the 1/2 way point.

A lost child area will be at the end of race where there will be an administration table. Volunteers will be instructed to bring any lost child to that location and leave them with a staff member. Participants will be advised of this location during an initial brief given before the event begins.

Clean-up & Recycling

We will provide waste/recycling receptacles at the race beginning (Marquette Elementary School). Additionally, waste cans will be located at the water station. At the race conclusion, we will be using the facilities provided by the La Fete de Marquette Festival.

Volunteers and staff at the end of the event will be providing a thorough clean-up of the route. All signs and any markers will be removed and disposed of properly. A sweep will be done of the route for any waste that may have been dropped by participants along the route. Our stations at the start and end points will be taken down and surrounding areas cleaned.

Certificate of Insurance

Red Caboose Day Care Center Inc is prepared to provide a certificate of insurance for this event from our Insurance Company.