



Park Event Application



GENERAL INFORMATION

Are you applying for a NEW park event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are you applying for a returning park event with significant changes?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

EVENT INFORMATION

Name of Event: Madison Heart Walk and 5K Park Requested: Warner Park
 Use of Shelter: Yes No Estimated Attendance: 2,500
 Type of Event (run/walk, fundraiser, festival, etc): Run and Walk

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: American Heart Association
 Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: : 13-5613797

Primary Contact: Camilla Jackson Work Phone: 608-609-4933 Address: 2850 Dairy Dr., Suite 130, Madison Wi 53718 Phone During Event: 617-335-9626
 Email: Camilla.Jackson@heart.org Organization or Event Website: www.madisonwiheartwalk.org

EVENT SCHEDULE

Date(s) of Setup: 10/05/19 Setup Start and End Times: 5:30am – 7:30am
 Date(s) of Event: 10/05/19 Event Start and End Times: 7:45am, 1pm
 Date(s) of Take-Down: 10/05/19 Take-Down Start and End Times: 12:30pm – 2:30pm
 Rain Date (if any): N/A Does this require time in the park the day before your event? No Yes

PERMITS

Will you have amplified sound at this event? **No** (not in park) 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 during the 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: _____

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

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 Camilla B. Jackson _____

Date 03/07/2019

NARRATIVE & SCHEDULE

Please provide a brief narrative of the event.

All setup and amplification is in the Madison Mallards stadium. The run/walk route goes through Warner Park.

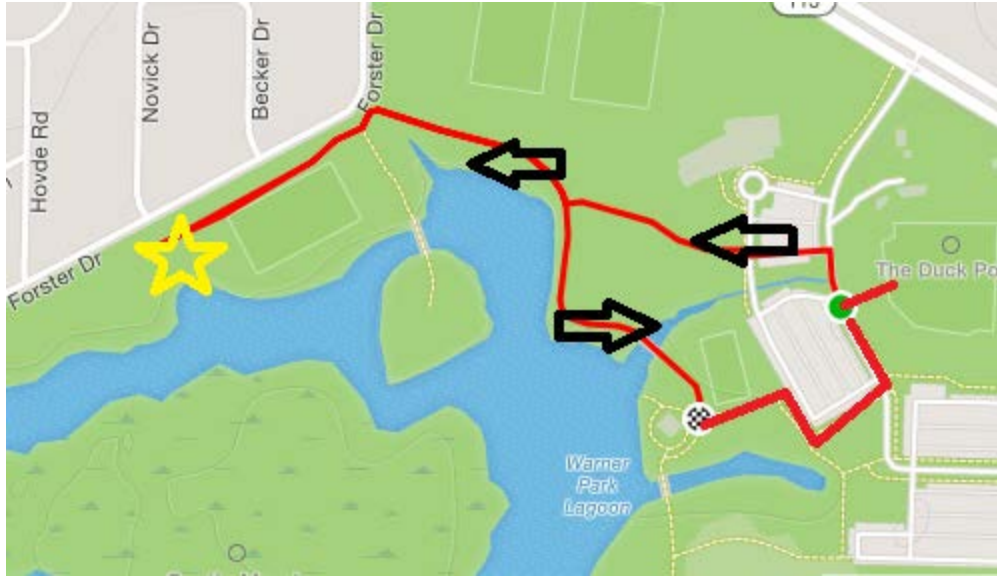
EVENT SCHEDULE

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

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY IN THE PARK (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
5:30am	Course setup
7:45am	Heart Walk starts
1pm	Heart Walk finish
12:30pm-2:30pm	course take down



Heart Walk – October 5, 2019 – Warner Park

1 mile route



5K - One loop of south course
Finish back through start/finish line

5M - Two loops of south course with a short cut
Finish back through start/finish line

Start Kids Run



2017
MADISON COLLEGE TURKEY TROT
madisonturkeytrot.com
@ Warner Park - Madison, WI

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

2019 Madison Heart Walk and 5K will be held 10/5/19 at Mallards Ball Park, 2920 North Sherman Ave.

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. Ryan Brothers Ambulance - 608-257-9591
CONTACT NAME/CELL NUMBER
3. We will/ will not have on-site Police or Security. _____
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.

EMERGENCY ACTION PLAN

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 throughways. _____
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	Camilla Jackson, Development Director	Cell: 6173359626
Secondary Contact	Carrie Nevins, Executive Director	Cell: 6086281065
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

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: 2019 Madison Heart Walk and 5K

Park Location: Warner Park

Public Contact Phone: Camilla Jackson, Development Director, 608-709-4933

Website: www.madisonwiheartwalk.org

Admission Cost: No admission fee, \$40/pp registration fee for 5K run only

Date of Event: October 5, 2019

Beginning/End Time of Event: 7:45am – 1:00pm

Two sentence description of event:

Join the American Heart Association as we celebrate our corporate and community partners, as well as our heart disease and stroke survivors. This family-fun day includes a 1 & 3 mile walk for you, your pet, and your team, in addition to health and wellness activities, mascot race, and survivor stories!