

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Isthmus Paddle + Portage

Event Organizer/Sponsor Isthmus Publishing Co., Inc.

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 101 King Street

City/State/Zip Madison, WI 53703

Primary Contact Courtney Lovas

FAX _____

Work Phone (608) 256-2273

Phone During Event (414) 712-4263

E-mail cloras@isthmus.com

Website www.paddleandportage.com

Secondary Contact Sam Eijert

Work Phone (608) 256-2273

Phone During Event (608) 279-8012

E-mail seijert@isthmus.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 900 (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: _____

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/18/15 Rain Date(s) none

Event Start Date(s)/Time(s) 7/18 9am Set-Up Date(s)/Time for Event 7am

Event End Date(s)/Time(s) 7/18 11:30pm Take-Down Time 12pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____ I/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, statutes and laws.

Signature Courtney Lovas Date 12/1/14

STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up 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 (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

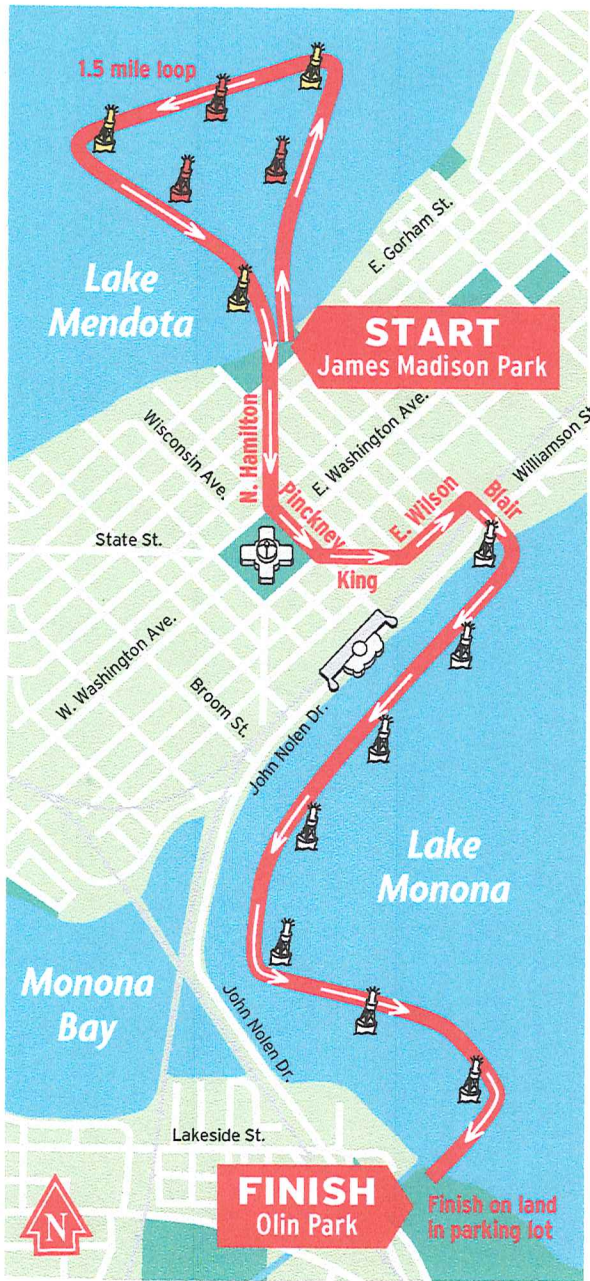
PROVIDE DETAILED EVENT SCHEDULE:

7am set up at both parks + race course
9am Race begins
10am James Madison tear down/clean up
11am Race course tear down begins
12pm Race course tear down ends
2pm Olin Park tear down begins
4pm Olin park clean up complete

James Madison



Route Map



Olin Park



Paddle and Portage Safety & Security Plan

Planning and Preparation

The success of Paddle and Portage can be measured in many ways - through attendance figures and participant feedback, but it must also be measured in terms of safety. As organizers of the event, we have an inherent duty of care to provide a safe venue for participants, spectators and staff of the event. Our primary objective is to reduce the exposure of risks to health and safety, understanding that it is beyond our control to completely eliminate all potential risks and/or hazards.

Event Details

Event Name: Paddle and Portage

Event Description: The event encompasses a human-powered watercraft event; whereby participants (under their own power) will navigate a 1.5 mile water course on Lake Mendota, portage their watercraft 1.0 mile across the isthmus in downtown Madison, followed by a 1.5 mile navigation of Lake Monona, finishing at Olin Turnville Park.

Course: See course map attached.

Course Description:

- Begin at James Madison Park
- In Lake Mendota, follow marker buoys in a counter-clockwise direction
- Exit water
- Proceed southbound onto North Hamilton Street
- Left turn onto North Pinckney Street
- Left turn onto King Street
- Left turn onto Wilson Street
- Right turn into Machinery Row parking lot at John Nolen Drive
- Enter the water at the boat launch
- Follow marker buoys in a counter-clockwise direction along lakeshore
- Finish at Olin Turnville Park boat launch

Event Date: 7/18/15

Estimated Attendance:

900

Event Access/Egress:

Participants, staff and volunteers will be directed to designated parking areas at/near either James Madison or Olin Turnville Park. No vehicles will be permitted on Park grounds during event operations (with the exception of medical personnel as needed).

Medical

There will be a staffed First Aid tent placed at Olin Turnville Park near the Watercraft Drop Area, accessible to the entire grounds area. There will also be a First Aid tent placed at the starting area at James Madison Park. Additionally, there will be 2 medical personnel on bicycles roaming the portage portion of the course.

Water Safety

In addition to all participants being required to wear necessary PFD's, the event will also be strategically placing water safety personnel along the course to monitor participants and provide assistance as needed. There will also be a motor boat with medical personnel placed at each water course for monitoring purposes.

Volunteers

All volunteers will be required to complete a liability waiver and attend a volunteer information session, as scheduled, prior to the event day. Volunteers will also be provided with safety vests to improve visibility.

Security

There will be security provided at post-race event at Olin Turnville Park to monitor attendee activity and maintain order. In addition, there will be a secured watercraft drop zone where equipment will be temporarily stored. Only participants will be allowed into this area and all participants will be required to produce their race bib to remove their watercraft from the area.

Course Safety

The course will be marked with cones, signs and barricades to guide participants accordingly. Additionally, there will be volunteers and law enforcement officers strategically placed along the course to assist with participant guidance, public safety and traffic concerns.

Weather

Every effort will be made to monitor changing weather conditions prior to and during the event. In the days and weeks leading up to the event, any severe weather concerns will be addressed through the event website or other widely monitored media source. If

severe weather occurs, the event will be postponed or cancelled as deemed appropriate by event management.

Traffic Control

Road blockage/closures will be created at strategic locations along the course to limit access to the course route along arterial streets. "Special Event Ahead" signs will be placed strategically along major streets approaching the course to notify drivers of the event and to provide opportunity for them to choose an alternate route of travel. Additionally, traffic lanes from Livingston Street to Blount Street would be narrowed to a single lane to allow for watercraft drop-off early morning on the event day and maintained throughout the event to limit traffic control concerns once the event executes.

Proposed Roads to be Closed:

Pinckney Street at Hamilton (allowing access to M&I Bank Ramp)

East Washington at Webster (blocking access to Capitol Square)

East Washington at Pinckney Street (on Capitol Square)

North Butler Street at East Mifflin Street

East Main Street at Webster Street

South Butler Street at East Main Street

East Wilson Street at Blair Street

South Hancock Street at East Main Street

Proposed "Special Event Ahead" Sign Locations:

West Johnson at Wisconsin Avenue

Webster Street at East Washington

Doty Street at Martin Luther King Blvd.

John Nolen Drive at Broom Street

Williamson Street at Blount Street

Amenities

Portable toilets will be placed at James Madison and Olin Turnville Parks as needed and located as designated on the attached site maps.

Water will be provided at the event start staging area and at the finish.

Food will be provided at the finish.

Event Signage

"No Parking" signage will be placed along the event course as determined by the Madison Parks Commission and Street Use Committee.

Event Emergency Procedures

Emergency Response personnel will be trained to carry out a documented plan in case of an event emergency. Current site maps will be available to all staff, emergency services and other relevant parties. First aid stations will be suitably located, clearly signed and accessible.

Communication

Two-way radios will be utilized for primary communication; however, a mobile phone tree will be provided to all staff and emergency personnel as a communication backup.

Electrical Service/Power

Electrical service will be sourced on site unless unavailable, inaccessible or strategically ill-placed. If onsite power is not practical, alternate power will be contracted via generator(s).

Trash/Recycling Disposal

Trash and recycling receptacles will be contracted and placed throughout each of the park sites. Disposal of trash along the portage portion of the course will be at participant discretion and discarding of refuse along the course will be highly discouraged.

Conclusion

Although every attempt has been made to make this Operational Safety and Security Plan document complete, it should be understood that it is a constant work in progress. The majority of items pertaining to this event have been covered; however,

modifications to policies and procedures likely will be updated throughout the planning process.

STREET USE PERMIT APPLICATION – TRASH AND RECYCLING PLAN

Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via [email](#) or at (608) 267-2626.

DETAIL TRASH AND RECYCLING PLAN:

- Six locations for side by side trash + recycling receptacles (Isthmus owned)
- Partnership with Don Ferber + the Sierra Club to provide volunteer shift specific to zero waste initiative
- Compostable palm frond dinnerware from Verterra
- Compost receptacles w/ compostable bags
- Will coordinate trash + recycling dumpsters with city