

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Brad Rogstad
Race Day Events
2995 Sub-zero Parkway
Fitchburg, WI 53719
Email:
Brad.Rogstad@racedayevents.Com
Phone: (312) 446-0220

Contact During Event

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Event Information

Name of Event:

Event Type:

Estimated Attendance:

Is this a new event:

Event Additional Information

Run/Walk:

Music/Concert:

Festival:

Rally:

Parade:

Posting no parking signs or bagging meters?

Other:

If other, please describe:

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable:

Location Information

Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

Start: corner of 10 E Mifflin & 10 N Pinckney
Finish: Wisconsin Ave & Langdon (Edgewater Hotel)
Route: see attached

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
12/16/2023	12:00 PM	12/16/2023	3:00 PM	12/16/2023	4:30 PM	12/16/2023	4:00 PM	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

If the Temporary (Picnic/Beer) License is denied will the event occur?: **No**

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
12/16/2023	2:00 PM	12/16/2023	4:30 PM	

SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

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

Do you want this included in the Madison Parks calendar of events?:

Event Website: <https://runsantarun5k.com/>

Notes: Decide whether you want to run or walk as a Santa, Elf, or Reindeer. Run or walk the 5k and have a good time! Make sure to get into costume!

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

Indemnification

THE APPLICANT FOR A STREET USE 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 GRANTED.

I have read the Acknowledgement:

Signature

By initialing, I/we
waive the 21-day
decision
requirement :

BR

Signature: Brad Rogstad

Date: 04/28/2023

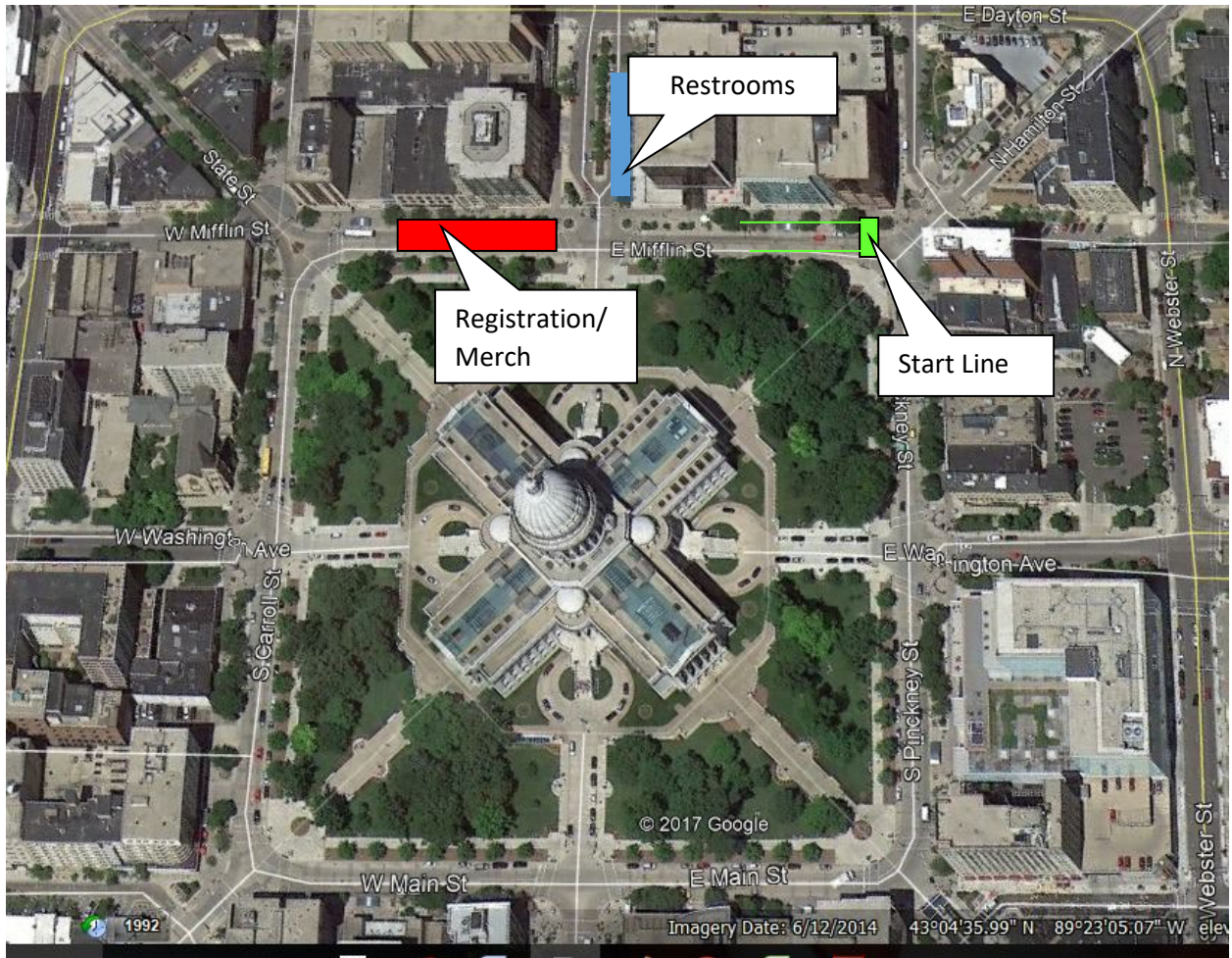


2023 Run Santa Run 5K Schedule

12:00pm	10 E & W Mifflin St between N Hamilton and State for start set-up and registration area set-up (intersection of N Hamilton & Mifflin remains open - intersection of State and N Carroll remains open) Metro can go east from State to N Carroll. No Parking: 100 Wisconsin (east side) for portable restroom placement
1:00 pm	Langdon St between Carroll St and Wisconsin Ave and Wisconsin Ave between Langdon St and Gilman St closed for finish line set up
2:00 pm	Closing 10 N Pinckney St from E Washington to N Hamilton
3:00 pm	Race Starts
3:15 pm	Registration tears down on N Carroll St and moves to Edgewater
3:30 pm	Tear down of start line equipment and all traffic equipment closing the square
4:00 pm	Square fully open to traffic
4:30 pm	Race Complete

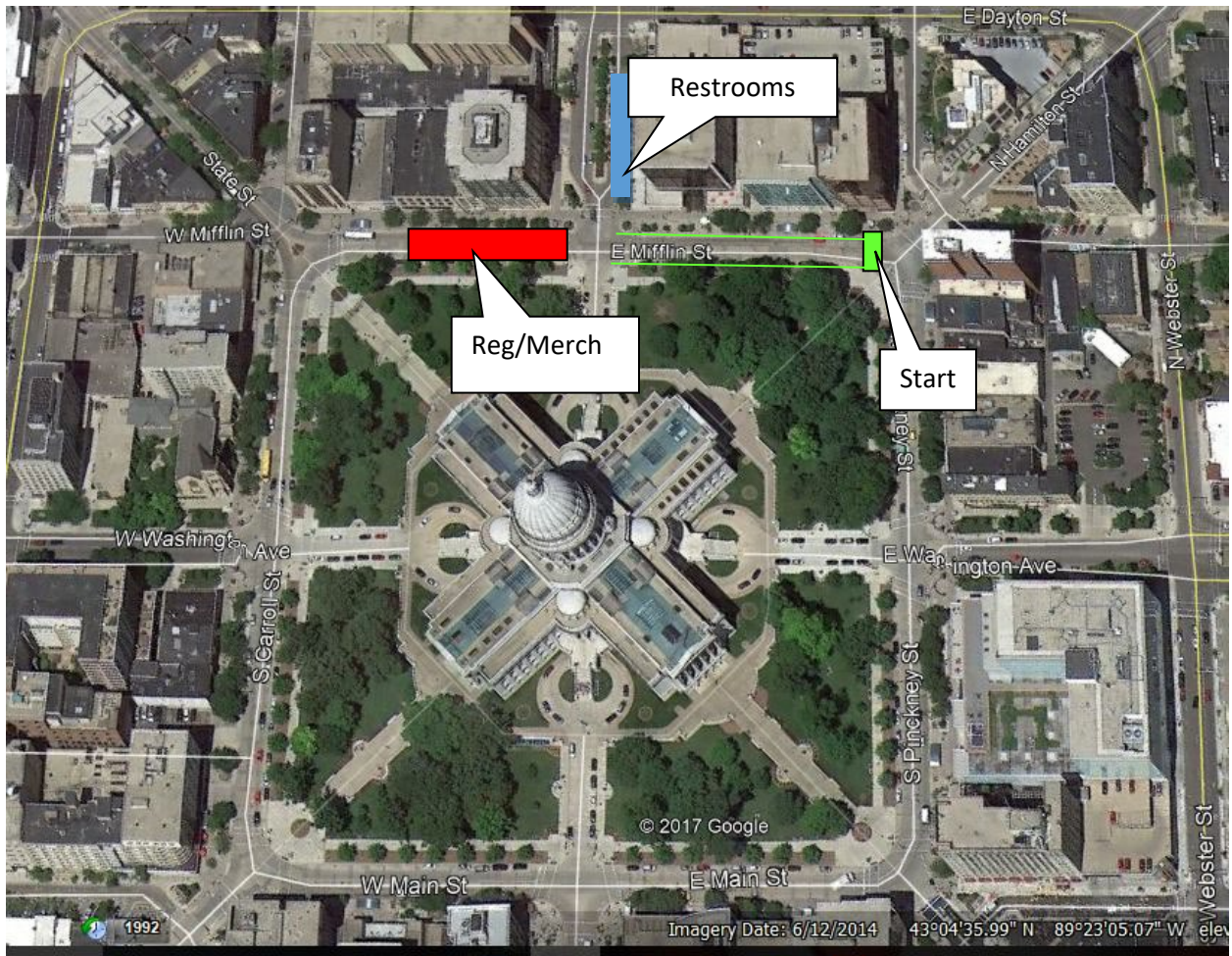
2023 Run Santa Run 5K Clean-Up/Recycling Plan

- All garbage will be collected and disposed of off-site.
- Garbage cans and recycling bins will be available at the start/finish line and at the stops on the course to ensure proper clean-up – Race Day Events will provide



- *Route is to allow Metros through on N Webster St after runners have left the start chute (~3:05pm).
- *Equipment placed on Square must be clear of fire lanes.

Start Line Map



*Equipment placed on Square must be clear of fire lanes.

Finish Line Map



2023 Run Santa Run 5K Police and Fire/EMS Needs

- Madison Police will no park north side of E Mifflin St, east side of N Dickinson St, south side of E Dayton St, and the north side of E Gorham along course and will be needed for traffic control at the event.
- Race Day Events will need meters bagged on Wisconsin Ave for portable restrooms.
- Madison Fire to provide one ambulance to stage at Wisconsin Ave and Langdon St for any emergencies.

START at E Mifflin St and Hamilton St

Continue east on E Mifflin St

Left on N Hamilton St

Right on E Mifflin St

Left on N Dickinson St

Right on E Dayton St

Left on N Thornton Ave

Right on Bike Path

Continue on E Johnson St

Continue on E Gorham St

Right on Wisconsin Ave

FINISH at Wisconsin Ave and Langdon St

