

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: FREEZE FOR FOOD 5K / 10K

Event Organizer/Sponsor: RPCVs OF WISCONSIN - MADISON

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

MANDATORY: State Sales Tax Exemption Number: CES#: 008-1026992707-04

OPTIONAL: Federal Tax Exempt Number: _____

Address: PO BOX 1012

City/State/Zip: MADISON WI 53701

Primary Contact: KATE SCHACHTER Work Phone: 608-262-1121

Email: FREEZE@RPCVMADISON.ORG Phone During Event: 608-440-0674

Website: RPCVMADISON.ORG FAX: _____

Secondary Contact: KATHLEEN WANNEMUEHLER Work Phone: _____

Email: KWANNEM@GMAIL.COM Phone During Event: 404-401-2171

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, Name of charity to receive donations: OPEN DOORS FOR REFUGEES

Estimated Attendance: 300 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: _____ to _____

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: 5K ROUTE IS FROM 1600 VILAS DR TO LEWIS CT AND BACK. 10K ROUTE IS FROM 1600 VILAS DR AROUND LAKE WINGRA WITH THE ATTACHED MAP ROUTING.

EVENT DATE(S)/SCHEDULE

Date(s) of Event: MARCH 5, 2022 Event Start and End Times: 12:00 - 2:30 PM

Rain Date (if any): NONE Set-Up Start Time: 9:00 A.M.

Take-Down Start Time and End Times: 11:55 - 12:05 | 12:55 - 13:05
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

_____. 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 _____

Date 2/16/2022



Park Event Application

NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

AT 9:00 A.M. ORGANIZERS AND VOLUNTEERS BEGIN ARRIVING TO SETUP THE PARK SHELTER, INFO TABLES, AND THE RACE CHIP TIMING COMPANY ARRIVES TO SETUP THE START/FINISH LINE AND TIMING EQUIPMENT. AROUND 10:30 A.M. RUNNERS BEGIN ARRIVING TO COLLECT THEIR REGISTRATION BAGS OR TO REGISTER, AND ENJOY FOOD/COFFEE/CONVERSATION. THE 5K RACE BEGINS AT 12:00 P.M. THE 10K RACE BEGINS AT 1:00 P.M. BY 2:30 P.M. - THE LAST 10K RUNNER SHOULD BE BACK, AND CLEANUP BEGINS. THE LAST VOLUNTEER/ORGANIZER LOCKS UP THE PARK SHELTER AND LEAVES THE BY PARK 3:30 P.M.

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.
MAR 5, 2022 - 9:00 A.M. - 10:30 A.M.	ORGANIZERS AND VOLUNTEERS BEGIN ARRIVING TO SETUP THE PARK SHELTER, AND RACE CHIP TIMING COMPANY ARRIVES TO SETUP THE START/FINISH LINE
MAR 5, 2022 - 10:30 A.M. - 12:00 P.M.	RUNNERS BEGIN ARRIVING TO COLLECT THEIR REGISTRATION BAGS OR REGISTER, AND ENJOY FOOD/COFFEE.
MAR 5, 2022 - 12:00 P.M. - 1:00 P.M.	THE 5K RACE BEGINS AND ENDS
MAR 5, 2022 - 1:00 P.M. - 2:30 P.M.	THE 10K RACE BEGINS. THE LAST 10K RUNNER SHOULD BE BACK, AND CLEANUP BEGINS
MAR 5, 2022 - 2:30 P.M. - 3:30 P.M.	THE LAST VOLUNTEER/ORGANIZER LOCKS UP THE PARK SHELTER AND LEAVES THE PARK

FREEZE FOR FOOD COURSE START & FINISH LOCATIONS, 2016





#1 Edgewood Ave. and Edgewood Dr.

#2 Edgewood Dr. and Woodrow St.

#3 Woodrow St. and Monroe St.

#4 Monroe St. & Bike Path SW into park

#5 Arbor Dr. and Knickerbocker St.

#6 Arbor Dr. and bike path

#7 Bike Path and loop-back (this station splits 5K & 10K runners)

#8 Monroe St. and Arbor Dr. (used by 5K loop-back only)



#9 Monroe St. and Lewis Ct. / Nakoma Rd.
(2 people - direct runners to follow bike path curve to the left)

#10 Nakoma Rd. & Manitou Way

#11 Manitou Way & Seminole Hwy.

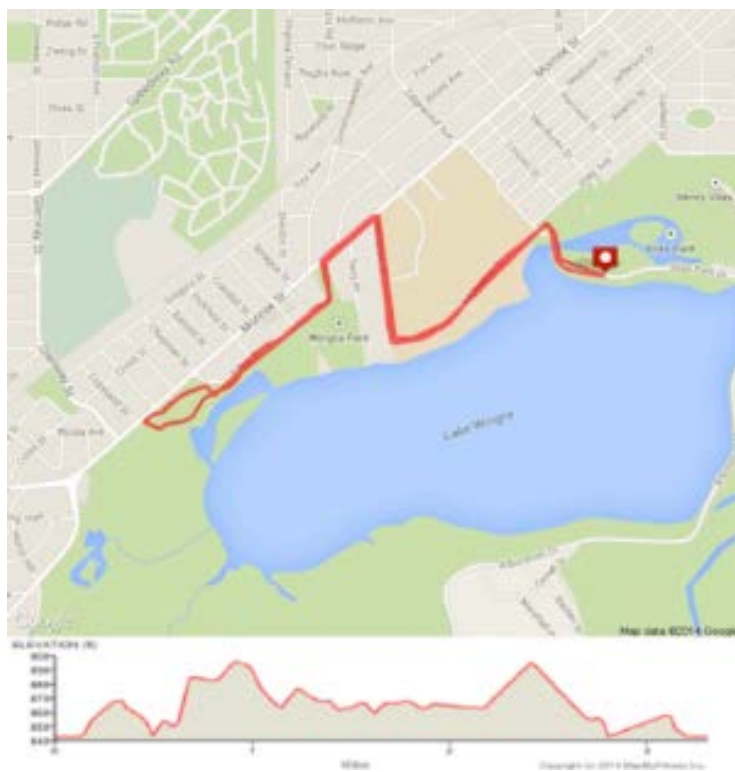
#12 Seminole Hwy. & McCaffrey Dr.

#13 Timing Station 5k post (before Curtis Lot)

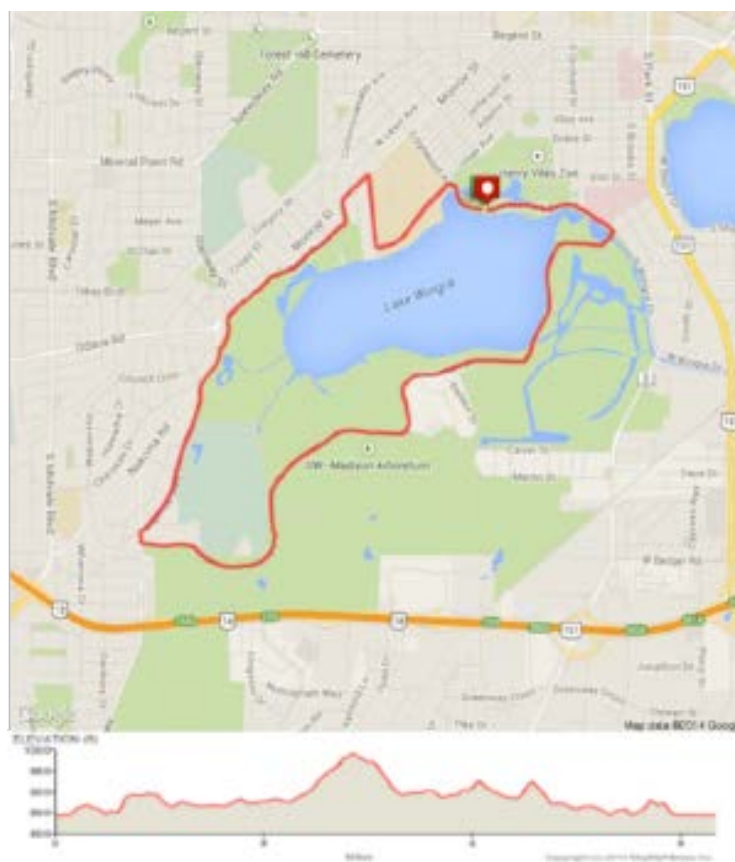
#14 McCaffrey Dr. & Longenecker Dr. (water station)

#15 Arboretum Dr. & North Lot Longenecker Gardens (*optional)

#16 Arboretum Dr. & Wingra Dr. / S. Mills St. (2 people)



Freeze for Food 5K



Freeze for Food 10K



Park Event Application

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

FREEZE FOR FOOD 5K/10K will be held 3/5/2022 at VII AS PARK SHELTER.
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “**FREEZE FOR FOOD**” (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: KATE SCHACHTER**.

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. KATE SCHACHTER, 608-440-0674
CONTACT NAME/CELL NUMBER
3. We ☐ will/ ☒ will not have on-site Police or Security. KATE SCHACHTER, 608-440-0674
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 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.

CI. 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.



Park Event Application

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 thoroughways.
5. Crowd control will be managed by: **KATE SCHACHTER, KATHLEEN WANNEMUEHLER, ERIC ARNDT OR DESIGNEE**
6. Parking for vendor and staff vehicles will be: **VILAS PARK SHELTER PARKING LOT**
7. Parking for attendee vehicles will be: **VILAS PARK SHELTER PARKING LOT.**

V. CONTACT INFORMATION

Primary Contact	KATE SCHACHTER	Cell: 608-440-0674
Secondary Contact	KATHLEEN WANNEMUEHLER	Cell: 404-401-2171
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345