

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Peter Nickel

Fellow Flowers

2344 Shawnee Rd

Pmb #134

Lima, OH 45805

Email: Peter.Nickel@racedayevents.Com

Phone: (920) 819-9470

Contact During Event

Mel Charbonneau

Email

Phone: (906) 361-9470

Event Information

Name of Event: Made to Move

Event Type: One Day

Estimated Attendance: 350

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:

Vilas Ave, Grant St, Drake St, Wingra St, Erin St, Mills St, Vilas Park Dr, Edgewood Dr, Monroe St, Woodward St, Arbor Dr, Nakoma Rd, Manitou Way, Seminole Hwy, McCaffrey Dr, Arboretum Dr, N Wingra Dr

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
06/11/2022	04:00 AM	06/11/2022	08:30 AM	06/11/2022	03:00 PM	06/11/2022	03:00 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
06/11/2022	07:30 AM	06/11/2022	01:00 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:

Notes:

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 :

PN

Signature: Peter Nickel

Date: 03/28/2022

Made To Move Site Plan

6/11/2022

Vilas Park, Madison WI

Site Plan

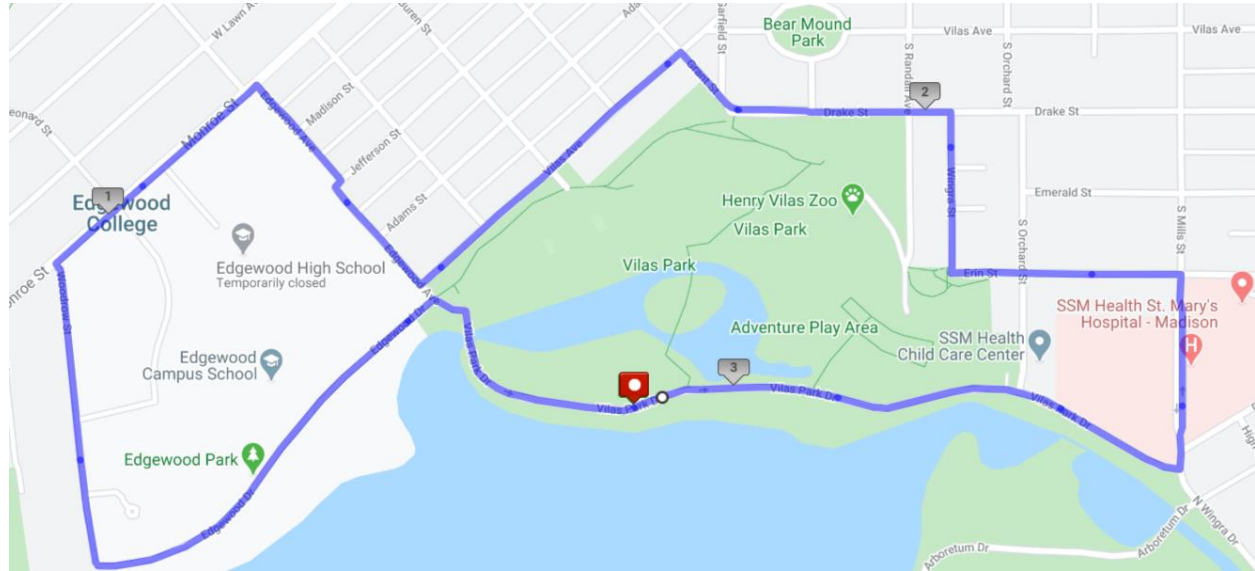


Made To Move Course Maps

6/11/2022

Vilas Park, Madison WI

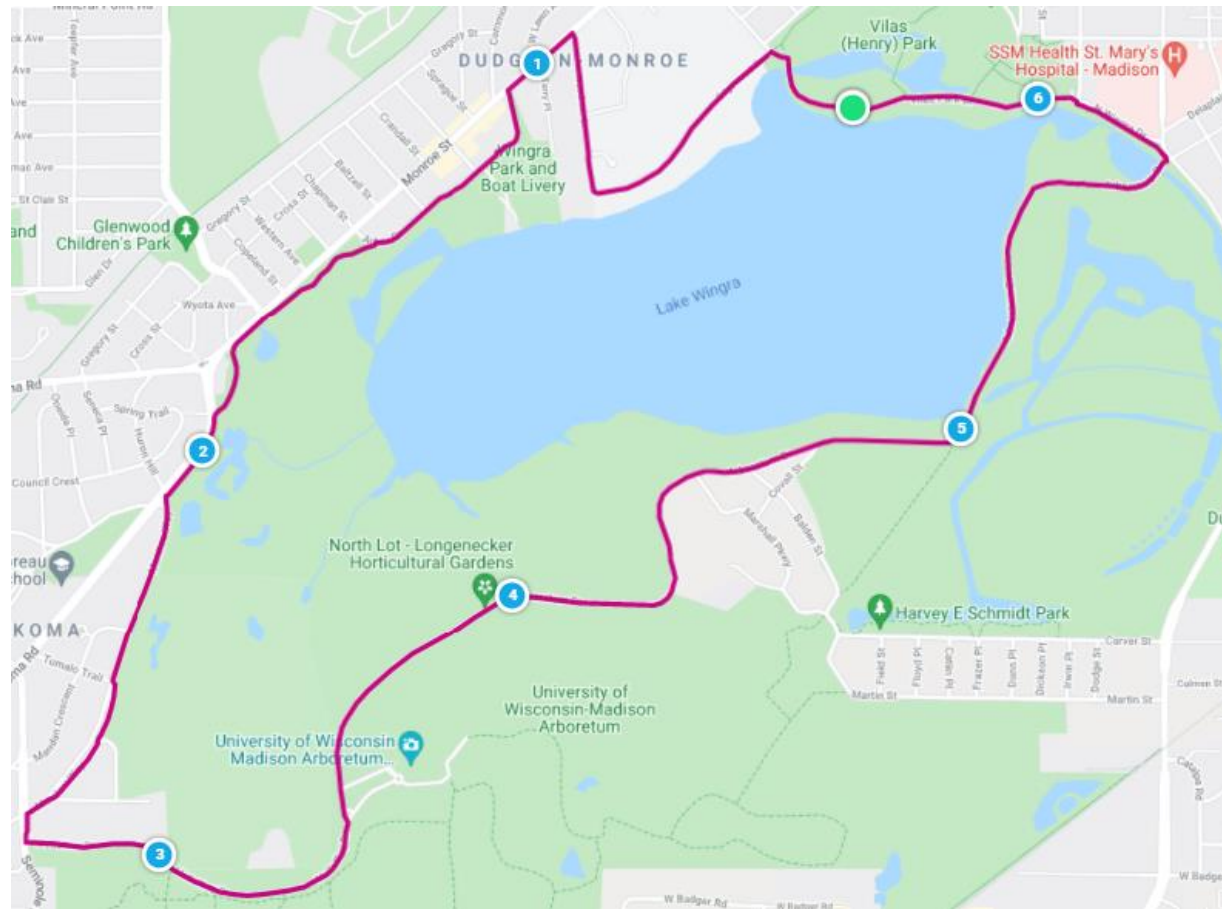
5K Course



5K TURN BY TURNS:

- Start on Vilas Park Dr by the park pavilion Parking Lot (Road Closed)
- Run West Along Vilas Park Dr (whole road)
- Left onto Edgewood Drive (cone turn)
- Right on path to Woodrow (cone Right)
- Right onto Monroe St **Sidewalk**
- Right on Edgewood Ave (cone to right side)-No Parking
- Left on Vilas Ave (cone to right side)-No Parking
- Right on Grant St (cone to right)-No Parking
- Slight left on Drake St (keep to right side)-No Parking
- Right on Wingra St (cone to right)-No Parking
- Take Left onto Erin St (keep right)-No Parking
- Right onto Mills St (keep right)-No Parking
- Right onto Vilas Park Dr (keep right)-No Parking
- Stay Straight on Vilas Park Dr to FINISH

10K Course

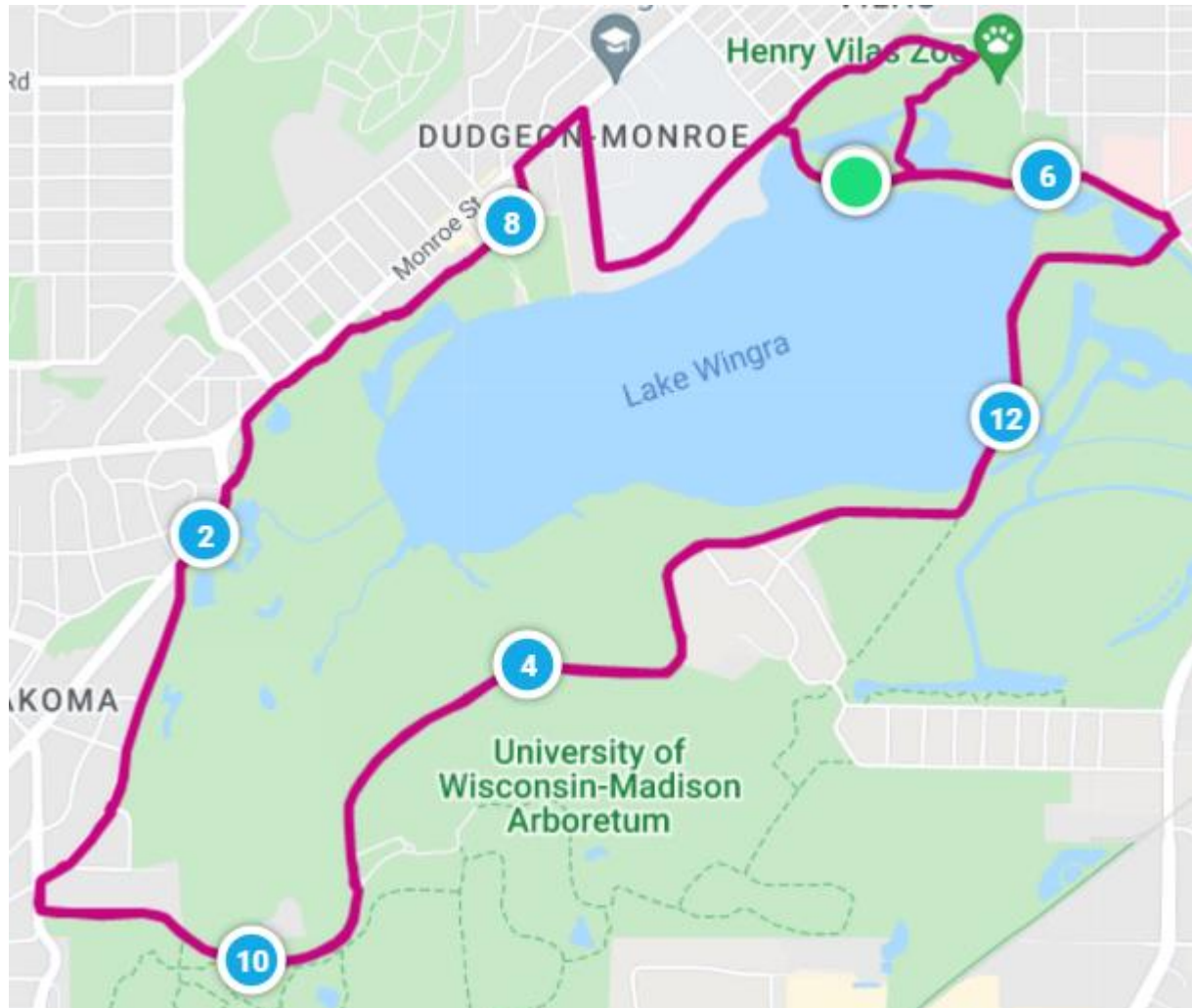


10K TURN BY TURNS:

- Start at Vilas Park shelter parking lot
- Run West Along Vilas Park Dr (whole road)
- Left onto Edgewood Dr
- Right onto Woodward St
- Left onto Monroe St **Sidewalk**
- Left to enter Wingra Park on path – near Commonwealth intersection (cone turn)
- Straight on Arbor Dr (cone to left side)
- Left onto Monroe Path (cone turn)
- Turn Left continuing along path on Nakoma Rd
- Left onto Manitou Way (cone to left side)
- Left onto Seminole Hwy (cone bike lane to left)
- Left onto McCaffrey Dr (cone left side of road running against traffic)
- Continue through Arboretum (keep Left on access road before building parking lot)
- Continue straight on Arboretum Dr (stay left)
- Left turn out of Arboretum onto N Wingra (Keep on path)
- Left onto Vilas Park Dr (Keep on Path)
- Slight right off path to Vilas Park Dr (cone parking lane on south side until past the parking lot second entrance)
- Bring runners to north side bike lane on Vilas Park Dr by zoo entrance
- Stay Straight on Vilas Park Dr to FINISH

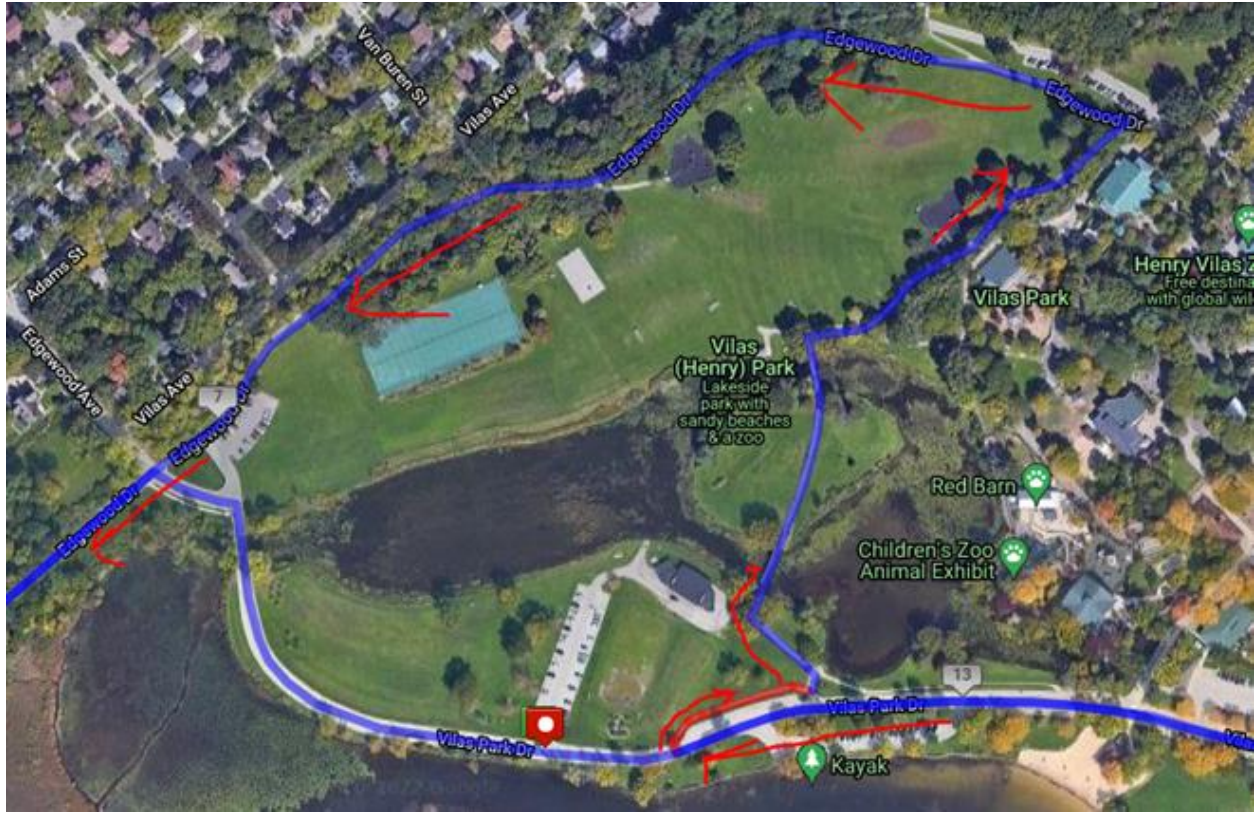
Half Marathon Course

<https://www.mapmyrun.com/routes/view/4914411706>



HALF MARATHON TURN BY TURNS:

- Start at Vilas Park shelter parking lot
- Run West Along Vilas Park Dr (whole road)
- Left onto Edgewood Dr
- Right onto Woodward St
- Left onto Monroe St **Sidewalk**
- Left to enter Wingra Park on path – near Commonwealth intersection (cone turn)
- Straight on Arbor Dr (cone to left side)
- Left onto Monroe Path (cone turn)
- Turn Left continuing along path on Nakoma Rd
- Left onto Manitou Way (cone to left side)
- Left onto Seminole Hwy (cone bike lane to left)
- Left onto McCaffrey Dr (cone left side of road running against traffic)
- Continue through Arboretum (keep Left on access road before building parking lot)
- Continue straight on Arboretum Dr (stay left)
- Left turn out of Arboretum onto N Wingra Dr (Keep on path)
- Left onto Vilas Park Dr (Keep on Path)
- Slight right off path to Vilas Park Dr (cone parking lane on south side until past the parking lot second entrance)
- Bring runners to north side bike lane on Vilas Park Dr by zoo entrance
- Right turn into path (path entrance just beyond west end of parking lot on north side of road)
- Left turn on path
- Left turn on path
- Right turn on path
- Right turn on path
- Left turn on Edgewood Dr
- Continue left at fork of Edgewood Dr
- Left on Edgewood Dr
- Continue straight on Edgewood Dr
- Right onto Woodward St
- Left onto Monroe St **Sidewalk**
- Left to enter Wingra Park on path – near Commonwealth intersection (cone turn)
- Straight on Arbor Dr (cone to left side)
- Left onto Monroe Path (cone turn)
- Turn Left continuing along path on Nakoma Rd
- Left onto Manitou Way (cone to left side)
- Left onto Seminole Hwy (cone bike lane to left)
- Left onto McCaffrey Dr (cone left side of road running against traffic)
- Continue through Arboretum (keep Left on access road before building parking lot)
- Continue straight on Arboretum Dr (stay left)
- Left turn out of Arboretum onto N Wingra (Keep on path)
- Left onto Vilas Park Dr (Keep on Path)
- Slight right off path to Vilas Park Dr (cone parking lane on south side until past the parking lot second entrance)
- Bring runners to north side bike lane on Vilas Park Dr by zoo entrance
- Stay Straight on Vilas Park Dr to FINISH





Emergency Action Plan And Protocol

Made to Move Women's Run 5K, 10K, Half Marathon

6/11/2022

Vilas Park – 1602 Vilas Park Dr, Madison, WI 53715

EMS Command Post

The Event Command Post will be located at Vilas Park near the start/finish line. The post will contain representatives of the event and EMS Staff (City of Madison EMS or contracted third Party). The event will communicate via radio with repeater network with cell phones as back up. Medical emergencies will use the 911 system. Madison EMS/FIRE/POLICE will be notified of event.

Event Command - all people in direct radio communications

Mel Charbonneau – Event Director: 906-361-7263

Peter Nickel – Race Day Events: 920-819-9470

Communication to spectators will be made via loudspeaker announcements located at the Start and Finish Line on Vilas Park Dr.

Hospital Transports: The primary hospital for transports UW Hospital (600 Highland Ave, Madison, WI 53792). Other hospitals include St Mary's Hospital (700 South Park Street Madison, WI 53715) and Meriter Hospital (202 S. Park Street, Madison, WI 53715). These hospitals will be used by choice of patient/guardian and/or in the case of less severe injuries. Monona Fire/EMS is the primary 'on site' transporter for the event; however, all on course transports will be dispatched through the 911 system and dedicated to the local service provider for all respective territories of the course area.

Medical Area: There will not be a designated medical area established due to distance and nature of the event.

What Event Day Emergencies Can Occur?

Issues that can be faced on the day of an event are:

- **Severe or Extreme Weather Conditions – extreme low/high temperatures, high-speed winds, heavy snow, dense snow conditions (snowfall/blowing)**
- **Emergency course changes (in case of on-course fires, vehicular accidents, overnight storms, or flooding)**
- **Accident along the course involving vehicles and/or runner(s)**
- **Runner death**
- **Lost Child(ren)**

Due to any other unforeseen emergencies that could occur on race day, we will communicate directly with emergency personnel and their respective agencies to develop the appropriate response(s) (or rely on them to enact their own public safety response plan).

Starting Line Announcements:

For weather: "Attention runners, our weather forecasters have informed us that dangerous weather is in our area. Because the safety and wellbeing of our runners, spectators, volunteers, and safety workers along the course are foremost in our minds, we are delaying the start of the race for X minutes. Please seek shelter immediately." (Update conditions at the end of the delay period and announce an additional delay, cancellation, or scheduled start)

For emergency course changes: "Attention runners. The Madison Police Department has informed us that because of (flooding, water main break, tree down, fire, wires down, etc.) there will be a slight course change at mile ____ of

the run. Please be aware that extra safety personnel and markers will be on hand to direct you along the detour. Your safety and wellbeing are our main concern, so please be aware of the changes.”

For any other delay: “Attention runners. Because of _____, the start of the run will be delayed _____ minutes. We plan to start the race at XX:XX P.M. (as soon as the situation is corrected). We will keep you updated on the start time, but please, stay near the starting line.”

Emergency During Event:

Weather Related:

The Race Officials will continuously monitor weather reports including active radar starting 2 hours prior to the race start and continuously throughout the day. Weather updates will be broadcast on the primary race operations radio channel at a minimum of every 30 minutes prior to the race start. After race start, weather updates will be broadcast whenever any weather condition of concern is detected. The Event Director will make the final decision regarding the start of the event 20 minutes prior to published start time. If conditions prohibit the start of the race on schedule, appropriate delays will occur until safe to do so. If conditions do not allow the race to start on time, the race will be modified or cancelled. If the potential exists for hazardous weather the Race Director will inform all race staff and the race announcer. Announcements will be made periodically and, on a schedule, to keep spectators and participants informed.

If dangerous weather conditions occur during the race or temperatures become too dangerous, the Event Directors will make any decisions regarding the status of the event. Runners will be notified on course by event personnel or police as deemed necessary.

If inclement weather occurs after the race has started, event personnel, athletes and volunteers are on their own to seek shelter. Weather issues will be communicated using the communication plan outlined below.

Communication Plan for Broadcasting Weather Issues:

They will be monitoring weather radar and reports via internet weather websites.

Should inclement weather be forecasted/threatening the race, based on information received, threat of weather, location of weather, and direction of travel for weather, a decision regarding the race will be made. The Race Director will make all decisions regarding the race needing to be stopped, shortened, or changed. Communication with Madison Police and other parties will be made through the Dane County Communication Network. Decisions regarding the race will be communicated to race staff, aid stations, and volunteers on course via the race radios. All communications will use cell phones as back-ups and land-line phones (where available) if cell phone service is unavailable.

Weather information will be relayed to the Media by the Event Director; and will be the only spokesperson for any media questions.

Lost Child Plan:

Any child that is separated from their parents, near the race site, will be brought to the finish line announcer stand. The announcer will request that the parent(s)/guardian (by name) will come to the Finish Line Announcer Stand. It will also be announced over race radio. Staff member MUST stay with child until reunited with parent(s)/guardian. If parents approach regarding their child missing, an all call will go out over radio with description of child. This will also be communicated through event command, so Police are aware of the situation. Likewise, as Police are approached regarding missing child, it

should be communicated to race command so it can be broadcast to Event Staff.

Medical Emergencies on Course or at Finish Line:

In the event of any medical emergency throughout the course area, staff will enact the '911 system' . To manage the progress and safety of all event participants, Race Day Events will supply all staff and each aid station on course with a two-way radio. Cell phones will be used as a backup method of communication. Additionally, there will be 3 vehicles as well as 2 bicycles on course leading and monitoring runners throughout the event. Race Day Events will also have a traffic vehicle with hazard lights sweeping the course following the final participants and assist in maintaining safety and as an additional awareness to motorists who may be traveling near the course area.

*****THE ENTIRE EVENT SITE/COURSE WILL MAINTAIN A MINIMUM OF A 20' TRAFFIC LANE FOR EMERGENCY PERSONNEL ACCESS THROUGHOUT THE EVENT*****

If there is serious injury along the course, CALL 911 IMMEDIATELY!

Time is of the essence. Only call 911 for serious injury, not sprains or scrapes. Event personnel will be available to provide rides back to start/finish line.

Injuries: If someone is seriously injured during the race, the Event Director or event spokesperson should contact the emergency contact person and or family as soon as possible. Staff should use an incident report form to collect information about the situation immediately.

Medical personnel: If someone is injured and needs to be transported to the medical area or hospital, course volunteers should attempt to obtain the name and/or race number of the participant/patient. This is the best

and most expedient way to identify the person and contact her/his family. Pass that information along to the Event Director, who will pass it along to event staff. It is important to keep track of runners who do not finish the race in case family members are looking for them at the finish line.

Emergency Route Changes: Police in that particular jurisdiction will make all final decisions regarding any route changes after consultation with Event Director. The Event Director will communicate this information to the EMC.