STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Ryan Griessmeyer

Race Day Events, Llc

2995 Sub-zero Parkway
Fitchburg, WI 53719

Email: Ryan@racedayeventsllc.Com

Phone: (608) 444-2261

Contact During Event

Ryan Griessmeyer

Race Day Events, Llc

5976 Executive Dr Ste B
Fitchburg, WI 53719

Email Ryan@racedayeventsllc.Com

Phone: (608) 444-2261

Event Information

Name of Event: Madison Mini Marathon

Event Type: One Day

Estimated Attendance: 1750

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: See map

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
07/22/2022	1:00 PM	07/23/2022	07:00 AM	07/23/2022	1:00 PM	07/23/2022	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?($): No

Will beer/wine be served (Free of charge)?: No

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?($): No

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
07/23/2022	05:30 AM	07/23/2022	12:00 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?($): No

Trash Barrels: 0

Recycling Barrels: 0

Dumpsters: 0

Electrical Adaptors: 0

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?: No

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 :	**RG**
Signature:	**Ryan Griessmeyer**
Date:	**06/09/2022**



2022 Madison Mini Marathon & 5K Schedule

Wednesday 07/20/22
City of Madison to place no parking signs

Friday 07/22/22

13:00	Start/Finish Line Truss and Barricade Staging
13:00	Traffic Supply Drops at intersections
13:00	Medical Tent Set-up
14:00	Portapotties and dumpster arrive

Saturday 07/23/22

04:00	Course Set-up and Start/Finish Set Up
06:00	SSM/MEP Medical Team in place at Medical Tent
06:30	City of Madison FD Ambulance to stage at Medical Tent
07:00	Race Starts – Half Marathon and 5K at same time
07:15	First runner expected to finish 5K
11:00	Last runner expected to finish Half Marathon
11:00	Course Closed

2022 Madison Mini Marathon & 5K Clean-Up/Recycling Plan

- Dumpster to be located on Langdon in front of Union in east most parking spot. Dumpster will be dropped off on Friday and picked up on Monday.
- Garbage cans and recycling bins will be available at the start/finish line and at the water stops on the course to ensure proper clean-up – Race Day Events will provide.

2022 Madison Mini Marathon & 5K Police and Fire/EMS Needs

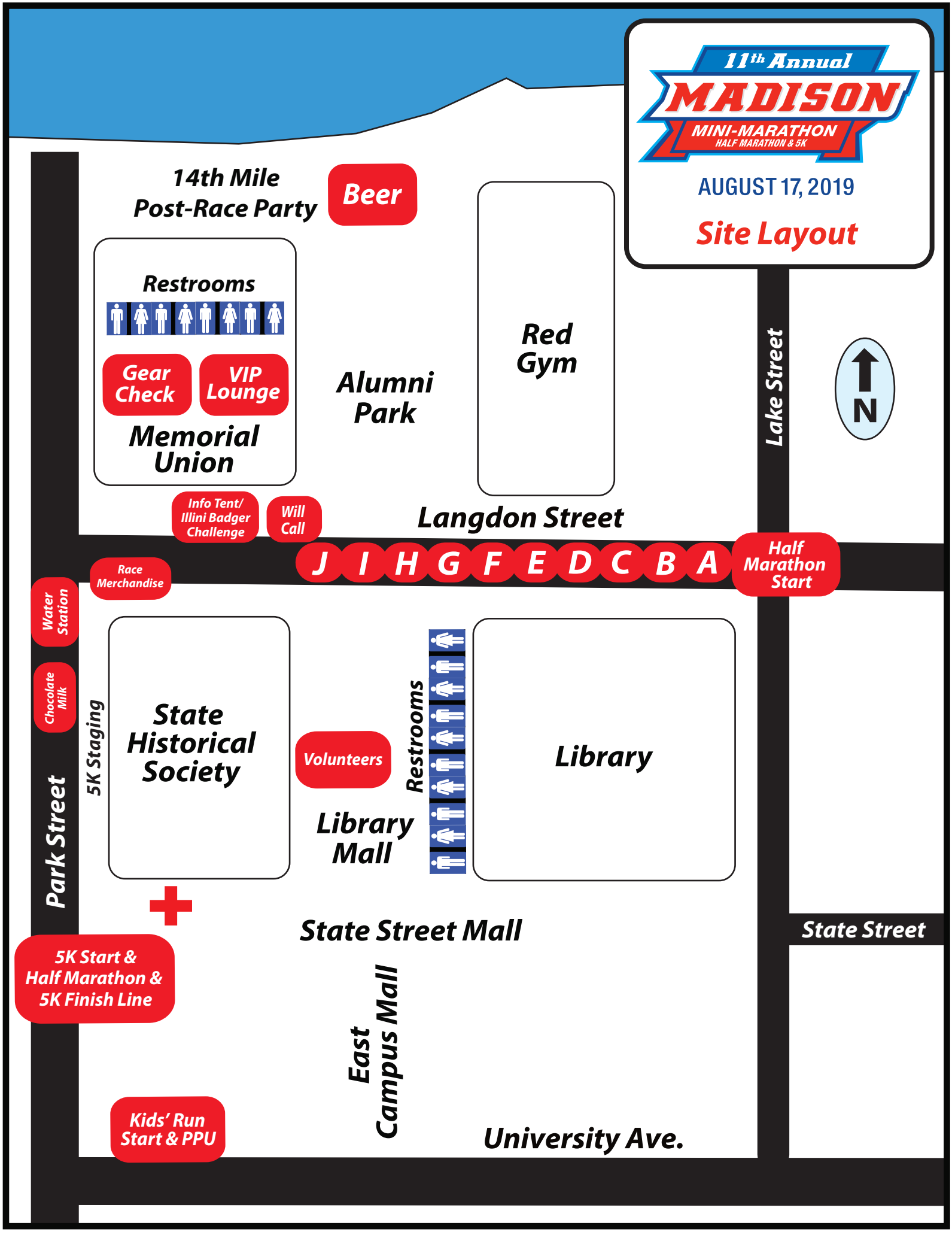
- MPD will No Park course as necessary on Wednesday 7/20/22.
- MPD will staff intersections per plan/notes from 2019.
- Madison Fire to provide necessary staff to cover a stand-by ambulance at finish line medical tent. Additional staffing as necessary and similar to year's past. *Medical tent will be staffed by SSM/MEP Medical Team.

2022 Madison Mini Marathon & 5K Certificate of Insurance

- On file at City of Madison

2022 Madison Mini Marathon & 5K MapMyRun Routes

- 5K: https://www.mapmyrun.com/routes/view/5040180796
- Half Marathon: https://www.mapmyrun.com/routes/view/5043676543


11th Annual
MADISON
MINI-MARATHON
HALF MARATHON & 5K
AUGUST 17, 2019
Site Layout
14th Mile
Post-Race Party
Beer
Restrooms
Gear Check
VIP Lounge
Memorial Union
Alumni Park
Red Gym
Lake Street
N
Info Tent/ Illini Badger Challenge
Will Call
Langdon Street
J I H G F E D C B A
Half Marathon Start
Race Merchandise
Water Station
Chocolate Milk
5K Staging
State Historical Society
Volunteers
Restrooms
Library
Library Mall
Park Street
State Street Mall
State Street
5K Start & Half Marathon & 5K Finish Line
East Campus Mall
Kids' Run Start & PPU
University Ave.


14TH ANNUAL
MADISON MINI
HALF MARATHON & 5K
5K COURSE MAP
Lake Mendota
University Bay
Picnic Point
University Bay Dr
Willow Dr
Marsh Dr
Walnut St
N
AS
1
2
AS
The Howard Temin Lakeshore Path
Elm
Babcock
Observatory Dr
Observatory Dr
Linden Dr
Linden Dr
Campus Dr
Campus Dr
Union South
N Charter St
Lathrop Dr
University Ave
University Ave
W Johnson St
Camp Randall
Kohl Center
Memorial Union
START
FINISH
N Park St
N Lake St
3
LEGEND
1 = Mile Marker
AS = Aid Station


11th Annual
MADISON
MINI-MARATHON
HALF MARATHON & 5K
HALF MARATHON COURSE MAP
Lake Mendota
University Bay
Lake Monona
Lake Wingra
Picnic Point
Memorial Union
START
FINISH
Farmers Market
Capitol
Camp Randall
Kohl Center
Union South
Henry Vilas Zoo
University of Wisconsin Arboretum
N
WS1
WS2
WS3
WS4
WS5
WS6
WS7
WS8
WS9
WS10
LEGEND
1 = Mile Marker
WS = Water Station



Emergency Action Plan And Protocol

Updated for the 2022 Event

Schedule of Events:

Wednesday 07/20/22

City of Madison to place no parking signs

Friday 07/22/22

13:00	Start/Finish Line Truss and Barricade Staging
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This outline will serve as a guideline for Race Day Events to handle emergency situations on race day.

EMS Command Post

The EMS Command Post will be located in TBD. The post will contain representatives of the MF, MPD, and UW-PD. The event will communicate via radio with repeater network with cell phones as back up.

Event Command - all people in direct radio communications

Ryan Griessmeyer – Race Director: 608.444.2264
Eli Foht – Course Director: 608.512.2081
Luke Smetters – Announcer: 224.406.2398
TBD - Aid Station Captains: CELL PHONE NUMBER

TBD – Event Lead/Trail Bikes: CELL PHONE NUMBER
There will be bicycles assigned to lead and follow the final participants on the course as well as vehicles dedicated to following and cleaning up the course area.

Communication to spectators will be made via loudspeaker announcements located at the Start and Finish Lines

Hospital Transports: The primary hospital for transports UW Hospital (600 Highland Ave, Madison, WI 53792). Other hospitals include SSM Health St Marys 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.

Medical Tent: The race medical tent will be located at Park Street and Library Mall. The medical tent is designed to triage and to treat minor injuries. The area is staffed by an MFD Ambulance and SSM/MEP Medical Personnel..

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, lightning, high-speed winds, tornados, 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 runner(s)**
- **Runner death**
- **Lost Child**

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 (weather condition) 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 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 __X__ 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 event will be delayed __ X ____ 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 in and out of the Command Center 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 proximity threshold for lightening is 10 miles.** The Race 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 Race Director, in consultation with the EMC 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:

The event Race Director will be monitoring weather radar and reports via internet weather websites.

Should inclement weather be forecasted/threatening the race, Race Command will be in contact with the Race Director to inform them of the situation. 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 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) in the event that cell phone service is unavailable.

Weather information will be relayed to the Media by the Marketing Director or the Race Director; and will be the only spokespeople 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' s 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. Announcer will also ask for people to look for child and bring them to the announcer stand. 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, LLC will supply all staff and each aid station on course with a two-way radio (supported by a long-range repeater. 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. Bicycle leads will be tasked with circling back around to follow the last participants and assist in maintaining safety and as an additional awareness to motorists whom 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 and radio or phone relays back to the EMS personnel only delay treatment. Only call 911 for serious injury, not sprains or scrapes.

The event personnel, Medical Personnel and EMTs at the finish line WILL NOT treat spectators. If there is a traumatic incident involving spectators, the EMC will be notified and decide on the appropriate action and care to be administered.

Injuries: If someone is seriously injured during the race, the Race 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 Race 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 will make all final decisions regarding any route changes after consultation with Race Director. The Race Director will communicate this information to the EMC.