PARK EVENT PER	RIVITI APPLICATION		Marian da and a same
EVENT INFORMATION			and which are supplementations and the second supplementation and supplementation a
Name of Event: Ragnar Pelay Chicago			
Name of Event: Regarder Relay Chicago Park Requested: Warrer Park Date Requ	ested: U 2 15 Estin	nated Attendance:	3,400
EVENT ORGANIZER/SPONSOR INFORMATION		98V.	1 1 P
Name of Organization: Pagnar Events, UC			
Is Organizer/Sponsor a 501(c)3 non-profit agency?		Yes آل	∏ No
MANDATORY: State Sale OPTIONAL: Federal Ta	x Exempt Number:	6#:	
Address: 12 S 400 W, 2nd Floor, SLC, UT 84101	Work Phone: <u>601-390-10</u>		
Email: 112 @ ragnar relay com			
Organization or Event Website: Www. Yagnarrelay			
EVENT SCHEDULE			
Date(s) of Event: <u>JUHP: 12-13</u>	Event Start and End Times: 4A	M-3PM	
Rain Date (if any): NA	Set-Up Start Time: $ V 11 16$		
•	Take-Down Start Time and End T		4 PM
Does this require time in the park the day before your event? If Yes, provide details of times and area requested:	? 11 BAM-4PM	☑ Yes	☐ No
Are you requesting use of the park shelter?		∑∑Yes	☐ No
PERMITS			
Will you have amplified sound at this event?	 . .		☐ No
(If Yes, please fill out an Amplification Permit Application Will you sell anything in the park?		☐ Yes	⊠No
(If Yes, please fill out a Park Event Vending Permit Appli Will you serve any food or beverage?	ication.)	☐ Yes	☑No
If Yes, what:	***************************************		
Will you sell beer/wine? (If Yes, please fill out a Beer/Wine Sales Permit Applicat		☐ Yes	☑Ńo
Will you put up any temporary structures, such as tents, stag (If Yes, please fill out a Park Event Temporary Structure Note that permits are not required for 10' x 10' pop-up te	Permit Application.	☑ Yes	□No
APPLICATION SIGNATURE			
The applicant for a Park Event Permit shall agree to indemni employees and agents harmless against all claims, liability, I any injury to or death of any person or any damage to prope permit is granted.	oss, damage, or expense incurred	by the City on accou	unt of he
The applicant has included all of the appropriate permit appli	ications and materials for this even	ıt,	
I hereby certify to the best of my knowledge that the informal and true. I understand that failure to report components of the of permit and/or failure to secure future permits.	is event/activity may result in the lo	nis application are co oss of deposit, revoc	mplete ation
Applicant Signature Elizabeth Mudack	Date2_2	3/19	

PARK EVENT PERMIT APPLICATION CHECKLIST

REQUIRED PARK EVENT DOCUMENTS Please check below to indicate that you have attached the following to the completed application: ☑ Park Event Schedule (Step 3) Park Event Site Map (Step 4) **Emergency Action Plan** (Step 5) Park Event Clean-Up and Recycling Plan (Step 6) Park Event Permit Application (Final Step) Date(s) the alder, businesses and residents will be notified of the event: ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED Park Event Narrative (Step 1) Route Map (Step 4) ☑ Certificate of Insurance (Step 8) Park Event Marketing Information (Step 10) Amplification Permit Application (Step 11) Park Event Vending Permit Application (Step 12) Park Event Temporary Structure Permit Application (Step 13) Beer/Wine Sales Permit Application (Step 14) ✓ Park Event Equipment Request (Step 15) ADDITIONAL CITY OF MADISON PERMITS Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits. Temporary Restaurant Permit - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: www.publichealthmdc.com/environmental/food/tempfood.cfm or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Date Temporary Restaurant Permit Application Submitted: Parade Permit - May be required of a run, walk or bike ride event. An application is available online: www.cityofmadison.com/trafficengineering/paradepermit.cfm. Date Parade Permit Application Submitted: Street Use Permit - Necessary to close a city street, sidewalk and/or request special street parking considerations. Questions? Call (608) 266-6033, www.cityofmadison.com/specialevents/streetEvents. Date Street Use Permit Application Submitted: Temporary Class "B" Retailers License - Required if your event will be selling beer/wine. An application is available online: www.cityofmadison.com/clerk/licensingliquor.cfm or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Date Temporary Class "B" Retailers Permit Application Submitted: Fireworks Permit - An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.

Date Fireworks Permit Application Submitted:

Date Tents and Canopies Permit Application Submitted:

Tents and Canopies Permit - Required for tents in excess of 400 sq. ft. An application is available online:

www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.

PARK EVENT SCHEDULE

- The schedule begins when event set-up starts and ends when clean-up 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, such as:
 - Vending: When will vendors set-up, hours of operation, tear-down, leave park
 - Music/Performances: Stage set-up, performance schedule, tear-down
 - Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down, leave park
 - Run/Walk/Parade, etc.: When does staging start, start time(s), end time(s)

Provide Detailed Event Schedule:

Thursday, June 11: All set up (including any vendors) 8:00 AM- 4:00 PM

friday, June 12: 4:00 AM - Teams begin arriving, start line open 6:00 AM - first teams leave, amplification of music begins

3:00 PM- Last teams leave, Tear down starts 4:00 PM- Leave Park

PARK EVENT CLEAN-UP AND RECYCLING PLAN

- Each organization is responsible for clean-up of the event area. In accordance with Park Commission policies, a clean-up deposit of \$3,000 may be required.
- 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 cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Any group that leaves an area in a condition that requires special clean-up by City crews will be charged the full cost of clean-up.
- If you need assistance with your clean-up and recycling plan, please contact the <u>City of Madison's Recycling Office</u>, via <u>email or at (608) 267-2626</u>.

Provide Detailed Trash/Recycling/Clean-Up Plans:

Ragnar provides own trach cans

Dumpster and removal provided by Pellitteri Waste Systems

-	-	-		-		PERMIT.			
n	n	n m	11.3	<i>4</i> • <i>5</i>	1717781	DEDMARK		T1/	711
							400111111		31/3

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

considerate of park neighbors and other park users. When necessary) about your event, be sure to include detailed inf	notifying the alderperson and neighborhood as formation about any plans you have for amplifi	ssociation ed sound.	(if
Do you have public amplification planned for your event? If Yes, please continue. If No, skip this form.		☑Yes	□No
EVENT INFORMATION			
Name of Event: <u>Pagnar Pelay Cricago</u>	15		
Contact Person: Liz Murdock			
Park: Warner Park	Date: 0/12/15		
Type of Amplified Sound:			
☐ Band ☐ DJ ☑ Sound System	☑ Speeches/Announcements ☐ Kara	aoke	
Other (please specify):	Section 1. Control of the Control of		
Times of Sound: 4:46 AM-	To: 3:00 PM	· · · · · · · · · · · · · · · · · · ·	

EXCERPTS FROM APPLICABLE CITY ORDINANCES

8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

- (1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.
- (3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.
- (5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

PARK EVENT TEMPORARY STRUCTURE PERMIT A	PPLICATION
Permit fee is \$210.00/structure, plus \$35.00/day for each successive day.	
Do you plan on using any temporary structures? If Yes, please continue. If No, skip this form.	☑Yes ☐ No
Event Name of Group: Pagnar Relay Chicago	
ORGANIZER INFORMATION	
Contact Person: LIZ MUYdock	
Address: 12 5 400 W, 2nd Floor, Salt Lake City, UT 841	al
Work Phone: <u>801-340 - 0840</u> Phone During Event: <u>801-</u>	
EVENT INFORMATION	3 10-00-10
Event Name: Pagnar Relay Chicago	
Park Requested: Warner Park Event Date: June 12, 2	1015
Number of People: 3, voo	016
TEMPORARY STRUCTURE INFORMATION	
What type of temporary structure do you plan to have? How many? Indicate size and/or	⁻ dimension. 2.6gap) x 24 ¹ (4'x4')(16
Time duration this structure will be in the park: 36 hours	
Diggers Hotline Ticket Number: (Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the P the event. You may call (608) 266-4711 or fax (608) 267-1162 the ticket number to the Parks Division.)	arks Division at least 5 days prior to
Location of the structure in the park. You must attach a park map. Park maps can be do <u>Division website</u> or obtained in the Parks Division.	wnloaded from the Parks
Is the structure going in a designated area?	⊠ Yes □ No
Company installing the structure: Pagnar Events	
Do you or the tent installer have insurance to cover the placement of this structure for you	our event? ☐ Yes ☐ No
emporary structures, such as tents, staging, trailers, dunk tanks, inflatables, or promotional llowed in a park by obtaining a permit	l equipment will only be

This application must be returned to the Parks Division no later than 5 days prior to the event.

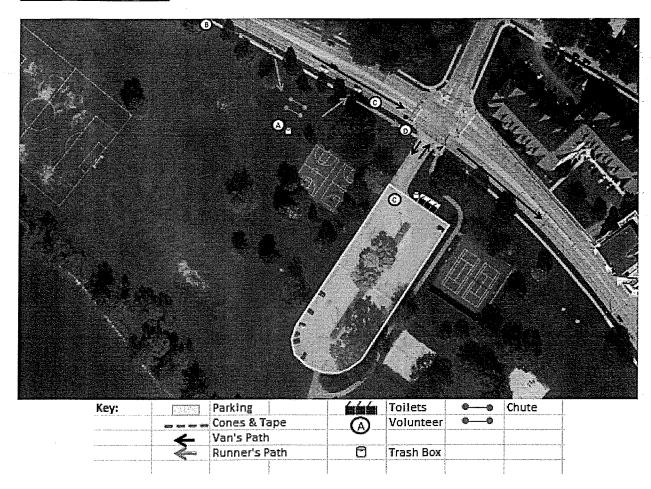
Warner 6/11+12

PARK EVENT PERMIT APPLICATION

for start line

EVENT INFORMATION	
Name of Event: Ragnar Relay Chicago 2015	_
Park Requested: Olbrich Park Date Requested: June 12, 2015 Estimated Attendance: 3,500	
EVENT ORGANIZER/SPONSOR INFORMATION	
Name of Organization: Ragnar Events, LLC	_
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☐ No	c
MANDATORY: State Sales Tax Exemption Number: ES#:	_
OPTIONAL: Federal Tax Exempt Number: Primary Contact: Liz Murdock Work Phone: 801-390-6890	
Address: 12 S 400 W, 2 nd Floor, Salt Lake City, UT 84101 Phone During Event: same	- <u>-</u>
Email: liz@ragnarrelay.com FAX: 801-499-5023	4
Organization or Event Website: www.ragnarrelay.com/race/chicago	
EVENT SCHEDULE	
Date(s) of Event: <u>June 12-13, 2015</u> Event Start and End Times: <u>6/12 6:00 AM - 4:00 PM</u>	
Rain Date (if any): N/A Set-Up Start Time: 6/12 4:00 AM	_
Take-Down Start Time and End Times: 6/12 4-5 PM	_
Does this require time in the park the day before your event? If Yes, provide details of times and area requested:)
Are you requesting use of the park shelter? ☐ Yes ☐ No.)
PERMITS	
Will you have amplified sound at this event? (If Yes, please fill out an Amplification Permit Application.)	o
(If Yes, please fill out an Amplification Permit Application.) Will you sell anything in the park? ☐ Yes ☒ No	0
(If Yes, please fill out a Park Event Vending Permit Application.)	
If Yes, what:	
Will you sell beer/wine? ☐ Yes ☒ No (If Yes, please fill out a Beer/Wine Sales Permit Application.)) כ
Will you put up any temporary structures, such as tents, stages, inflatables, dunk tanks? Yes No.	ס
Note that permits are not required for 10' x 10' pop-up tents.)	
APPLICATION SIGNATURE	
The applicant for a Park Event Permit shall agree 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.	
The applicant has included all of the appropriate permit applications and materials for this event.	
I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.)
Applicant Signature S. Celinaveth Mudack Date January 7,2015	-

Exchange 1: Olbrich Park



Schedule:

Friday, June 12, 2015

11/444// / / / / / / -	
Time	Primary Activity
5:30 am	Volunteers at Exchange 1
7:00 am	First Team Arrives at Exchange 1
8:00 am	Teams Passing Through Exchange 1
9:00 am	Teams Passing Through Exchange 1
10:00 am	Teams Passing Through Exchange 1
11:00 am	Teams Passing Through Exchange 1
12:00 pm	Teams Passing Through Exchange 1
1:00 pm	Teams Passing Through Exchange 1
2:00 pm	Teams Passing Through Exchange 1
3:00 pm	Teams Passing Through Exchange 1
4:00 pm	Teams Passing Through Exchange 1
5:00 pm	Breakdown of Exchange 1
6:00 pm	Breakdown of Exchange 1

CERTIFICATE OF INSURANCE

DATE: 12/17/2014

CERTIFICATE NUMBER: 20141217304988

AGENCY:

ESIX 3 LLC

d/b/a Entertainment & Sports Insurance eXperts (ESIX) d/b/a Entertainment and Sports Insurance Agency (California) 2727 Paces Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339

678-324-3300 (Telephone) 678-324-3303 (Facsimile)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE:

NAMED INSURED:

USA Track & Field, Inc.

Ragnar Events

132 East Washington Street, Suite 800 Indianapolis IN 46204

INSURER A:

Philadelphia Indemnity Ins. Co.

INSURER B:

Philadelphia Indemnity Ins. Co.

EVENT INFORMATION:

Ragnar Relay Chicago 2015 (6/12/2015 - 6/13/2015)

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:	
GENERAL LIABILITY					
X Occurrence	PHPK1241556	11/1/2014 12:01 AM	11/1/2015 12:01 AM	GENERAL AGGREGATE (Applies Per Event)	\$3,000,000
X Participant Legal Liability				EACH OCCURRENCE	\$1,000,000
				DAMAGE TO RENTED PREMISES (Each Occ.)	\$1,000,000
	***************************************			MEDICAL EXPENSE (Any one person)	EXCLUDED
	***************************************			PERSONAL & ADV INJURY	\$1,000,000
A				PRODUCTS-COMP/OP AGG	\$3,000,000
UMBRELLA/EXCESS LIABILITY			1		
X Occurrence	PHUB476653	11/1/2014 12:01 AM	11/1/2015 12:01 AM	AGGREGATE (Applies Per Event)	\$10,000,000
				EACH OCCURRENCE	\$10,000,000
	X Participant Legal Liability UMBRELLA/EXCESS LIABILITY	GENERAL LIABILITY X Occurrence X Participant Legal Liability UMBRELLA/EXCESS LIABILITY	GENERAL LIABILITY X Occurrence X Participant Legal Liability UMBRELLA/EXCESS LIABILITY DHUBA76653 11/1/2014	SENERAL LIABILITY X Occurrence PHPK1241556 11/1/2014 11/1/2015 12:01 AM 12:01 AM	GENERAL LIABILITY X Occurrence X Participant Legal Liability PHPK1241556 I1/1/2014 12:01 AM PHPK1241556 I1/1/2014 12:01 AM I1/1/2015 I2:01 AM GENERAL AGGREGATE (Applies Per Event) EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Each Occ.) MEDICAL EXPENSE (Any one person) PERSONAL & ADV INJURY PRODUCTS-COMP/OP AGG UMBRELLA/EXCESS LIABILITY X Occurrence PHUB476653 I1/1/2014 12:01 AM AGGREGATE (Applies Per Event)

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured as required by written contract or written agreement, but only for liability arising out of the negligence of the Named Insureds per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

CERTIFICATE HOLDER:

City of Madison 210 Martin Luther King Jr Blvd Suite 104 Madison WI 53701

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

Mikefficie

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Ragnar Relay Chicago" will be held June 12-18, 2015 at War Park and Olbrich Park.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Ragnar Relay Chicago" (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 Liz Murdock.

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 (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We ☐ will / ☒ will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

C. Severe Weather

- Weather forecasts and current conditions can be monitored through the <u>National Weather</u> 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 Liz Murdock 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 Liz Murdock 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.

D. 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.
- 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 throughways.
- 5. Crowd control will be managed by: Liz Murdock. Warner Park
- 6. Parking for vendor and staff vehicles will be: Goodman's Pool-parking lot and Olbrich Park parking lot.
- 7. Parking for attendee vehicles will be: same.

V. CONTACT INFORMATION

Primary Contact	Liz Murdock	801-390-6890
Secondary Contact	Lambert Budzinski	513-543-8405
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

