

## STREET USE PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: Zoo Run Run and Boo Run Run 2016  
Event Organizer/Sponsor: Friends of the Henry Vilas Zoo  
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number: \_\_\_\_\_ ES#: 32379

OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_

Address: 606 S. Randall Ave.

City/State/Zip: Madison, WI 53717

Primary Contact: Emily Lundquist Work Phone: (608) 258-9490

Email: emily@vilas200.org Phone During Event: \_\_\_\_\_

Website: www.vilas200.org FAX: (608) 258-1490

Secondary Contact: Shelly Torkelson Work Phone: (608) 258-9490

Email: shelly@vilas200.org Phone During Event: \_\_\_\_\_

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, Name of charity to receive donations: Henry Vilas Park Zoological Society

Estimated Attendance: 2000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 8am to 12pm

### 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: 1300-1500 Drake St. (Wingra to Grant) East bound right  
lane on Monroe St. (2501-2117), and Vilas park Dr. (Edgewood Ave

meets Edgewood

EVENT DATE(S)/SCHEDULE Date(s) of Event: 9/25/16 Event Start and End Times: 9am - 12pm to S. Mills

Rain Date (if any): NONE Set-Up Start Time: 6:30am

Take-Down Start Time and End Times: 12pm

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.

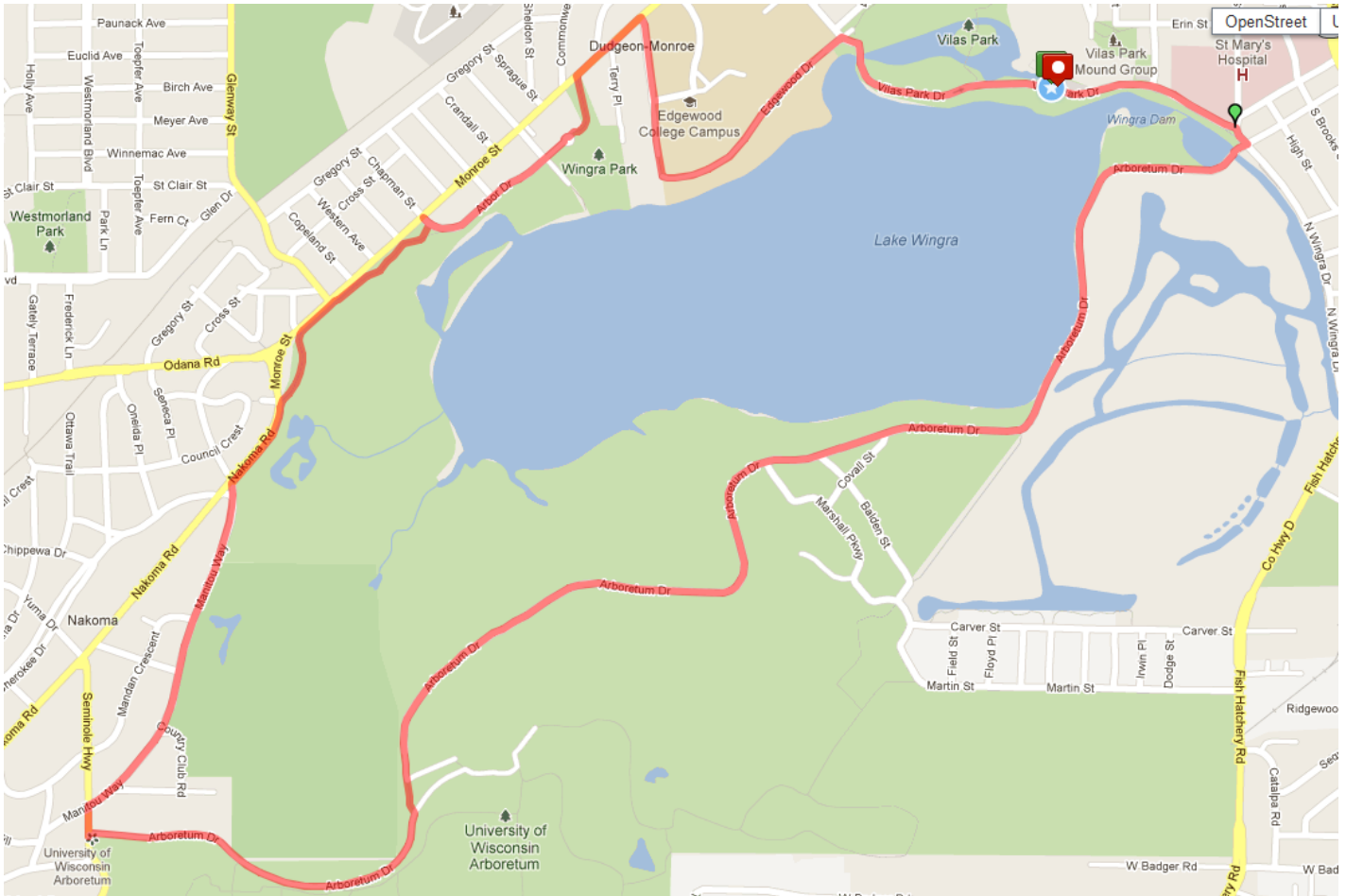
Applicant Signature Emily Lundquist Date 1-27-16

Race Day Schedule of Events  
September 25, 2016  
**DRAFT**

|                  |  |
|------------------|--|
| 7:30am – 8:45am  | Race day registration and packet pick-up (in zoo)  |
| 8:45am           | Registration closes  |
| 9:00am           | START TIME<br>10k run/5k run/5k walk<br>(race will proceed in this order)                                      |
| 10:30am          | Roo Run Run<br>1 Mile, ½ Mile, ¼ Mile<br>(race will proceed in this order)                                     |
| 10:30am          | Results will be posted, award pick-up (in zoo)   |
| 10:30am          | Course closes (all participants still on the course will need to move to sidewalk as the streets will re-open) |
| 11:30am – 1:00pm | Post-Race Family Festivities   |
| 1:00pm           | Event Concludes  |

## Zoo Run Run – 10K Route

Route begins on Vilas Park Drive immediately East of the Bridge (Giraffe) Gate Entrance to the Zoo (across from Vilas Park Beach)  
Ends in Zoo (coming through Gate 6 – access from Vilas Park Drive)



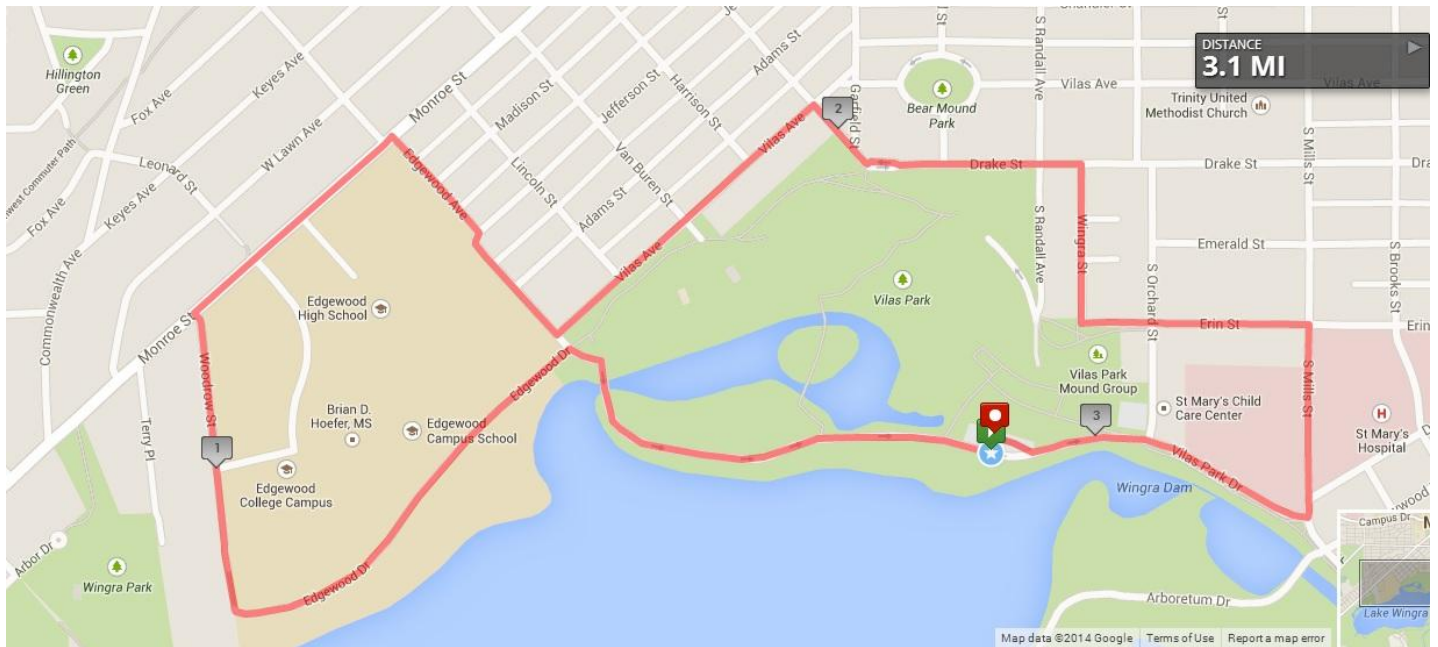
### 10K Route – Travels through the UW Arboretum

Start East of Zoo Bridge (Giraffe) gate across from Vilas Park Beach  
Run West along Vilas Park Drive  
Left onto Edgewood Drive  
Right onto Woodrow  
Left onto Monroe Street  
Left to enter Wingra Park on path (near Commonwealth intersection)  
Straight on Arbor Drive  
Left onto Monroe path to  
Turn left, continuing on path along Nakoma Rd  
Left onto Manitou Way  
Left onto Seminole Hwy  
Left into Arboretum (stay on the left facing traffic)  
Continue through Arboretum  
Left out of Arboretum  
Left on N Wingra Drive (which turns into Vilas Park Drive) \

Finish inside the Zoo coming in Gate 6 (on Vilas Park Drive)

## Zoo Run Run – 5K Route

Route begins on Vilas Park Drive immediately East of the Bridge (Giraffe) Gate Entrance to the Zoo (across from Vilas Park Beach)  
Ends in Zoo (coming through Gate 6 – access from Vilas Park Drive)



### 5K Route – Travels through the Vilas neighborhood

Start East of Zoo Bridge (Giraffe) gate across from Vilas Park Beach  
Run West along Vilas Park Drive  
Left onto Edgewood Drive  
Right onto Woodrow  
Right onto Monroe Street  
Right on Edgewood Avenue  
Left on Vilas Avenue  
Right on Grant Street  
Go straight/slight left onto Drake Street  
Right on Wingra Street  
Left on Erin Street  
Right on Mills Street  
Right on Vilas Park Drive  
Finish inside the Zoo coming in Gate 6 (on Vilas Park Drive)

## Kids' Roo Run Run – 1/4 MILE, 1/2 Mile, 1 Mile

Route begins on Vilas Park Drive immediately East of the  
Bridge (Giraffe) Gate Entrance to the Zoo (across from Vilas Park Beach)  
Ends in Zoo (coming through Gate 6 – access from Vilas Park Drive)



Kids run down Vilas Park Drive towards Edgewood Avenue (yellow arrows) until they meet their race distance turnaround point and then run back (green arrows) and finish in zoo by coming in through Gate 6.

◆ START

◆ FINISH

Henry Vilas Zoo Run Run  
September 25, 2016  
**Safety Plan**

**Medical Plan**

- There will be an ambulance at finish (in the parking lot on the corner of Vilas Park Drive and Orchard Street)
- There will be two EMTs on site
- Cell phones available for a 911 call if necessary
- Key staff will have 2-way radios
- Golf cart available for transport if necessary
- Several volunteers along the course to watch for problems
- There is a lost child (parent/child reunion) area near the finish line. Volunteers will be there to assist with reuniting the child with their parent.

**Hydration**

- Water at finish
- Water on bike patch – 2922 Arbor Drive (for 10K)
- Water at the Wingra Springs parking area (for 10K)
- Water at Zoo parking lot on corner of Drake and Randall (for 5K)

**Portable Restrooms**

- 5 portable restrooms will be located in back zoo parking lot (across from Lake Wingra)
- 5 portable restrooms will be located inside zoo near finish line

**Recycling Bins (Pellitteri Waste)**

- 2 recycling bins will be located in back zoo parking lot (across from Lake Wingra)
- 5 recycling bins will be located inside the zoo near the finish line
- Event volunteers will be located at each water station to keep the area clean

**Volunteer Plan**

Plan to recruit a minimum of 100 volunteers for race day. We will add more if numbers of runners that pre-register demands it.

- Volunteers at the start – give direction
- Volunteers will be stationed at each mile marker to direct runners/walkers and at each place runners must turn or make a direction change, 5K & 10K
- Minimum of 10 along the 10K route; additional 8 on 5K route
- Volunteers at each water station, minimum of 4 at each
- Volunteers at the finish
  - To direct runners into chute
  - To distribute water, keep the area clean
  - Give basic aid if necessary; water, ice, advance aid is for medical personnel only or call 911
  - Handle crowd control

# POS SALES RECEIPT

Receipt # 436019  
Payment Date: 02/08/16  
Household #: 33436

City of Madison Parks Div  
PO Box 2987  
500 MLK Jr. Blvd, Rm 104  
Madison WI 53703  
Phone: (608)266-4711  
www.cityofmadison.com/parks

HENRY VILAS PARK ZOO  
AUTUMN HAYES  
702 S RANDALL AVE  
MADISON WI 53715  
autumn@vilaszoo.org

Wk Ph: (608)258-9490  
Cell Ph: (715)864-6516

## POS Transaction Details

Misc: STREET-USE APP FEE, 50233  
Quantity: 1

| <u>Fees + Tax</u> | <u>Discount</u> | <u>Prev Paid</u> | <u>Cur Paid</u> | <u>Amount Due</u> |
|-------------------|-----------------|------------------|-----------------|-------------------|
| 100.00            | 0.00            | 0.00             | 100.00          | 0.00              |

Processed on 02/08/16 @ 14:01:17 by PKKCB

|   |               |
|---|---------------|
| FEES CHARGED ON NEW LINE ITEMS (+)      | 100.00        |
| DISCOUNT APPLIED AGAINST THESE FEES (-) | 0.00          |
| <b>NEW AMOUNT DUE</b>                   | <b>100.00</b> |

|                                |               |
|--------------------------------|---------------|
| PREVIOUS NET HOUSEHOLD BALANCE | 0.00          |
| <b>TOTAL DUE</b>               | <b>100.00</b> |

|                                   |               |
|-----------------------------------|---------------|
| NEW FEES PAID ON THIS RECEIPT (-) | 100.00        |
| <b>TOTAL PAID</b>                 | <b>100.00</b> |

|                           |      |
|---------------------------|------|
| NEW NET HOUSEHOLD BALANCE | 0.00 |
|---------------------------|------|

Payment of ==> 100.00 Made By ==> CHECK With Reference ==> Check #10584; Zoo Run Run 2016