

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.

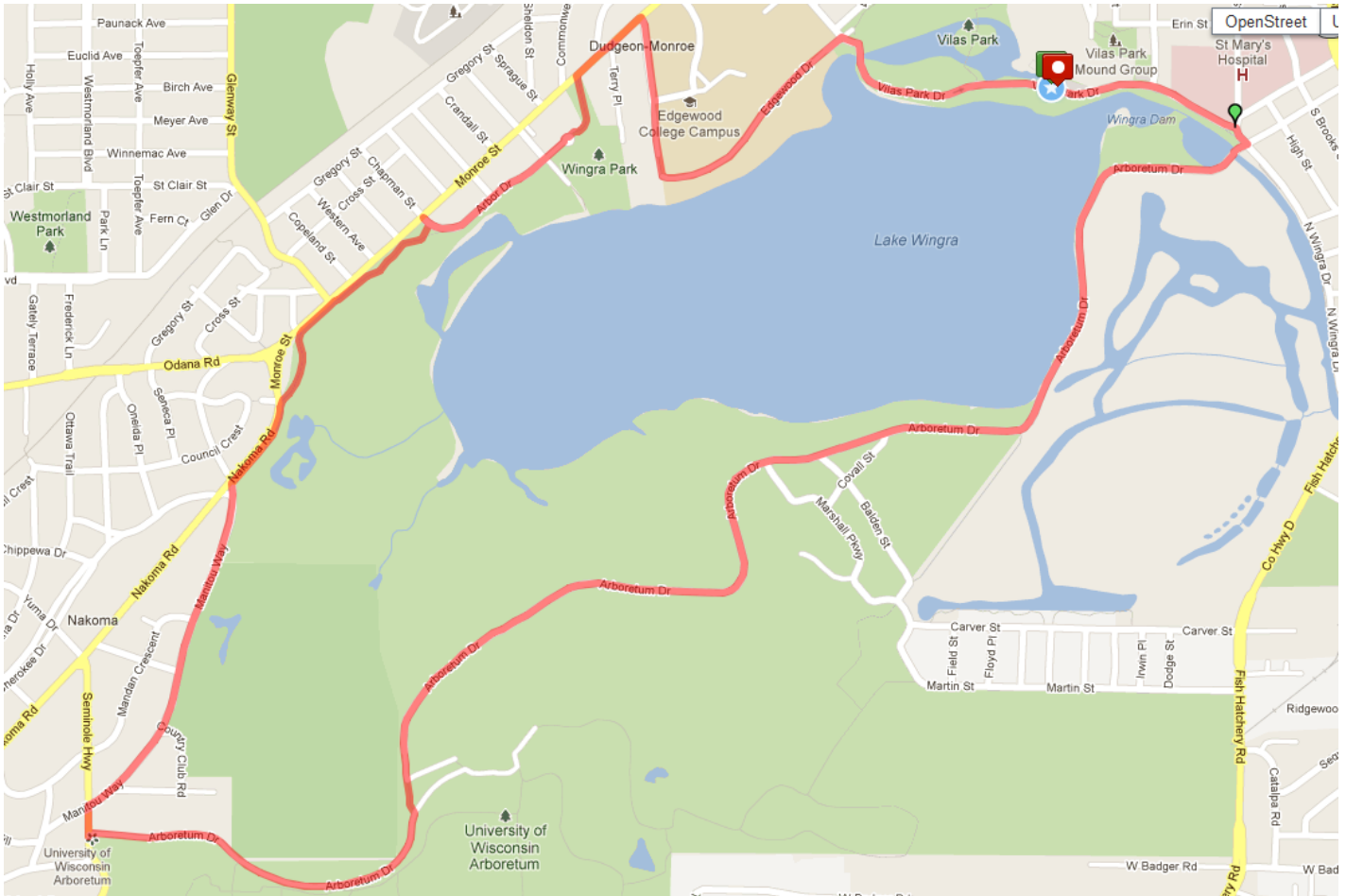
Applicant Signature Emily Lundquist Date 1-27-16

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 10k run/5k run/5k walk (race will proceed in this order)
10:30am	Roo Run Run 1 Mile, ½ Mile, ¼ Mile (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)

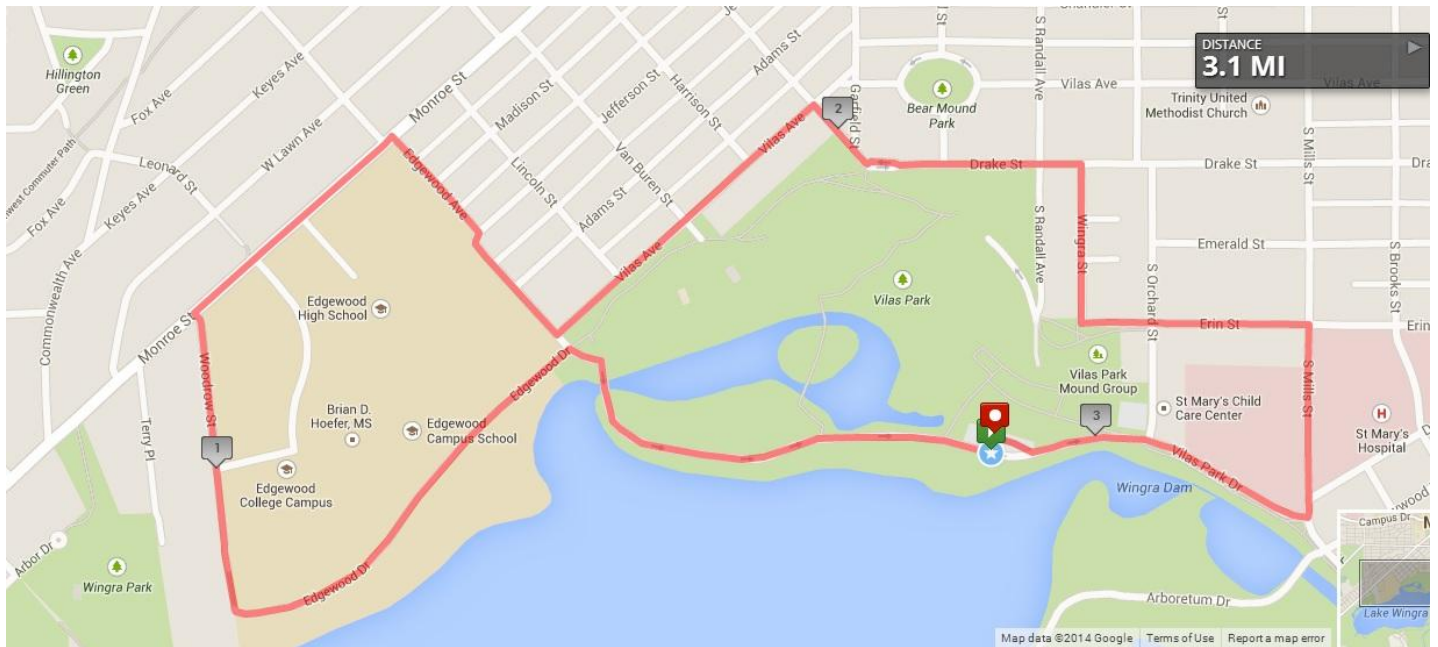


10K Route – Travels through the UW Arboretum

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)

From: Bass, Kelly
Sent: Wednesday, August 10, 2016 11:54 AM
To: Bass, Kelly
Subject: FW: Henry Vilas Zoo- Zoo Run Run street permits

From: Crystal Padley [<mailto:crystal@vilaszoo.org>]
Sent: Wednesday, August 03, 2016 2:37 PM
To: Lamberty, Kelli
Subject: RE: Henry Vilas Zoo- Zoo Run Run street permits

Hi Kelli-

Thank you for the follow up. New route (image) is attached; new route (listed) is below. Please let me know if you have any questions or if there is anything else you need from our end.

Kids' runners will line up inside the zoo for the start, near our Rhino area. After starting they will run through the zoo's Gate 10 & into the Vilas Park. They will run on the path towards the bridge, cross the bridge and follow that path to Vilas Drive. They will take a left on Vilas Drive, following one side of that road until reaching the other end of the zoo (at Gate 6), where the finish line will be. (same finish for the 5K/10K).

Kindly-
Crystal

Crystal Padley
Special Events Coordinator
Friends of Henry Vilas Zoo
606 S. Randall Avenue
Madison, WI 53715
www.vilaszoo.org
(608) 258-9490 ext. 18
crystal@vilaszoo.org



Help keep our community-supported zoo going strong and enjoy tons of fun benefits by [becoming a member!](#)

From: Lamberty, Kelli [<mailto:KLamberty@cityofmadison.com>]
Sent: Monday, August 01, 2016 10:22 AM
To: 'Crystal Padley'
Cc: Bass, Kelly
Subject: RE: Henry Vilas Zoo- Zoo Run Run street permits

Both would be best. The staff team likes to have a visual and written description of the route if possible. Thanks for checking.



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
NEW AMOUNT DUE	100.00

PREVIOUS NET HOUSEHOLD BALANCE	0.00
TOTAL DUE	100.00

NEW FEEs PAID ON THIS RECEIPT (-)	100.00
TOTAL PAID	100.00

NEW NET HOUSEHOLD BALANCE	0.00
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Payment of ==> 100.00 Made By ==> CHECK With Reference ==> Check #10584; Zoo Run Run 2016