

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Voyageur Canoe Races on Lake Monona

Event Organizer/Sponsor: Wisconsin Association for Environmental Education

Is Organizer/Sponsor a 501(c)3 non-profit agency?

X Yes ☐ No

**MANDATORY: State Sales Tax Exemption Number:**

ES#: ES 15351

**OPTIONAL: Federal Tax Exempt Number:**

6W-1049

Address: PO Box 418

City/State/Zip: Stevens Point, WI 54481

Primary Contact: Amy Workman

Work Phone: 608-434-8717

Email: amy.workman@waee.org

Phone During Event: 608-434-8717

Website: https://naaee.org/conference/special-events

FAX: N/A

Secondary Contact: Nancy Saulsbury

Work Phone: 608-310-3852

Email: nancys@rutabaga.com

Phone During Event: 608-215-2985

Annual Event?

X Yes ☐ No

Charitable Event?

X Yes ☐ No

If Yes, Name of charity to receive donations: North American Association for Environmental Education

Estimated Attendance: 700

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☐ Yes X No

Hours: \_\_\_\_\_ to \_\_\_\_\_

## EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally X Parking (i.e., bagging meters)

X Other: Voyageur Canoe Races on Lake Monona

## 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) X Other (specific blocks/streets requested below)

Street Names and Block Numbers: Blair Lot, John Nolen/Blair/Williamson St. intersection, metered parking only

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 10/21/2016

Event Start and End Times: 4:00-4:45 pm

Rain Date (if any): N/A

Set-Up Start Time: 7:30 am Canoe delivery

Take-Down Start Time and End Times: 4:45-9:00 pm Canoe

departure

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 X No

If class B license is denied, will the event(s) occur?

☐ Yes ☐ No

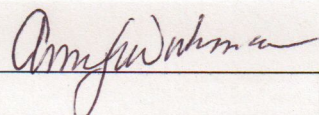


By initialing, I/we waive the 21-day decision requirement.

## 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



Date

8/17/2016



## STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
  - » Vending: food, beverages and/or merchandise
  - » Music/Performances
  - » Displays, Exhibits, Demonstrations
  - » A moving event such as a rally, parade, etc.

### ***Provide Detailed Event Schedule:***

Thursday, Oct. 20, 2016

6:00 pm      Meter parking stalls at Blair Lot closed with barricades/traffic signs placed at the beginning of meter parking in the Blair Lot (near the boat launch docks).

Voyageur Canoe Race

Friday, Oct. 21, 2016

7:30-9:00 am      Four (4) Voyageur canoes (24-ft & 29-ft) moved/parked in Blair Lot

3:00 pm      Beer tent set up (no sales, ticket exchange only)  
                Dock Master/Safety kayakers on site

3:30 pm      First Aid Coordinator on site  
                Voyageur canoe paddling teams (46 participants) meet in Blair Lot at boat launch dock loading area

3:50-4:15 pm      Voyageur canoes paddle to start on Lake Monona

4:15-4:30 pm      Voyageur canoe race on Lake Monona ending at the Blair Lot boat dock

4:35-4:45 pm      Awards ceremony, canoes loaded back on trailers at boat launch

5:00-5:30 pm      Beer tent take down

7:00-9:00 pm      Four (4) Voyageur canoes moved out of Blair Lot, barricades/traffic signs removed

## STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

### EVENTS INCLUDING A RUN, WALK OR PARADE

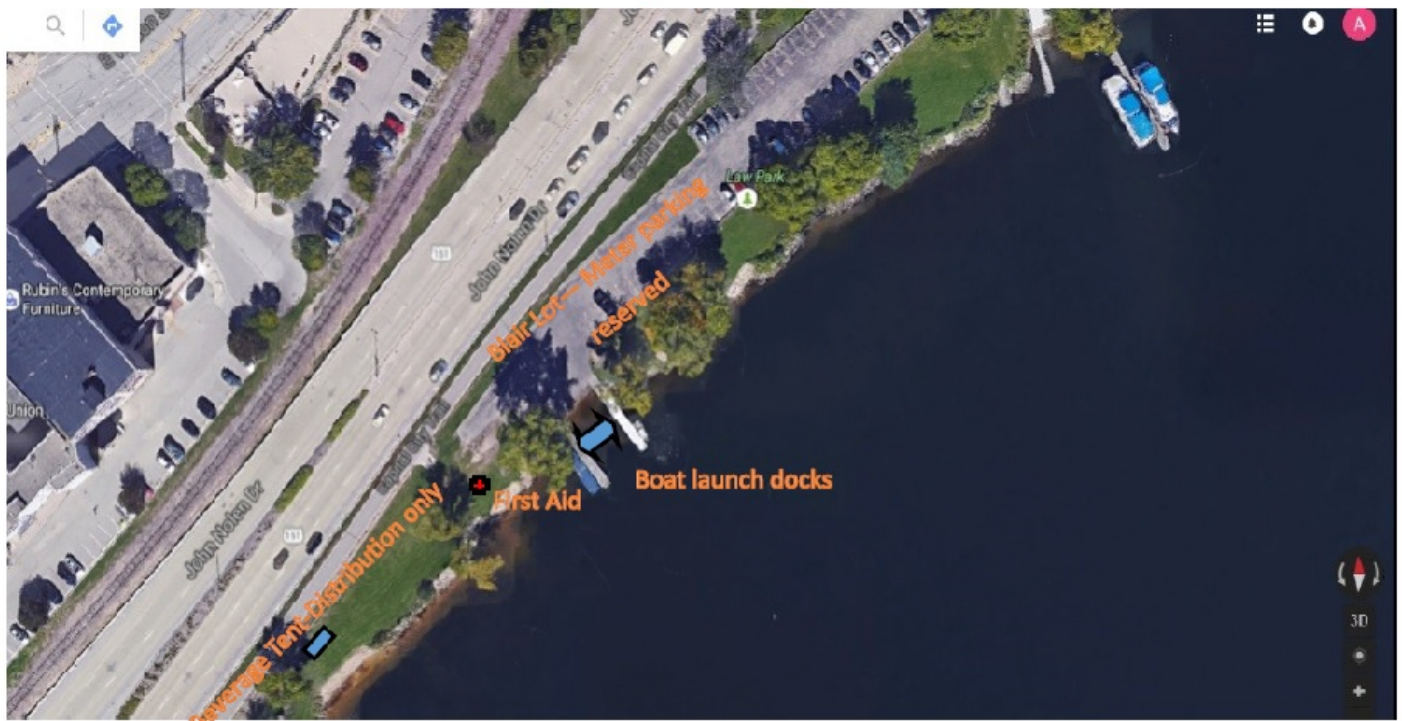
If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, [tknight@cityofmadison.com](mailto:tknight@cityofmadison.com).

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

**Voyageur Canoe Race Event Map Detail: Blair Lot**

**Friday, Oct. 21, 2016: 4-4:45 pm Event**



**Provide Detailed Event Site Map:**





# Voyager Canoe Race Map

Blair Street Parking Lot

Canoe Loading / Unloading

Monona Terrace

Lake Monona

Canoe Staging Area

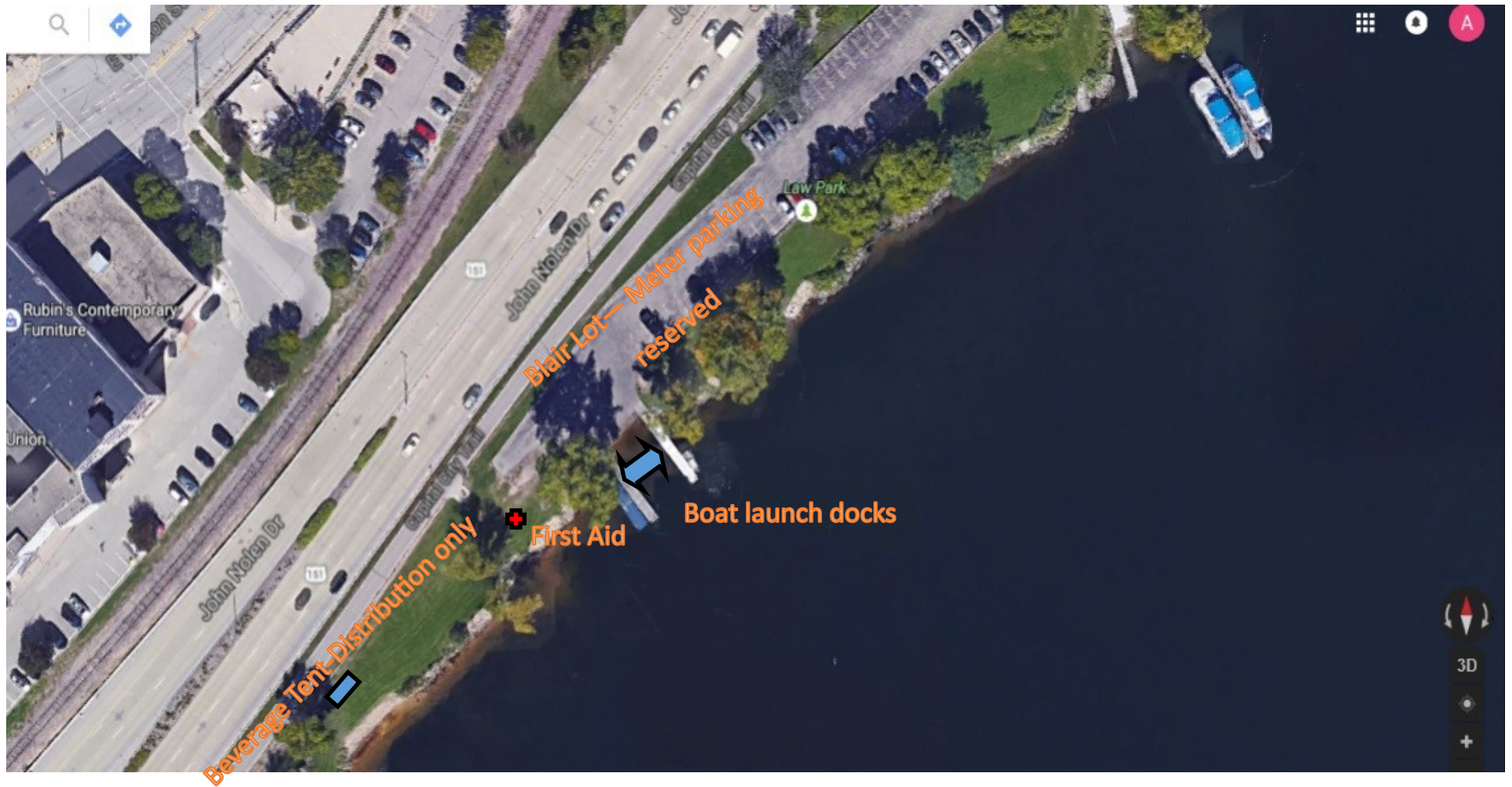
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## Voyageur Canoe Race Event Map Detail: Blair Lot

Friday, Oct. 21, 2016: 4-4:45 pm Event



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Voyageur Canoe Race" will be held October 21, 2016 at the Monona Terrace and Convention Center, Blair Lot, and on Lake Monona in front of the Terrace (John Nolen/Blair/Williamson St. intersection).

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Voyageur Canoe Race" (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 Amy Workman.

### 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 (Sgt. Tom Sankey, Dane County Sheriff Department Water Patrol, 608-333-5547 )
- 3. We ☐ will / ☒ will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

### C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the [National Weather 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 Amy Workman 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 Amy Workman 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 thoroughways.
5. Crowd control will be managed by: Amy Workman.
6. Parking for vendor and staff vehicles will be: Blair Lot.
7. Parking for attendee vehicles will be: Monona Terrace and Convention Center lot.

#### **V. CONTACT INFORMATION**

Primary Contact	Amy Workman	608-434-8717
Secondary Contact	Nancy Saulsbury	608-215-2985
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694



## STREET EVENT CLEANUP AND RECYCLING PLAN

- 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.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

### ***Provide Detailed Trash/Recycling/Cleanup Plans:***

Trash generated by this event will be minimal to none. All equipment (EZ Up Tent, folding tables, canoe trucks, trailers, canoes, pfd's, paddles, etc) will be brought in and taken out using event staff. The beverage distribution tent and all associated equipment will be setup and taken down completely by event staff. All beverage ticket sales will be conducted off park property inside the Monona Terrace Community and Convention Center utilizing reusable stadium cups. Any trash generated will be disposed of using conference facility receptacles by event staff.

Event staff include:

Event Coordinator/Main contact: Amy Workman, 608-434-8717

Dock Master: Nancy Saulsbury, 608-215-2985

Conference Coordinator: Lori Mann, 650-288-8745

State conference liaison: Betsy Parker, 608-209-2909

## STREET EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you have marketing information?

X ☐ Yes ☐ No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

This event is part of the annual North American Association for Environmental Education conference at the Monona Terrace Community and Convention Center, Oct. 18-22, 2016. All voyageur canoe paddlers will be registered conference participants; most of the promotion will be to conference attendees. However, the race takes place on Lake Monona in front of the MT bike path, so spectating this event will be open to the public from the bike path and green spaces adjacent to Law Park.

Will there be live media coverage during the event and where will the media vehicles be parked?

None are scheduled at this time.

### PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: Voyageur Canoe Races on Lake Monona

Location: Law Park, Blair Lot, John Nolen/Blair/Williamson St. intersection

Public Contact Phone: Christiane Maertens, 310-279-7370

Website: <https://naaee.org/conference/special-events>

Admission Cost: None

Date of Event: 10/21/2016

Beginning/End Time of Event: 4-4:45 pm

Two sentence description of event (for internet calendar):

Celebrate Wisconsin's legendary voyageur heritage at this living history extravaganza on Lake Monona! Cheer on these historic 24 and 29-ft canoes as paddlers from the North American Association for Environmental Education conference compete for trophies in front of the Monona Terrace Community and Convention Center.





## **Voyageur Canoe Race**

### **Event Risk Management & Safety Plan**



The Wisconsin Association for Environmental Education and partnering organizations and affiliates, their directors, members, participants, and volunteers, must comply with the risk management procedures and requirements set forth below. This list sets forth the minimum requirements for managing risk during the Voyageur Canoe Race event at the North American Association for Environmental Education Conference.

#### **Administrative Requirements:**

☐ **Waiver and Release of Liability:** All participants, volunteers, safety personnel, media representatives, event organizers, VIPs, and others must read and sign the conference Waiver, Release of Liability and Photo Release form before participating in or assisting with the event or activity. NAAEE will retain these waivers after event's completion.

#### **General Risk Management Requirements:**

☐ **Personal Flotation Device (PFD) Wear:** All participants must wear properly-fitting U.S. Coast Guard-approved PFDs at all times during on-water activities.

☐ **Skill levels:** Participants in the Voyageur Canoe Race must possess a minimum level of paddling skill as indicated on the Voyageur Canoe Race registration form. Gouvernails (Steerspeople) must have demonstrated experience in steering a Voyageur canoe. Teams lacking a Gouvernail will be provided one who possesses a qualifying level of skill. Participants may be denied access to participating in the event if the event staff believe that an individual may not possess the necessary skill to safely participate in the event.

o Individual participants should know their own skill level and are responsible for being able to safely participate in the event physically, emotionally and psychologically.

☐ **Appropriate clothing:** All participants must be dressed in clothing appropriate for the venue and conditions of the activity. Participants should always be prepared to get wet, flip over or go into the water.

☐ Drug and Alcohol Use before on-water activities: Event staff may disqualify any participant who appears to be under the influence of alcohol or drugs from participation and ask them to leave immediately.

☐ Paddling Alone: This event's insurance covers group paddling activities only. No insurance coverage is provided for individuals who are not paddling as part of a group activity.

☐ Managing the Group: These rules should be followed during the Voyageur Canoe Race event:

- o Make sure the group has the appropriate safety equipment for the activity. Before starting, inventory the available safety equipment and make group members aware of who is carrying it.

- o Prepare the group for the challenges of communicating effectively while on the water. Wind and water sounds can make hearing others difficult. At least two participants in each boat must carry whistles. Review whistle signals before the activity begins.

- o Designate two kayak observer and safety back-up vessels to monitor voyageur canoe progress and address safety communications as needed.

- o Remind participants, particularly novices, to not stand up in the canoe and to avoid weight shifts that may cause capsize. Advise them to keep three points of contact with their boat at all times.

- o Remind all participants to pay attention to signs and safety warnings.

- o Do not leave loose rope in or dangling from boats, since these ropes can rapidly become entrapment hazards. Do not tie any person in or to a boat.

- o Constantly scan for changing weather conditions, and be prepared for weather changes.

Risk Management Requirements for Specific Venues and Activities:

☐ Inspect the event site early enough in the planning process to change locations if necessary. Document the results of this inspection. Repeat this inspection just prior to the event to ensure that conditions have not changed. Document the results of the final inspection.



☐ Notify as required by City of Madison permit any public safety and emergency personnel of the event in advance. Determine whether public safety and/or emergency personnel should be pre-positioned for the event for spectator management or rescue purposes.

☐ Determine the number of safety personnel needed, and where they will be located. In many instances, on-water safety personnel or "safety boats" will be required. If so, determine the number, placement and qualification of safety boaters for the event.

☐ Determine the type and quantity of safety and rescue equipment needed (e.g. throw ropes, rescue rigging, litters, etc.), and where it should be located.

☐ Determine the types of safety equipment that event participants will be required to carry (e.g., whistles). On the day of the event, conduct an inspection if necessary.

☐ Prepare the following lists, and share these lists with all event personnel:

- ☐ o A roster of on-site event personnel. Include each person's safety and first aid qualifications.

- ☐ o A list of the safety and rescue equipment that will be available and where it will be located.

- ☐ o A list of communications resources available to event personnel and where it will be located.

- ☐ o A list of emergency contacts for the event (event organizer, police, fire and rescue, land management agencies, etc).

☐ Prepare contingency plans to handle extreme heat or cold, changing water levels, precipitation, sun exposure, and lightning, including contingency plans for cancellation, postponement or relocation of the event.

☐ For races and similar events, hold a pre-race meeting for all boat pilots of each team and organizers to review the route, potential hazards, communications capabilities, safety and rescue personnel and procedures, and contingency plans for medical emergencies and extreme weather.

☐ Instruct all participants and event personnel to comply with all local, state and federal regulations.

- ☐ To the greatest extent possible, ensure that there are clean and safe entry and exit areas for participants and spectators.
- ☐ Provide appropriate signage for spectators & participants. Ensure that the course is clearly marked.
- ☐ If event organizers close the venue due to high water or other reasons, they should provide proper signage and supervision at the starting point to communicate the closure to event participants, and make every effort to ensure that participants do not enter the water after the venue has been closed.