

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: MWCCC Conference Championships

Event Organizer/Sponsor: Wisconsin Cycling

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

☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number: ES#: 40706

OPTIONAL: Federal Tax Exempt Number: n/a

Address: 333 East Campus Mall, Office 12

City/State/Zip: Madison, WI 53703

Primary Contact: Robert Evert

Work Phone: 608-438-1961

Email: revert@wisc.edu

Phone During Event: 608-438-1961

Website: wiconsincycling.org

FAX: n/a

Secondary Contact: Sam Goblirsch

Work Phone: 507-254-9760

Email: sgoblirsch@wisc.edu

Phone During Event: 507-254-9760

Annual Event?

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: n/a

Estimated Attendance: 200

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☐ Yes ☒ No

Hours: n/a to n/a

EVENT CATEGORY

☐ Run/Walk

☐ Music/Concert

☐ Festival

☐ Rally

☐ Parking (i.e., bagging meters)

☒ Other: Cycling TTT

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: Research Park Blvd, Charmany Dr, South Rosa Rd

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 4/22/17

Event Start and End Times: 12:00PM – 5:25PM

Rain Date (if any): n/a

Set-Up Start Time: 10:30AM

Take-Down Start Time and End Times: 5:30PM

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

RECEIVED

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

MAR 21 2017

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

Robert Evert

Date

03/20/2017

March 10, 2017

Robert Event
University of Wisconsin Cycling Club
Madison, Wisconsin

Dear Robert:

University Research Park, Inc. grants permission to the University of Wisconsin Cycling Club for a bicycle race on April 22, 2017. I understand that the races require the closing of South Rosa Road, Charmany Drive and a portion of Research Park Boulevard on those days.

There are a few things we require from your group going forward.

Volunteer Guards: Please educate your volunteer guards to permit access to park buildings at safe times during the races. This is to be done in a timely manner and to wait no longer than a couple minutes for bikes to pass. It's important to our growing technology companies that they have 24/7 access to their facilities. Most folks working in the park have been around the races and know how to drive cautiously.

Parking: All cars are to be parked at the following location parking lots: 505 S. Rosa Road/510 Charmany Drive or 500-504 S. Rosa Road. There is to be no parking on boulevards, sidewalks or other lots in the park. Please do not block driveways for employees will need to enter and exit their lots at all times.

Restrooms: There needs to be an ample number of portable restrooms for attendees to use during the day and evening trials. They should be clearly marked and easily be found.

We would also appreciate a copy of the insurance certificate with University Research Park and the University of Wisconsin System, Board of Regents named as additional insured. As we recall, the insurance is through the national cycling association.

Sincerely,



Paul Muench
Associate Director
University Research Park

510 Charmany Drive
Suite 250
Madison, WI 53719

P. 608.441.8000
F. 608.441.8010

universityresearchpark.org

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:

- 10:30am – Set up/Registration, Roads open
- 12:00 noon-12:30pm – First race. Collegiate Men Category D
- 12:45pm-1:15pm – Second Race. Collegiate Women Category B/C
- 1:30pm-2:10pm – Third Race. Collegiate Men Category C
- 2:25pm-3:10pm – Fourth Race. Collegiate Men Category B
- 3:25pm-4:10pm – Fifth Race. Collegiate Women Category A
- 4:25pm-5:25pm – Sixth Race. Collegiate Men Category A
- 5:25pm – Clean Up. Roads completely opened

Traffic, will be allowed on course during this event, but drivers should expect delays. This is outlined in the Letter of Permission from Research Park Management

STREET EVENT CLEANUP AND RECYCLING PLAN

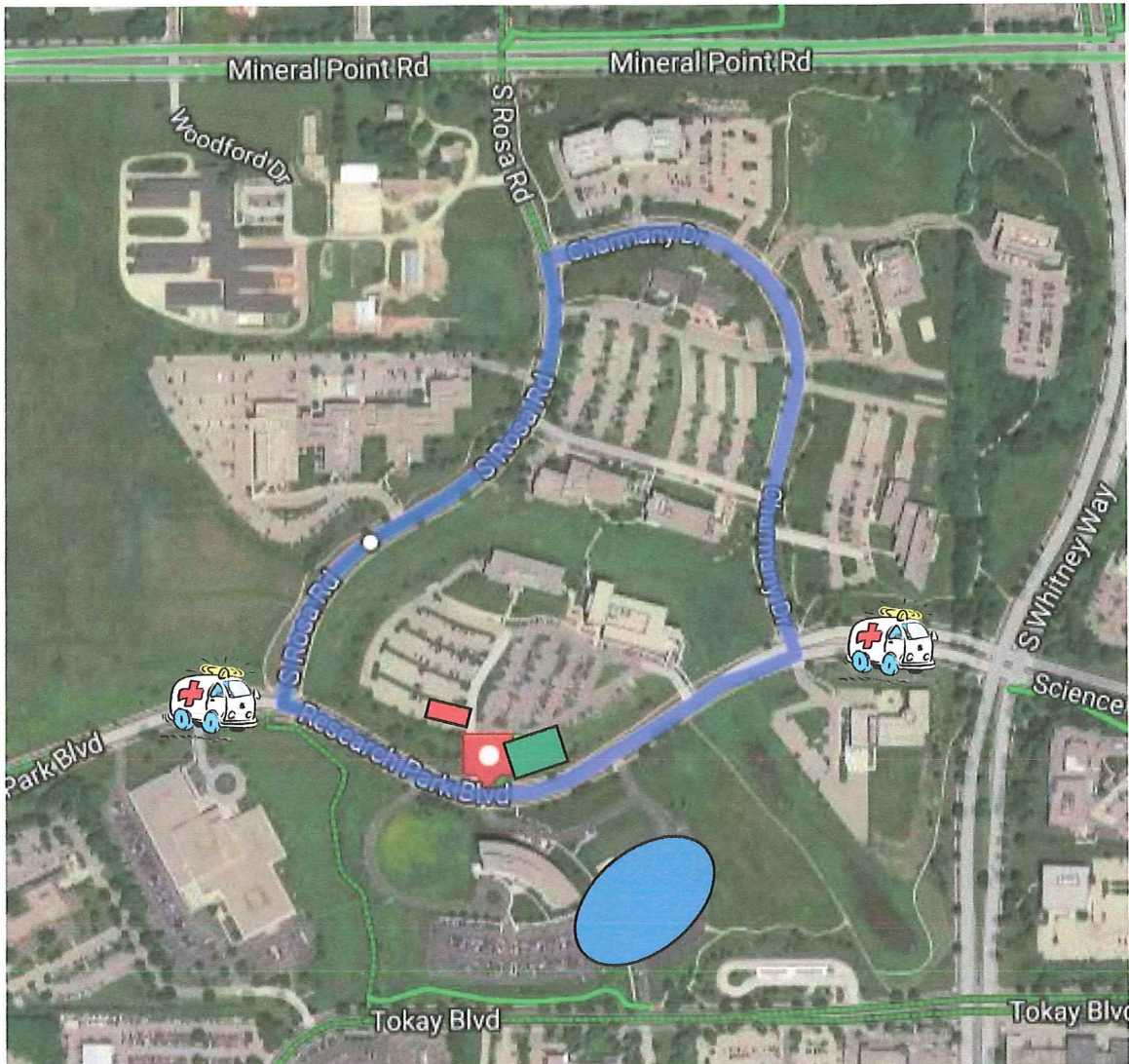
- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and cleanup.
- If City containers are not used, please provide the name and contact information 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 receptacles will be provided by Wisconsin Cycling and located in the following areas:

2 by registration
2 in the parking lot
2 by the porto-potties

We will have 2 designated volunteers responsible for changing the trash bags as needed (Collection). Volunteers will also remove the trash at the end of the events (Cleanup).



- | | |
|---|--------------------------|
|  | Portable Bathrooms |
|  | Registration Tent |
|  | Emergency Vehicle Access |
|  | Parking |

AGENCY CUSTOMER ID: **USACYCL-01****MRODRIGUEZ**LOC #: **1****ADDITIONAL REMARKS SCHEDULE**Page **1** of **1**

AGENCY Fairly Consulting Group, LLC		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

**Description of Operations/Locations/Vehicles:
(06/14) - Additional Insured - Designated Person or Organization.**

**Event Number: 2017-144
Event Name: MWCCC Conference Championships Hosted by Wisconsin Cycling
Event Location: Madison , WI
Event Date(s): 04/22/2017 - 04/23/2017**

ENDORSEMENT # 006

This endorsement, effective 12:01 AM 12/31/2016

Forms a part of policy no.: 015375404

Issued to: USA CYCLING, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

AS REQUIRED BY WRITTEN CONTRACT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

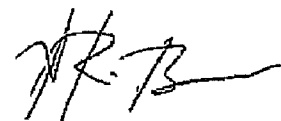
If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



Authorized Representative

POS SALES RECEIPT

Receipt # 502452
Payment Date: 03/21/17
Household: 49487

Madison Parks Divisi
210 MLK Jr. Blvd, Rm 104
Madison WI 53703
Phone: (608)266-4711
www.cityofmadison.com/parks

Robert Evert UW Cycling Club
333 East Campus Mall
Office 12
MADISON WI 53703
revert@wisc.edu

Cell Ph: (608)438-1961

POS Service Item Details: 50233 (STREET-USE APP FEE)

Service Item Type:	Miscellaneous	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Quantity:	1	100.00	100.00	100.00	100.00	0.00
Family Member:	Robert Evert UW Cycling Club					

Processed on 03/21/17 @ 12:18pm by pkmmj

Total New Fees 100.00
Discount Applied 0.00

Total Due 100.00

Total Fees Paid 100.00

Total Paid 100.00

Household Balance Information

Overall Household Credit Balance Available 0.00
Overall Household Balance Due 0.00

Payment of: 100.00 Made By: CHECK With Reference: 1413

MWCCC Conference Championships, 4/22/17