

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: JVNP "Run It Back" 5K

Event Organizer/Sponsor: The JVN Project

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

☐ Yes ☐ No

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

ES#: \_\_\_\_\_

**OPTIONAL: Federal Tax Exempt Number:**

Address: 2234 Luann Lane #110

City/State/Zip: Madison/WI/53713

Primary Contact: Tiffany Ike

Work Phone: N/A

Email: jvnp.development@gmail.com

Phone During Event: 832-762-9594

Website: http://www.thejvnproject.com

FAX: N/A

Secondary Contact: Robin Mwai

Work Phone: N/A

Email: jvnp.development@gmail.com

Phone During Event: 608-535-7163

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: The JVN Project

Estimated Attendance: 200

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☒ Yes ☐ No

Hours: 5:30pm to 7:30pm

## 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:

- Park St. From Langdon to Observatory
- Observatory Dr. from Park to Babcock
- Charter St. from Observatory to WDayton
- W Dayton St. from Charter to N Henry
- N Henry St. from W Dayton to Langdon
- Langdon St. from N Henry to N Park

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: 10/07/2017

Event Start and End Times: 6:00pm - 7:30pm

Rain Date (if any): N/A

Set-Up Start Time: 2:00pm

Take-Down Start Time and End Times: 7:00pm - 9:00pm

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?

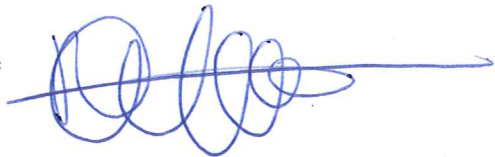
☐ Yes ☒ No

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

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Date

6/16/2017

**To Whom it May Concern:**

Re: 5k Event Notice 10/07/2017

The JVN Project's first annual "Run It Back 5K" will be taking place on October 7th, 2017 from 6:00pm-7:30pm. The JVN Project is a local non-profit organization that uses hip-hop as a tool of empowerment. To continue its work towards efforts of community involvement and empowerment, the 5k event will be centered around hip-hop music and the promotion of healthy living in the community.

With hip-hop as this event's theme, runners will race from the corner of Park Street and Langdon, through the Lakeshore area of campus, and back to the Memorial Union terrace with the direction of graffiti art signposts, while being motivated by DJ's that will be stationed throughout the course. (See attached map for specific course details.) Upon arriving at the Terrace, runners will be greeted by a featured artists performance as well as performances from the top 5 winners from our Run It Back talent search. In this competition, Madison-based artists will send in submissions of original work and the top 15 will be chosen be to a part of the 5k events playlist!

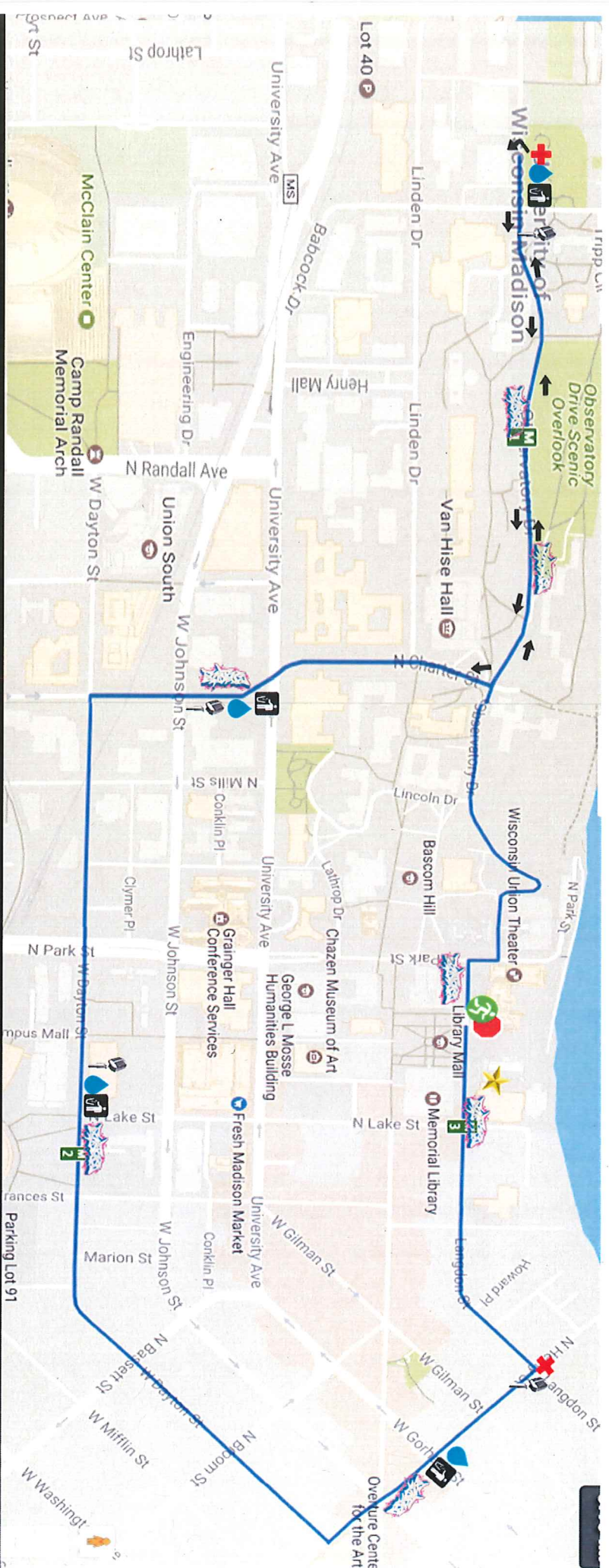
The entire JVNP staff is excited to be hosting this event, and we look forward to continuing to utilize hip-hop in the empowerment of not only youth, but the entire community. Enclosed you will find copies of our permit application documents that are being processed by the City of Madison. If you have any questions, comments, or concerns about the information provided or the event in general, please do not hesitate to ask. You can contact us at (813)-455-9969 or [thejvnproject@gmail.com](mailto:thejvnproject@gmail.com).

## STREET EVENT SCHEDULE


- The schedule begins when event setup starts, including set up 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:*

- **1:00pm** – begin street setup
  - o JVNP staff and volunteers arrive.
  - o Begin placing cones or necessary barricades in designated areas.
    - Park St. From Langdon to Observatory
    - Observatory Dr. from Park to Babcock
    - Charter St. from Observatory to WDayton
    - W Dayton St. from Charter to N Henry
    - N Henry St. from W Dayton to Langdon
    - Langdon St. from N Henry to N Park
  - o Trash Cans & Recycle bins are placed in necessary locations indicated on site map.
  - o Water & Aid stations are set up in designated areas indicated on site map.
  - o ½ mile markers are set up at designated locations indicated on site map.
- **4:00pm** – Set up to be completed
  - o Late registration and runner packet pick up opens.
- **5:00pm** – Posts and Setup
  - o Volunteers are at assigned posts
  - o Officers arrive are at designated posts
  - o EMS arrives
  - o Race DJ's arrive and begin setting up their equipment at designated posts
    - **5:30pm** – amplification begins (DJ's begin playing their music)
- **6:00pm** – Race begins at *Langdon st. and Park st.*
- **7:00pm** – Cleanup will begin starting at the start line and working our way through the course.
  - o Concert begins at the Memorial Union Terrace. Concert DJ has 30 minute set
- **7:30pm** - Performances by local artists and featured artist begin
  - o **7:30pm** – Race officially closes
  - o **7:30pm** – all Race DJ's close down their stations and begin cleaning up (amplification ends)
- **8:00pm**
- **9:00pm** – All cleanup completed
- **9:30pm** - Concert ends





## RUN IT BACK 5K COURSE MAP

 - graffiti 1/2 mile markers


 - first aid station

 - water station

 - trash & recycling bin

 - DJ Table

 - concert at Memorial Union Terrace

 - start of race

 - end of race

## **Street Clean Up and Recycling Plans**

4 large trash bins

3 volunteers per 4 "zones" (12 volunteers total).

### Schedule:

12 volunteers (3 per each location) will collect recycling and trash beginning at 7 p.m. until the task is complete.

### Recycling Bin and Trash Can Locations: (specific location detailed in course map)

1 - Park St. & Langdon St.

2 - Observatory Dr. & Babcock Dr.

3 - N. Henry St. & Gorham St.

4 - N. Lake St. & W. Dayton St.

Each "zone" will have one trash can and one recycling bin. There will be a minimum of 3 volunteers at each zone in charge of disposal.

Volunteers will collect recycling and trash beginning at 7 p.m. until the task is complete.

Waste will be disposed in a JVN Project vehicle to the Waste Management Service on Badger Road and recyclables will be dropped off at the Waste Management Recycling Center on Fish Hatchery Road.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Run It Back 5K" will be held October 7, 2017 at UW-Madison, Wisconsin.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Run It Back 5K" (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 PRIMARY CONTACT: Mackenzie Berry.

### 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 (Pending Confirmation)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Pending Confirmation)

### 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 Mackenzie Berry 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 Mackenzie Berry 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: Mackenzie Berry.
- 6. Parking for vendor and staff vehicles will be: Not applicable.
- 7. Parking for attendee vehicles will be: Not applicable.

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

Primary Contact	Mackenzie Berry	502-758-3028
Secondary Contact	Robin Mwai	608-535-7163
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



# STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. 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.

Do you have public amplification planned for your event?

☒ Yes ☐ No

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

## EVENT INFORMATION

Name of Event: JVNP "Run It Back" 5K

Contact Person: Tiffany Ike

Location: Downtown Madison, Wisconsin

Date: October 7, 2017

Type of Amplified Sound:

☐ Band ☒ DJ ☒ Sound System

☐ Speeches/Announcements

☐ Karaoke

☐ Other (please specify): \_\_\_\_\_

Hours of Amplification:

Date: October 7, 2017

Time: 5:30-7:30 p.m.