

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Run Wild

Event Organizer/Sponsor: Henry Vilas Zoo

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No

MANDATORY: State Sales Tax Exemption Number: ES#: 041279

OPTIONAL: Federal Tax Exempt Number: 39-6005684

Address: 702 S Randall Ave

City/State/Zip: Madison, WI 53715

Primary Contact: Kristin Moala Work Phone: 608-283-1651

Email: moala.kristin@henryvilaszoo.gov Phone During Event: 608-444-0727

Website: www.henryvilaszoo.gov FAX: _____

Secondary Contact: Jess Thompson Work Phone: 608-266-5922

Email: thompson.jess@henryvilaszoo.gov Phone During Event: 608-444-0727

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 1,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: _____ to _____

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: Course map attached

EVENT DATE(S)/SCHEDULE

Date(s) of Event: September 26, 2021 Event Start and End Times: 7am – 1pm

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

Take-Down Start Time and End Times: 12pm – 1pm

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 Kristin Moala Date 6/24/21

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:

Event Date(s): Sunday, 9/26/21

Set-up: 9/26/2021 6am

No Parking Signs: As directed by Parking Utility

Street CLOSURE: 6:30am

Event Start: 7am

Event End: noon

Take-down: 11am – 12pm

Street(s) OPEN: 11am

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. Scott Kleinfeldt, skleinfeldt@cityofmadison.com.

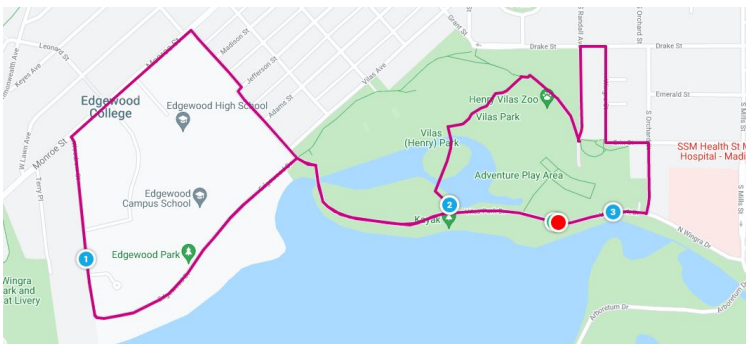
A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

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

Provide Detailed Event Site Map:

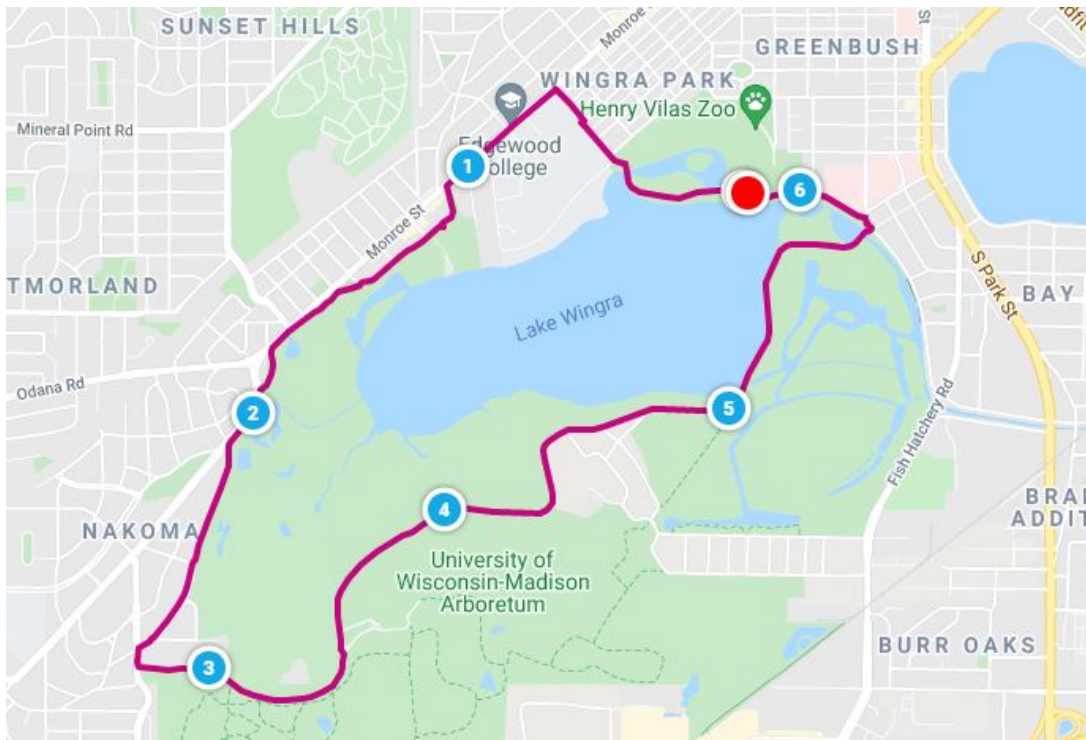
5K COURSE TURN BY TURNS:

- Start on Vilas Park Dr by the park pavilion Parking Lot (Road Closed)
- Straight on to Edgewood Ave (center cone) **No Park Southbound Lane**
- Left onto Edgewood Dr (whole path)
- Right onto Woodrow (whole road)
- Right onto Monroe St (**cone left lane 28" Heavy**) **No Parking Eastbound Lane**
- Right on Vilas Ave (Center cone)
- Left onto path after pavilion
- Right on Villas Park Dr (cone to right)
- Left on Randall (Right lane) Center Cone
- Right on to Drake (Split cone eastbound lane)
- Right on to Wingra St (southbound lane, Center Cone) **No Parking Right side**
- Take Left onto Erin (keep right) **No Parking Right side**
- Right onto Orchard Ave (keep right) **No Parking Right side**
- Right onto Vilas Park Drive (keep right) **No Parking both sides**
- Right into Zoo through Bridge Gate



10K COURSE TURN BY TURNS:

- Start at Zoo Bridge Gate across from Vilas Park Beach
- Run West Along Vilas Park Drive (whole road)
- Straight onto Edgewood Ave (Center Cone)
- Left onto Monroe St- no park and cone one traffic lane (cone to left side 28" Heavy)
- Left to enter Wingra Park on path – near Commonwealth intersection (cone turn)
- Straight on Arbor Dr (cone to left side)
- Left onto Monroe Path (cone turn)
- Turn Left continuing along path on Nakoma Rd
- Left onto Manitou Way (cone to left side)
- Left onto Seminole Hwy (cone bike lane to left)
- Left into Arboretum (cone left side of road running against traffic)
- Continue through Arboretum (keep Left on access road before building parking lot)
- Continue straight on Arboretum Rd (stay left)
- Left turn out of Arboretum onto N Wingra (Keep on path)
- Left onto Vilas Park Dr (Keep on Path)
- Slight right off path to Vilas Park Dr (whole road)
- Right onto bridge to Zoo/Finish





Special Event Application

Accessibility



ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the general public.
 - An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (must include opportunity for request of interpreters, multiple ways to access festival information)
 - Interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
 - At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event. Possible information to include:
 - Accessible parking locations
 - Accessible seating locations
 - Accessible restrooms
 - Available interpretation services
 - Available quiet areas
- Cluster portable toilets in groups of no more than 6, and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

Describe your event's accessibility plan. Include any accessibility setup in your site map.

The Zoo has accessible parking spots in both our north and south lots. We also have accessible restrooms on zoo grounds. The entire run/walk route meets the 36" wide requirements. We have two quiet zones within the zoo and staff has been trained on sensory inclusion by Kulture City. All run materials are available on-line and can be printed upon request.

For information and compliance contact Jason Glozier, Accessibility and Inclusion Specialist, at jglozier@cityofmadison.com or (608) 266-6511.

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:

The Zoo has 9 dumpsters and 7 recycling containers on grounds that are picked up twice a week by Pellitteri. Additionally we have 6 trash barrels in our north parking lot picked up by the City. We will utilize our on grounds trash receptacles for this event. No additional trash containers will be needed. We have a cleanup crew that includes two staff members and eight volunteers who will make sure water stations along the course are packed up and nothing is left behind.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Run Wild 2021" will be held September 26, 2021 at Henry Vilas Zoo, and surrounding streets.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Run Wild 2021" (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 Conservation Education Curator: Jess Thompson.

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 (City of Madison, 266-4420)
- 3. We ☐ will / ☒ will not have on-site Police or Security ()

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 Jess Thompson 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 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: Henry Vilas Zoo Duty Manager.
- 6. Parking for vendor and staff vehicles will be: Henry Vilas Zoo Parking Lots and surrounding street parking.
- 7. Parking for attendee vehicles will be: Henry Vilas Zoo Parking Lots and surrounding street parking).

V. CONTACT INFORMATION

Primary Contact	Jess Thompson	608-709-9215
Secondary Contact	Joseph Darcangelo	608-225-1294
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

☒ Yes ☐ No

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

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

We have a small social media budget for ads on Facebook and Instagram. We will also highlight this event on our website and on the Race Day Events website.

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

We occasionally have local media cover this event. Media vehicles would be asked to use our south parking lot.

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: Run Wild

Location: Henry Vilas Zoo

Public Contact Phone: 608-444-0727

Website: www.henryvilaszoo.gov

Admission Cost: Free to watch, participation fees range from \$20-\$40

Date of Event: 9/26/21

Beginning/End Time of Event: Set up at 6am, Race begins at 7am, event ends at noon, clean-up done by 1pm

Two sentence description of event (for internet calendar):

Join us at the Zoo on Sunday, September 26 for Run Wild, our first in-person event in over a year! Run or walk a 5k or 10k route and help us raise awareness about the importance of pollinators.