

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Trygve Chinander
Road Runners Club of America
2664 South Stoughton Rd
Madison, WI 53716
Email: Tryg@breesestevensfield.Com
Phone: (715) 497-6928

Contact During Event

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Madison, WI 53716
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Phone: (715) 497-6928

Event Information

Name of Event: Festival Foods Turkey Trot

Event Type: One Day

Estimated Attendance: 1000

Is this a new event:

Event Additional Information

Run/Walk: ☒

Music/Concert: ☐

Festival: ☐

Rally: ☒

Parade: ☐

Posting no parking signs or bagging meters? ☐

Other: ☐

If other, please describe:

Site Map

Each event application must include a detailed event site map with the following items applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

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

I understand I must attach site map and route map with this application, if applicable: ☐

Location Information

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

2920 North Sherman Ave, Madison, WI, 53704

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
11/25/2021	5:00am	10/25/2021	8:00am	11/25/2021	10:00am	11/25/2021	11:00am	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

No

Will beer/wine be served (Free of charge)?:

No

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

☐

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

☐

If the Temporary (Picnic/Beer) License is denied will the event occur?:

No

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

☐

Will food and/or merchandise be sold?(\$):

No

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

☐

Start Date	Start Time	End Date	End Time	Rain Date
11/25/2021	8:00am	11/25/2021	10:00am	

SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

☒

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

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

Do you want this included in the Madison Parks calendar of events?:

Event Website:

Notes:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

Indemnification

THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement: ☒

Signature

Signature: Trygve Chinander

Date: 11/12/2021

Warner Park Community Recreation Center

2 Mile Start

Tents

5 Mile Start

REGISTRATION
PACKET PICK-UP
AND PIE

WARNER PARK

Turkey Trot

-  PORTABLE RESTROOM
-  PATH OF ENTRY
-  PATH OF EXIT
-  LIFT
-  BARRICADE

Festival Foods Turkey Trot 11.25.21

2 mile route





EMERGENCY ACTION PLAN (EAP), continued

A. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller will have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
2. We will have on-site EMS, contracted through **Madison Fire Department**.
3. We will have on-site Police. Contact is

Captain Daniel Perez
City of Madison Police Department
North District Captain
Madison, WI 53073
608-243-5258 - Office
DPerez@cityofmadison.com

B. Severe Weather

1. ADVANCE NOTIFICATION OF INCLEMENT WEATHER PLANS

All volunteers, staff members, participants and public safety personnel should be aware that **rain, snow, extreme cold or other non-life threatening weather situations WILL NOT result in the cancellation or even the delay of the race.** Only lightning, tornadoes or freezing rain could result in a DELAY of the race. If threatening weather conditions exist on race morning, volunteers, participants, staff, and public safety personnel will be directed to tune in to the local FM radio station partner.

2. IN THE EVENT OF INCLEMENT WEATHER

- a) Volunteers, staff and public safety personnel must report inclement weather conditions to the race director before reacting to the situation.
- b) The local race director should contact the local office of the National Weather Service (NWS) for advice on current conditions in their area.
- c) After receiving a reliable report on current conditions, the race director should contact Executive Director Sean Ryan to decide on the immediate response.
- d) The race director will provide the announcement of a delay or cancellation to the person making the announcements over the host venue's public address system. Participants and volunteers should be instructed over the PA system and local radio to "Please remain in or return to your vehicle. If you do not have a vehicle close by, you may seek shelter inside the Festival Foods grocery store across the street."
- e) Executive Director Ryan will notify Public Relations Director Brian Stenzel of the delay or cancellation. Stenzel will then contact the appropriate personnel for communication through the radio stations.

EMERGENCY ACTION PLAN (EAP), continued

3. MAXIMUM DELAYS AND CANCELLATIONS

For public safety and road closure reasons, the maximum delay time shall be 30 minutes. If, after 30 minutes, the delay-causing weather system does not subside, it shall be announced that the race is cancelled. In the event of the race being cancelled, the following announcement should go out over the public-address system: **“The race is cancelled. Participants may pick up their t-shirts and pies. More information will be emailed out after Thanksgiving Day.”** In the event of a cancellation, only Festival Foods Public Relations Director Brian Stenzel should respond to questions from the media.

C. 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. There will be no cooking at this event.
4. Fire Inspectors will be scheduled to perform an inspection of the tent used for this event.
5. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller will have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

D. 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 schedule on-site Emergency Medical Services at this event. This shall consist of one ambulance and two paramedics positioned at approximately the halfway (2.5 mile) point of the 5 mile run and two paramedics at the finish area.
3. Should an incident occur that requires Emergency Medical Services to be called to the event, 911 will be utilized to request this resource. The caller will have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Law Enforcement

1. The need for constant Law Enforcement presence at this event HAS been identified.
2. Should an incident occur that requires police to be called to the event, 911 will be utilized to request this resource. The caller will have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

EMERGENCY ACTION PLAN (EAP), continued

F. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes will be kept open.
3. A 14' minimum height clearance for anything that goes over the street will be met.
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: Big Top Events LLC
6. Parking for vendor and staff vehicles will be in the parking ramp across the street.
7. Parking for attendee vehicles will include permitted street parking and ramp parking designated for events held at Breese Stevens Field. Clear communication of the parking options will be email to all participants prior to event day.

I. CONTACT INFORMATION

Primary Contact	Tryg Chinander	(715) 497-6928
Secondary Contact	CJ Wermely	(608) 509-3367
Local Event Manager	Trygve Chinander	(715) 497-6928
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345