



Subject: Susan G. Komen 3-Day® Walks

The purpose of this letter is to introduce Event 360, Inc. to you. Event 360 has been contracted by Susan G. Komen® for the past 18 years to provide event production services for the Susan G. Komen 3-Day® event, which is a series of charitable fundraising walks that is held in communities like yours throughout the United States.

The Komen 3-Day raises funds for breast cancer programs and national research, all to help further Komen's vision of a world without breast cancer. The thousands of participants in the 3-Day event walk 60 miles over the course of three days, each raising \$2,300 or more to help in the fight against breast cancer. The funds raised have helped Komen to invest more than \$1 billion in breakthrough research and more than \$2.3 billion to support people and communities most at risk through programs to provide access to screening, treatment assistance, patient navigation and education.

Since its inception in 1982, Komen has funded more breast cancer research than any other non-profit organization. However, there is still work to be done. Breast cancer continues to be the leading cause of cancer deaths in women around the world. Every minute, somewhere in the world, a woman dies from breast cancer – that's more than 1,400 women every day. For further information about Komen, breast health or breast cancer, please visit komen.org or call 1 877 GO KOMEN. For more information about the 3-Day, please visit The3Day.org.

I am asking on behalf of Komen for your support as Event 360 works to develop a walking route in your community for the 3-Day. Komen and Event 360 are committed to operating a safe and successful event that will reflect positively on your community while raising funds for this worthy cause.

If you would like further information or have questions, please contact Komen's 3-Day Director, Andi Hughes 972-349-0915 or ahughes@komen.org

Thank you for your support and cooperation.

A handwritten signature in black ink, appearing to read 'Andi Hughes'.

Andi Hughes

National Director, Susan G. Komen 3-Day Series

Special Event Permit Application

Please Check One:

Large High Impact Event Estimated Attendance of 500 or more

Small Low Impact Event Estimated Attendance Less than 500

Activity / Event Name: 2023 Susan G. Komen New England 3-Day

Event Summary in a few sentences:

The Susan G. Komen 3-Day[®] is a 60-mile walk for people who are ready to go the distance to end breast cancer. Since 2003, we've raised more than \$875 million --which Komen has used to save lives and make huge strides in breast cancer research.

Location Requested: 1. Walking route through Newton Route Map: ATTACHMENT A
2. Lunch - Newton City Hall Grounds Site Map: ATTACHMENT B

Organization/Applicant: The Susan G. Komen Breast Cancer Foundation, Inc. Inc. d/b/a Susan G. Komen

Contact: Meredith Parker Title (if applicable) Event Production Manager for Event 360, Inc.

c/o Event 360, Inc. - 55 E. Jackson Blvd., Suite 1030 City Chicago State: IL Zip 60604

Day Phone # [REDACTED] Other Phone # N/A

Email: [REDACTED]

On-Site Supervisor during event: Same as Above Contact # Same as Above

Activity/Event Information

Complete all data as required for event of any size:

Activity/Event 2023 Susan G. Komen Breast Cancer 3-Day

Run/Walk Rally Parade Wedding Ceremony/Photos

Fair/Carnival/Festival Concert Picnic Other (specify):

Activity/Event Date(s): Friday, 8/18/23 Estimated Attendance (per day): 600

- 1. Walking route through Newton
9:15 a.m. - 2:00 p.m.
- 2. Lunch - Newton City Hall Grounds
Set Up Time: 7:45 a.m. - 10:15 a.m.
Event Time: 10:15 a.m. - 12:45 p.m.
Clean-Up Time: 12:45 p.m. - 3:15 p.m.

Please attach additional sheets as necessary, including plans, drawings, maps of area etc.

Application Checklist and Schedule of Department Fees (when applicable)

The following information is required for initial submission of the Special Event Permit application
Applications will not be accepted without this information

- Complete and sign application
- Submit SPECIAL EVENT PERMIT to parks@newtonma.gov
- Submit non-refundable Permit Fee to Dept. This can be mailed, delivered in person, or by credit card payment.
- Detailed site plan (when requested by PRC staff), plan changes require approval
- Ability to secure a Certificate of Insurance (COI required prior to permit issuance)

Yes	No	Fee Schedule	Rate	Staff Required	Hours	Total due
✓		Application Fee	\$50 non-refundable	No	N/A	
		Trash fee *	\$75.00/per hour/ staff/4-hour min	Yes		
		Trash Fee: ** Receptacle drop-off & Pick-up only Mon-Fri	No fee	No	N/A	
		Staff bathroom attendant***	\$30.00/hour			
		Use of Electrical outlet	\$15.00/day			
		Field Lighting ****	\$35.00/hour			
		Field/Court Fees	TBD			

Checks payable to: City of Newton

*Trash Fee includes:

- Checking and picking up the entire area before the event.
- Setting up as many trash and recycling receptacles as needed.
- Maintaining receptacles throughout the event.
- Breaking down the trash and recycling receptacles after the event.
- Picking up any trash and litter around the entire area after the event and removing and disposing of all the trash and recycling

** Trash Fee: Receptacle drop-off & pick-up only (PRC)

- Drop off/pick up of temporary trash receptacles Mon-Fri during business hours

*** Staff /facility use:

- Use of Recreation building/restroom.
- Staff must be on site when building is in use.
- Restroom supplies.

**** Field Lighting

- Use of fields after dusk.
- Use of electrical outlet

Use of athletic fields, tennis, pickleball or basketball courts: Some athletic fields/courts may not be available during certain times of the year, depending on leagues/sports group schedules

ACTIVITY/EVENT FEATURES

Please indicate whether the following items pertain to your event:

YES	NO		Required
✓		1	Amplified Sound Start/ End time: <u>10:15 a.m. - 12:45 p.m.</u> Noise Ordinance waiver may be required
	✓	2	Amusements, requires state inspection and addl. COI
	✓	3	Booths, exhibits, displays and/or enclosures, art feature
	✓	4	Canopy or tent, Permit required if over 10'x10'
✓		5	Will there be entertainment <small>Ambient music played on bluetooth speaker</small>
	✓	6	Is this a ticketed event? Requires an entertainment license from the Health/License Office
	✓	7	Raffles- Requires a permit from the City Clerk's Office
	✓	8	Fencing/barriers/barricades
	✓	9	Food Concessions and /or food preparation area
	✓	10	Inflatable devices – See details below
	✓	11	Is field lighting required
	✓	12	Is access to electricity required
✓		13	Portable toilets, one accessible toilet must be included <small>14 Reg 1 ADA / 8 Sinks</small>
✓		14	Public Safety Plan: Security, Police, Fire, EMT <small>Police Support if needed</small>
	✓	15	Scaffolding, bleachers, platform, grandstand, or related structure, Permit required
	✓	16	Trash barrels and removal required
	✓	17	Will alcohol be sold? Permit required
	✓	18	Will propane be used? Permit required
✓		19	Will the event be advertised? If so, where, and how? <small>The3Day.org</small>
✓		20	Will you set up tables/chairs? If so, how many? <small>Approx. (4) Tables and (16) Chairs</small>
	✓	21	Meet with PRC Ground Maintenance on layout and logistics
	✓	22	Parking plan: DPW, PRC
	✓	23	Animal exhibits or attractions
	✓	24	Athletic Fields/Court use, additional fees may apply
	✓	25	Filming/Photography- Permit is required

Agreement of Applicant

The information that I have provided in this application is correct and complete to the best of my knowledge. By signing this application for a special event permit, I/the applicant agree(s) to comply with the Newton Parks, Recreation & Culture Department's Special Event Permit as well as any additional rules, regulations, or requirements which may be included in this application as the same may pertain to the special event. I/the applicant further agree(s) to make good or pay for the full amount of any damage, loss or injury to property owned or controlled by the City of Newton which I/the applicant may cause, in whole or in part, either by act or omission, regardless of negligence, during the special event, including preparation for the special event and clean-up following the special event as determined by Newton Parks, Recreation & Culture Department. The permit if granted is not transferable and is revocable at any time at the absolute discretion of the Parks, Recreation & Culture Commissioner. Unless given special permission in writing by the Commissioner of Parks Recreation & Culture stating otherwise, all programs and facilities of the Newton Parks, Recreation & Culture Department are open to all residents.

The applicant and the "City" may require a pre- and/or post-event site tour; this will allow proper evaluation of damages caused during the special event such as ruts from trucks, burned grass, damaged grass/turf, compacted areas, spills of fluids from rides, damage to irrigation systems, etc. A report will be issued by PRC to determine the Special Event permit holder's obligation to pay (including the cost amount) to repair damage. The Department's assessment is final.

Insurance Requirements

Applicant hereby agrees that Applicant shall defend, pay, indemnify and hold harmless the City, its officers and employees, from all suits, actions, claims, demands, damages or losses, expenses and/or costs of every kind and description (including but not limited to reasonable attorneys' fees) to which the City may be subjected to by reason of damages or injuries sustained by any person, and/or damage to property, which in any way resulting from, in connection with, or growing out of the activities undertaken pursuant to this permit.

Insurance – Applicant shall carry general liability coverage, with liability limits no less than one million general aggregate, on an occurrence form covering bodily injury (including death); broad form property damage including injury to, or destruction of, tangible property, including loss of use therefrom; personal injury; products and completed operations coverage; contractual liability; and independent contractor's coverage all on a primary and non-contributory basis. There shall be no abuse and/or molestation exclusion on the insurance policy. Applicant agrees that it will include the City of Newton as an additional insured on the aforesaid general liability insurance policy.

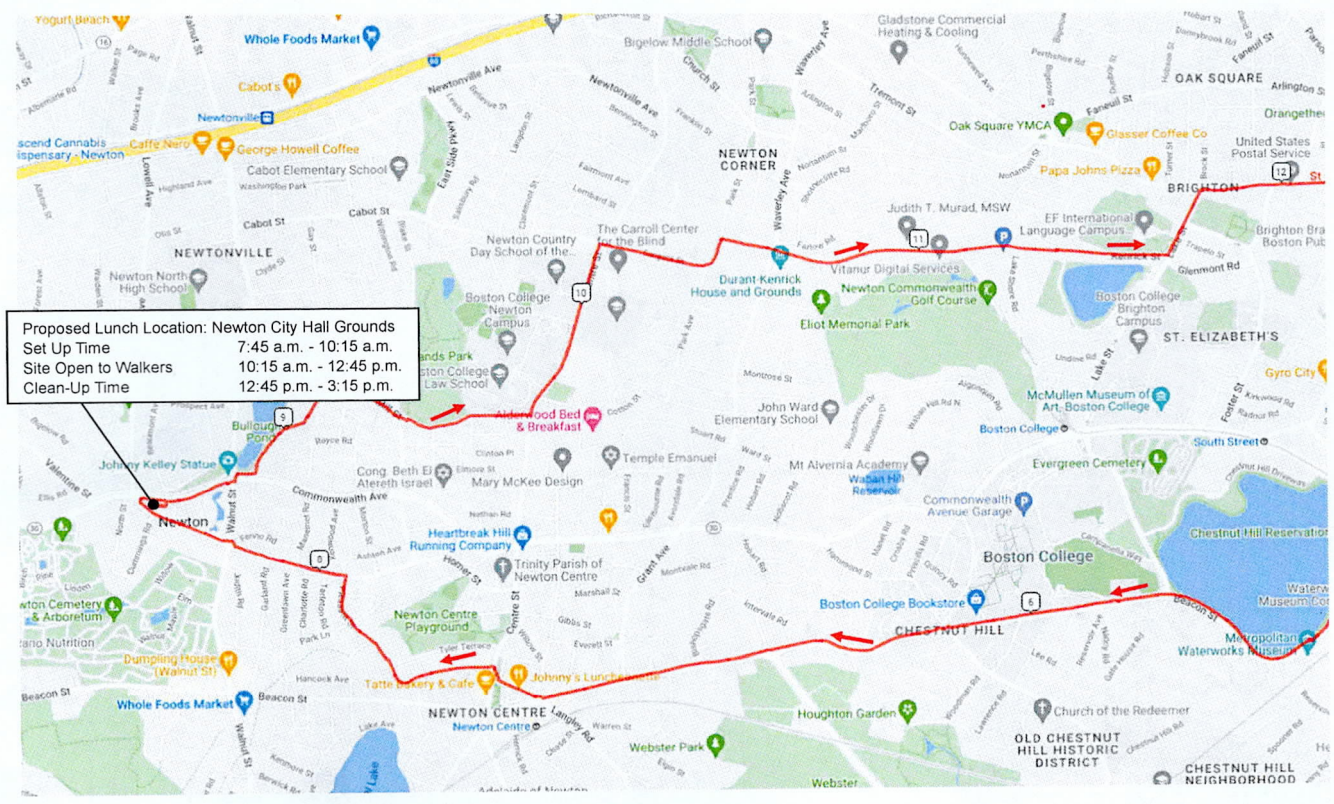
Signature of applicant: Jennifer Hagan

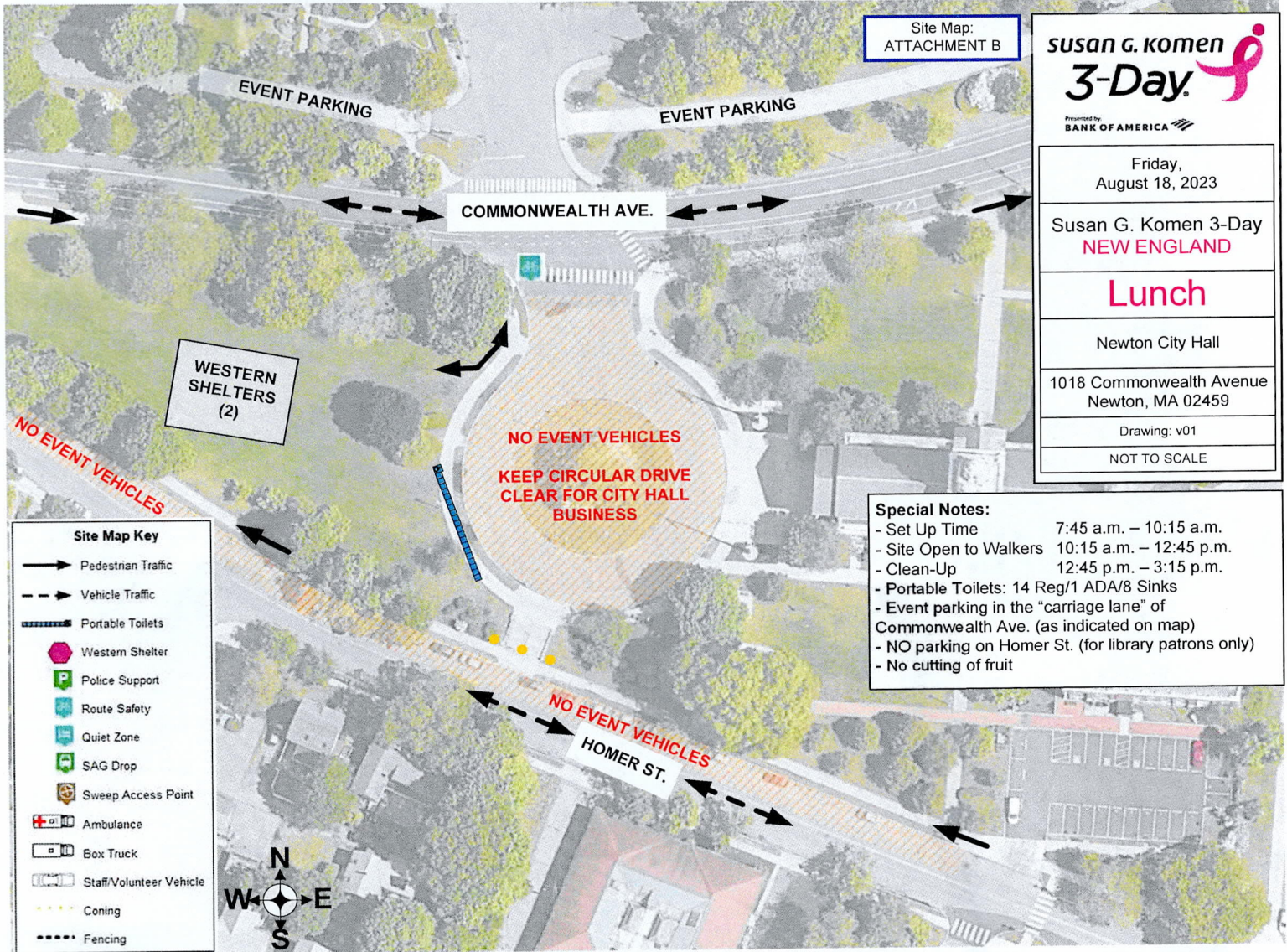
Name (print): Jennifer Hagan

Date: 4/18/2023

Route Map:
ATTACHMENT A

2023 Susan G. Komen New England 3-Day
Newton Proposed Route Map: Day 1, Friday, 8/18/23





Site Map:
ATTACHMENT B



Friday, August 18, 2023
Susan G. Komen 3-Day NEW ENGLAND
Lunch
Newton City Hall
1018 Commonwealth Avenue Newton, MA 02459
Drawing: v01
NOT TO SCALE

Special Notes:

- Set Up Time	7:45 a.m. – 10:15 a.m.
- Site Open to Walkers	10:15 a.m. – 12:45 p.m.
- Clean-Up	12:45 p.m. – 3:15 p.m.
- Portable Toilets:	14 Reg/1 ADA/8 Sinks
- Event parking in the "carriage lane" of Commonwealth Ave.	(as indicated on map)
- NO parking on Homer St.	(for library patrons only)
- No cutting of fruit	

- Site Map Key**
- Pedestrian Traffic
 - Vehicle Traffic
 - Portable Toilets
 - Western Shelter
 - Police Support
 - Route Safety
 - Quiet Zone
 - SAG Drop
 - Sweep Access Point
 - Ambulance
 - Box Truck
 - Staff/Volunteer Vehicle
 - Coning
 - Fencing



LUNCH STOP DESCRIPTION

The lunch stop is a primary support area for Susan G. Komen 3-Day® participants and is set up mid-way along the day's route. It is operated by event volunteers and staff and is designed to give the walkers a place to rest, rehydrate, refuel and take care of basic first aid needs.

There will be two 15-foot diameter free-standing (non-staked) tents, which will serve water, sports drink and pre-made boxed lunches, and host a volunteer medical team. There will also be a refrigerated 16-foot truck, which stores the boxed lunches until they are served.

Portable toilets and handwashing stations are also part of the lunch stop and are typically delivered the evening before and picked up the evening after. Supplies, water, snacks and ice are dropped off the morning of the event and removed when the site is officially closed.

Vehicles ranging from passenger cars, minivans and two 15-foot box trucks will need access to the site and will require parking. Approximately five to ten 12-person passenger van shuttles will need a designated area for the loading and unloading of participants.



2023 Susan G. Komen 3-Day Medical Plan

The medical plan for the 3-Day event considers the needs of participants both along the route and at the hotel campsite each night. The medical care provided can range from very minor first aid to IV hydration for the treatment of dehydration.

The entire medical crew team is overseen by the 3-Day's Medical Manager who travels and staffs all (4) events in the series. The medical crew team consists of MD's (one who serves as the medical director of the event), RN's (one who serves as the team captain of the event), LVN's, and EMT's (both basic and paramedic); the overall mix will depend upon the people who volunteer for the team. All medical care providers will be BLS certified and familiar with local 911 access. Medical crew will be available at each of the four (4) pit stops and the lunch stop along the route during the day, as well as at the hotel campsite at night. The medical team will have cell phones with which they can communicate.

Local EMS agency ambulances will be contracted to sweep the route during the day. The amount and types of ambulances available (BLS or ALS) will depend upon what the contracted, local agency is able to provide. These units, or backup units, will provide patient transport to local hospitals as needed.

Medical crew will be on call both Friday and Saturday nights at the hotel campsite. In the event of a life-threatening emergency, 911 will be contacted. The Support Services crew team will be utilized to transport non-emergency injured participants to/from the hospital or back to the hotel campsite.

The route medical team members will be in place and set up at their assigned pit or lunch stop before the route opens for walkers. As walkers arrive at a pit stop, medical care will be provided as needed. As walkers progress along the route, pit stops are closed, and the route medical team either leapfrogs ahead to support another pit stop or returns to the hotel campsite.

While walkers are on the route, the hotel campsite medical team and ancillary care providers will set up their areas so that they will be available to provide care as walkers arrive back at the hotel. Hotel campsite medical care will be provided from 1:00 pm until approximately 9:00 pm.

Based on past events, the types and quantities of medical supplies needed for each event have been predetermined and there is a comprehensive medical supply manifest. Each medical care area will have its own set of medical supplies as determined by the manifest. The route and hotel campsite medical supplies will be restocked daily.

An automatic external defibrillator (AED) is available at the lunch stop and at the hotel campsite. All medical team members whose BLS certification includes AED training will have use of this device.