

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Orton Park Festival
Event Organizer/Sponsor: Marquette Neighborhood Association
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number:

ES#: 060913

OPTIONAL: Federal Tax Exempt Number:

70-1926852

Address: PO Box 8474

City/State/Zip: Madison WI 53708

Primary Contact: Katherine Davey Work Phone: 608-770-9066

Email: k.davey608@gmail.com Phone During Event: Same

Website: marquette-neighborhood.org FAX: —

Secondary Contact: Jordy Loeb Work Phone: 608-220-2386

Email: Jordy.Loeb@gmail.com Phone During Event: Same

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, Name of charity to receive donations: Marquette Neighborhood Assn.

Estimated Attendance: 1500 daily (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 8/25-5:45pm to 9pm

8/26-4:45pm to 10pm

EVENT CATEGORY 8/27-11:15am to 10pm

8/28-9am to 8pm

☐ 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: 1100 Spaight & Rydledge

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 8/25-8/28

Rain Date (if any): —

Event Start and End Times: 5-9pm the 25th
5-10pm the 26th
4:30-10pm the 27th
9-8pm the 28th

Set-Up Start Time: 8am-5pm

Take-Down Start Time and End Times: 8-9pm 8/28, 8-12 8/29
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

td 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 Katherine Davey

Date 8/2/22

Orton Park Festival – SU schedule

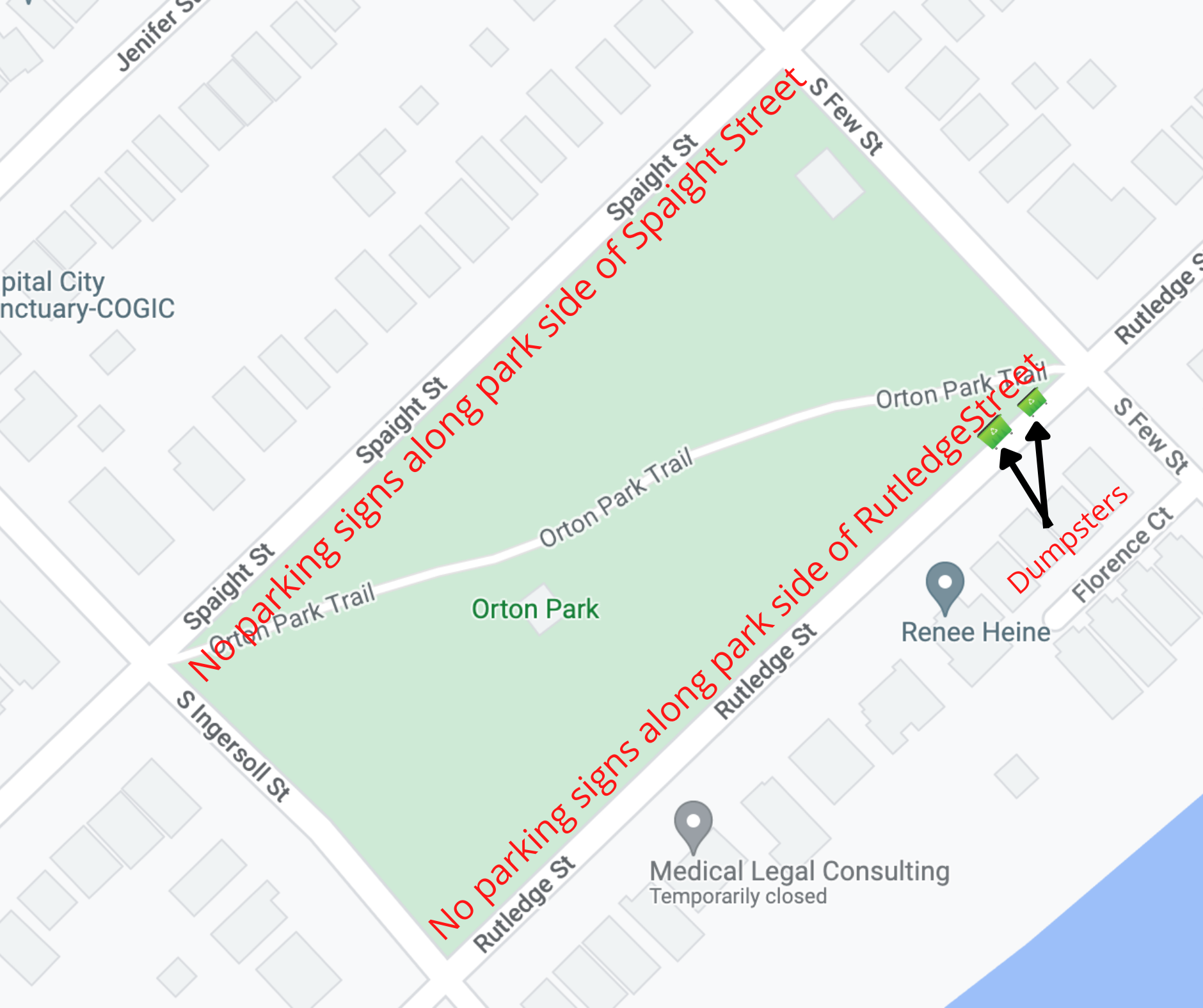
- No Parking on 1100 Rutledge (park side) from Thursday, 8/25 – Sunday, 8/28
- No Parking on 1100 Spaight (park side) from Thursday, 8/25 – Sunday, 8/28

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:

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY IN THE PARK (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
Tuesday, Aug. 23	Set-up begins. Cycropia sets up a few items for Thursday night performance. Parking signs go up.
Wed. Aug. 24	Cycropia practice 6-10 pm. Boom box used for sound.
Thursday, Aug. 25	Set-up continues 9 am-4 pm. Portapotties arrive, vendors set up. 5-9 pm event hours, with 7:30 pm Cycropia performance. No parking all day Rutledge (park side only).
Friday, Aug. 26	Large stage, and tables and chairs arrive in the morning, addition music to the second day. Event continues from 5-10 pm. No parking all day Rutledge (park side only). Limited cleanup.
Saturday, Aug. 27	Festival runs 11:30am- 10pm. Limited cleanup.
Sunday, Aug. 28	Final day, with the festival running from 9am (Jazz Brunch) to 8pm. Tear-down from 8-10 pm on Sunday: stage comes down, vendors pack up and leave, tables and chairs come down.
Monday, Aug. 29	Last cleanup: ensure park is spotless, bike racks gone.



Capital City
Sanctuary-COGIC

No parking signs along park side of Spaight Street

No parking signs along park side of Rutledge Street

Dumpsters

Orton Park

Orton Park Trail

Orton Park Trail

Renee Heine

Medical Legal Consulting
Temporarily closed

Jenifer St

S Ingersoll St

Spaight St

Spaight St

Spaight St

S Few St

Rutledge St

Rutledge St

Rutledge St

S Few St

Florence Ct