

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Monroe Street Festival

Event Organizer/Sponsor: Monroe Street Merchants Association

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: \_\_\_\_\_

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: c/o Orange Tree Imports, 1721 Monroe Street

City/State/Zip: Madison, WI 53711

Primary Contact: Carol "Orange" Schroeder Work Phone: 608-255-8211

Email: monroestreet@mac.com Phone During Event: 608-255-8211

Website: www.monroestreetmadison.com FAX: 608-255-8404

Secondary Contact: Megan Hile Work Phone: 608-286-1154

Email: megan@madisonchocolate.com Phone During Event: same

Annual Event? x ☐ Yes ☐ No

Charitable Event? ☐ Yes x ☐ No

If Yes, Name of charity to receive donations: \_\_\_\_\_

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

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

Hours: 12 to 5

## EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert x ☐ 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: 1500-3500 blocks of Monroe Street

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: September 25, 2021 Event Start and End Times: 10:00-5:00

Rain Date (if any): \_\_\_\_\_ Set-Up Start Time: 8:00 am

Take-Down Start Time and End Times: 6:00 pm

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 x ☐ No

If class B license is denied, will the event(s) occur? ☐ Yes x ☐ 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 Carol L. Schroeder 

Date 8/10/21 \_\_\_\_\_

## **Monroe Street Festival 2021 Street Use Map**

### **Parking Lanes:**

South side of 1700-1900 Blocks

North side of 2600 Block

West side meters of block of Harrison Street north of Monroe Street

### **Street closure:**

One block of Harrison Street south of Monroe Street