

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: DESIGN WISCONSIN
Event Organizer/Sponsor: UW STOUT SCHOOL OF ART & DESIGN, INDUSTRIAL DESIGN
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No
MANDATORY: State Sales Tax Exemption Number: ES#: 39-1805963
OPTIONAL: Federal Tax Exempt Number: _____
Address: 415 13th AVENUE EAST
City/State/Zip: MENOMONIE, WI 54751
Primary Contact: DAVID RICHTER-O'CONNOR Work Phone: 715-232-2507
Email: richter-oconnor@uwstout.edu Phone During Event: 920-980-2841
Website: _____ FAX: _____
Secondary Contact: _____ Work Phone: _____
Email: _____ Phone During Event: _____
Annual Event? ☐ Yes ☒ No
Charitable Event? ☐ Yes ☒ No
If Yes, Name of charity to receive donations: _____
Estimated Attendance: APPROX 100 (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: RECEPTION/OPEN HOUSE

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: BROADWAY STREET BETWEEN EAST WASHINGTON AVE AND
LOADING DOCK OF LYRIC OFFICE BUILDING

EVENT DATE(S)/SCHEDULE

Date(s) of Event: FRI AUG 13 / SAT AUG 14, 2021 Event Start and End Times: FRI 13th NOON / SAT 5:30 PM
Rain Date (if any): _____ Set-Up Start Time: FRI (13th) NOON 5:00 PM
Take-Down Start Time and End Times: SAT (14th) 5:00 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?
If class B license is denied, will the event(s) occur?

☐ Yes ☒ No
☒ Yes ☐ No

Not 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

David Richter-O'Connor

Date

6-2-2021

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 BEGINS FRIDAY AUGUST 13, 2021 AT 12:00 NOON.

SET UP OCCURS IN LYRIC BUILDING AND ON BREARLEY STREET

EVENT RUNS THROUGH FRIDAY EVENING INTO SATURDAY AUG 14, 2021

SATURDAY OPEN HOUSE RUNS FROM 10AM UNTIL 5:00PM.

CLEAN UP HAPPENS AFTER 5:00 PM ON SATURDAY AUG 14 2021

STREET REOPENS AT 5:00PM ON SATURDAY AUG 14, 2021

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.

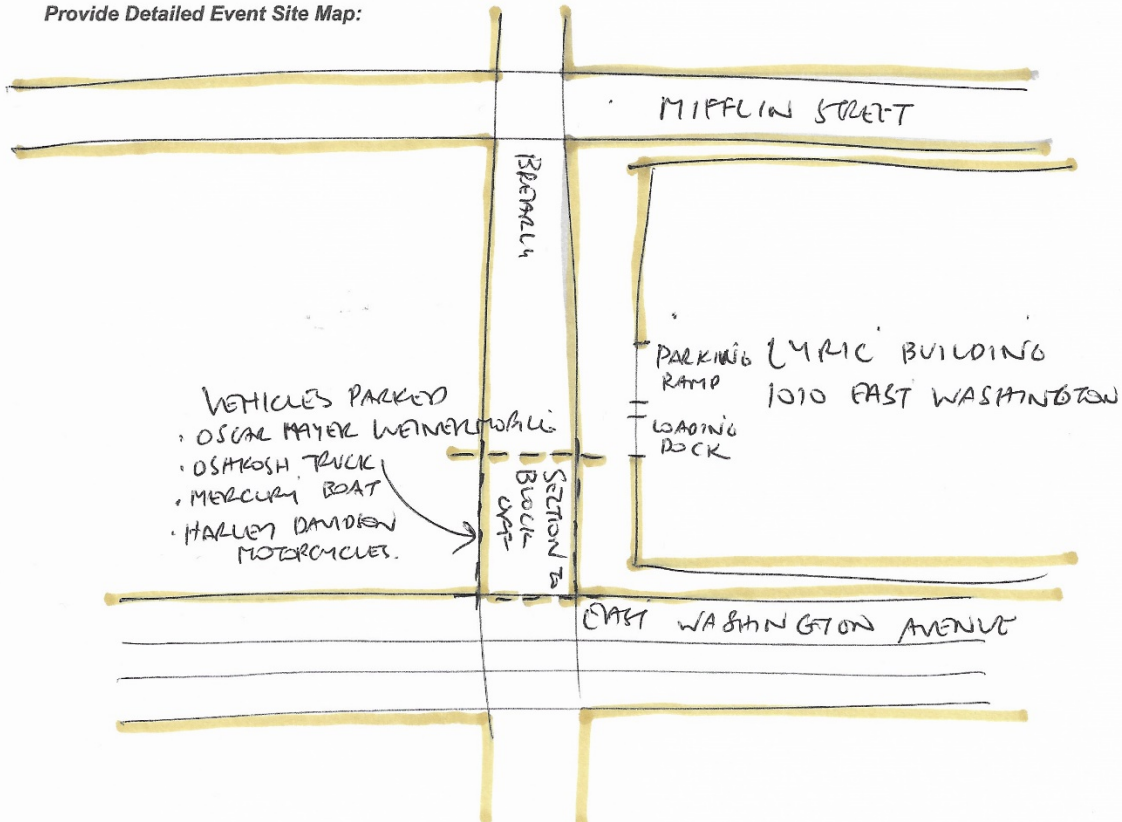
EVENTS INCLUDING A RUN, WALK OR PARADE

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. Trevor Knight, tknight@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:



STREET EVENT CLEAN-UP 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 clean-up.
- 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 clean-up by City crews will be charged the full cost of clean-up.
- If you need assistance with your clean-up and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

Provide Detailed Trash/Recycling/Clean-Up Plans:

TRASH AND RECYCLING CONTAINERS WILL BE POSITIONED ON THE STREET AND AT THE ENTRANCE TO THE LYRIC BUILDING AT 1010 E. WASHINGTON.

THE LYRIC BUILDING AND HOST TENNANT "DELVE DESIGN" WILL DISPOSE OF TRASH AND PROCESS RECYCLED MATERIALS.