

## STREET USE PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: Food Cart Food Court  
Event Organizer/Sponsor: Economic Development Division - Office of Business Resources  
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No  
MANDATORY: State Sales Tax Exemption Number: \_\_\_\_\_ ES#: \_\_\_\_\_  
OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_  
Address: 30 West. Mifflin St. Suite 502  
City/State/Zip: Madison, WI 53703  
Primary Contact: Meghan Blake-Horst Work Phone: 608-261-9171  
Email: mblake-horst@cityofmadison.com Phone During Event: 608-347-0267  
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: \_\_\_\_\_ (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: Food Court for food carts

### 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: 10 block of E. Mifflin St.

### EVENT DATE(S)/SCHEDULE

Saturday's 4/15/17 → 7/29/17  
Date(s) of Event: \_\_\_\_\_  
Rain Date (if any): N/A

Event Start and End Times: 6a-3p 7a-2p  
Set-Up Start Time: 6a  
Take-Down Start Time and End Times: 3p  
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

mbh 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

Date 3/20/17

**Food Cart Food Court Action Plan**  
**Meghan Blake-Horst, Street Vending Coordinator**  
**Economic Development Division – Office of Business Resources**

**DRAFT Timeline A:**

7a	set-up/close street
7:30a- 8a	carts arrive/load in
8:30a-1:30p	food court open
1:30p-2	load-out
2:45p	street Open

OR

**DRAFT Timeline B:**

7a	set-up/close street
7:30a- 8a	carts arrive/load in
8:30a-1:30p	food court open
2-2:30p	load-out
2:45p	street Open

**Clean-up procedures:**

Food cart vendors are responsible for removing all of their garbage and recycling. They may not use the City or Dane County Farmer's Market trash cans or dumpsters.

Barricades will be delivered by Mall Crew Friday night or Sat. morning. They will be set up by Street Vending Staff or volunteers. Barricades will be monitored by street vending staff, food carts, and volunteers.

**Map (see attached maps):**

We will plan on closing the street after the Farmer's Market (FM) vendors are loaded in. The food carts will load in on the street and have their service windows facing the outer square. There will be the parking lane for the FM vendors against the inner square. We will leave an open lane between the food carts and the parking lane. This will allow vehicular access for the FM vendors.

For load out there are two proposed outlines above. They have been shared with the DCFM Market Manger. The FM vendors must be off the square by 2p. If we go with Timeline B, this would allow those vendors to pack up and exit then have the food carts load out this should allow for a smoother exit for all vendors.

**Barricades:**

We will be working with the Mall Maintenance Crew and Streets to have barricades dropped off and picked up for the duration of the Food Cart Food Court. We have increased the number, locations and types of barricades to help alert traffic that the square will be closed at those two streets. We are making arrangements to have the barricades "staffed" during the event or at key loading times.

# Food Cart Food Court

