

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event ZIPCAR MADISON LUNCH EVENT

Event Organizer/Sponsor ZIPCAR

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

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address 25 1ST STREET ~~300-300~~ 4TH FLOOR

City/State/Zip CAMBRIDGE MA 02141

Primary Contact CHRIS AMONETA

FAX 617-995-4300

Work Phone 617-336-4385

Phone During Event 617-336-4385

E-mail CAAMONETA@ZIPCAR.COM

Website ZIPCAR.COM/NJC

Secondary Contact \_\_\_\_\_

Work Phone \_\_\_\_\_

Phone During Event \_\_\_\_\_

E-mail \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

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

Estimated Attendance 100-200 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours \_\_\_\_\_ to \_\_\_\_\_  Yes  No

## EVENT CATEGORY

- Run/Walk
- Music/Concert
- Festival
- Rally
- Parking (i.e., bagging meters)
- Other \_\_\_\_\_

## LOCATION REQUESTED

- Capitol Square (note specific blocks below)
  - 30 on the Square (a.k.a. top of 100 block of State Street)
  - Podium/700-800 State Street
  - Other (specific blocks/streets requested below)
- Street Names and Block Numbers: LANGDON 800 BLOCK

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 2/1 + 2/2 Rain Date(s) N/A

Event Start Date(s)/Time(s) 2/1 8:00AM 2/2 8AM Set-Up Date(s)/Time for Event \_\_\_\_\_

Event End Date(s)/Time(s) 2/1 5PM 2/2 5PM Take-Down Time 5PM

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

\_\_\_\_\_/We waive the 21-day decision requirement. \_\_\_\_\_ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

Signature [Signature] Date 1/11/2012

**Complete Event Schedule**

Zipcar would like to reserve space to display 1-2 Zipcars and put up a 10x10' tent. We will set up this event on Wednesday, 2/1 at 8 AM and be open to speak to residents from 9 AM to 4 PM. We will disassemble our event by 5 PM on 2/1 and set up again at 8 AM on Thursday, 2/2. We will remove our presence by 5 PM on Thursday 2/2

**Event Site Map**

We are requesting 2+ parking spaces on the 800 block of Langdon Street.

**Route Map**

No route map required.

**Safety and Security Plan**

Zipcar employees will be equipped with cell phones and iPads to contact police in the event of an emergency.

**Notification Schedule**

Students at UW-Madison will be notified of the event through the campus administration. We will not notify the community directly.

**Certificate of Insurance (if required by City Risk Manager)**

Please let us know if you require a certificate of insurance.

**Recycling Plan**

Zipcar will not bring in any food or items that will need to be discarded.