

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Madison Magazine's Festival of Food

Event Organizer/Sponsor Madison Magazine

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

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

Address 7005 Raymond Rd.

City/State/Zip Madison/WI/53719

Primary Contact Rachel Tatge FAX 608-270-3636

Work Phone 608-270-3632 Phone During Event 608-290-5966

E-mail rtatge@madisonmagazine.com

Website www.madisonmagazine.com

Secondary Contact Jim Knight

Work Phone 608-270-3612 Phone During Event 608-770-7531

E-mail jknight@madisonmagazine.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: Cystic Fibrosis Foundation

Estimated Attendance 300 (inside Wisconsin Institutes Discovery) CERTIFICATE OF INSURANCE MAY BE REQUIRED

Public Amplification (not allowed after 11 p.m.) Hours NO 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)  Podium/700-800 State Street

30 on the Square (a.k.a. top of 100 block of State Street)  Other (specific blocks/streets requested below)

Street Names and Block Numbers: 300 Block of N. Orchard St. - one-way - block that

runs next to Wisconsin Institutes for Discovery, + crosses at University Ave. I need the 10 min. two

EVENT DATE(S)/SCHEDULE Parking spots.

Date(s) of Event (including set-up and take-down) 9-25-13 Rain Date(s) N/A

Event Start Date(s)/Time(s) 6am Set-Up Date(s)/Time for Event 4pm

Event End Date(s)/Time(s) 9pm Take-Down Time 9pm

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, statues and laws.

Signature [Signature] Date 9-6-13

## **Madison Magazine's Festival of Food: Savory, Sweet Science Tasting Event**

### ***Street Use Permit Application***

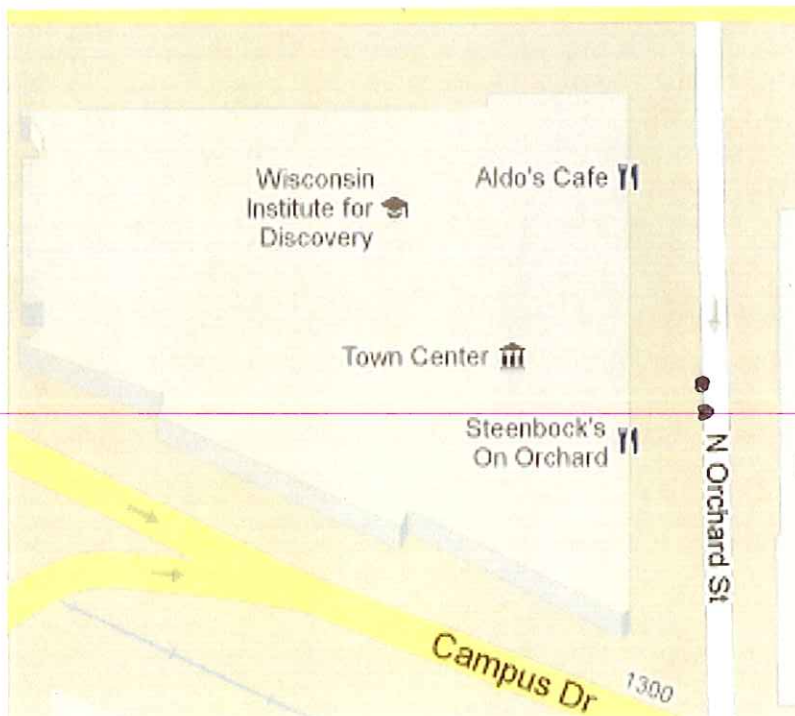
Please see the attached Street Use Permit. I am asking to use the two ten-minute parking spots on the 300 block of North Orchard Street, a one-way street running next to the Wisconsin Institutes for Discovery, heading to University Avenue. We would like to park two display vehicles there. Our Festival of Food: Savory, Sweet Science Tasting is an indoor event; however, we would like to have Fields Automotive be able to park one or two display vehicles outside in the two ten-minute parking spots for the duration of the event.

Because our approval will depend on sponsorship participation, I am unable to waive the 21-day decision requirement. Thank you for understanding.

### **Complete Event Schedule**

The event begins at 6 pm and ends at 9 pm. Fields would arrive between 4 pm and 5 pm to park the vehicles. They would drive them away at 9 pm.

### **Event Site Map**



### **Safety and Security Plans**

Because this is an indoor event with the exception of the two parked vehicles, we do not plan to have professional security. We do have event staff who will monitor the vehicles to ensure they are not stolen.

### **Trash and Recycling Plan**

No trash/recycling will be outside because this is an indoor event.

### **Notification Requirements**

We do not plan to notify anyone; however, we are happy to bag the signs in the way you deem appropriate to ensure people know we are using the spots appropriately.

### **Certificate of Insurance for your event**

Madison Magazine will provide a certificate of insurance for the indoor event.

### **Event Bicycle Parking**

N/A

### **Event Marketing**

We plan to market the indoor event via print, television, radio, website and social media. We do not plan to promote the parked cars.

### **Additional Permits; Special Event Vending License; Beer/Wine Sales Permit**

N/A

### **Event Fees**

I have included the \$50 check for the street use permit.

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