

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event JAZZ AT FIVE CONCERT SERIES

Event Organizer/Sponsor JAZZ AT FIVE, INC.

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

If Yes, provide State of Wisconsin Tax Exempt Number 050789 + 20-5053865

Address 2935 S. FISH HATCHERY RD Box 193

City/State/Zip MADISON, WI 53711

Primary Contact EAN RICHARDSON FAX NA

Work Phone 608-692-3746 Phone During Event 608-692-3746

E-mail producer@jazzatfive.org

Website www.jazzatfive.org

Secondary Contact ELIZABETH BRINK

Work Phone 262-873-0711 Phone During Event 262-873-0711

E-mail engbrink@msn.com

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.) Hours 5pm to 8pm 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: ENTIRE 100 Blk of State Street

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) WEDNESDAYS 8/8-9/5/12 Rain Date(s) NONE
Event Start Date(s)/Time(s) 8/8/12 Set-Up Date(s)/Time for Event SAME / 2:00 PM
Event End Date(s)/Time(s) 9/5/12 Take-Down Time SAME / 9:00 PM
Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____ I/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 Ean Richardson Date 6/11/2012

Jazz at Five - Wednesdays, August 8, 15, 22, 29 7 Sept. 5 2012

Event Schedule:

12 pm	Banner Hung & Rain Call
2-4 pm	Set-up Tables and Chairs (It's Your Party delivers at 2 pm)
3 pm	100 blk Closed
4:30 pm	Beer sales begin
5-8 pm	Music
8-9 pm	Strike
9 pm	100 Blk open to traffic

Event Site Maps: See Attached

Route Map: NA

Safety & Security Plan:

- Jazz at Five plans for 13 volunteers minimum each night.
- 7 volunteers are assigned to the perimeters (top of State 100 blk, bottom of State 100 blk, Carroll Street cul-de-sac & Mifflin cul-de-sac.) They are there to, greet, assist and answer questions, and also ensure no alcohol is carried past the event perimeter.
- 7 City barricades are set. 3 top of 100 blk of State, 2 bottom of State, 2 on either side of the Mifflin Street cul-de-sac
- Signs are posted on these barricade - no carry-in alcohol, no alcohol past this point, please walk your bike. Pre-show, intermission and post-show announcements are made w/ reminders of these rules.
- Our info booth serves as location for anyone to report a problem and houses a first aid kit.
- Jazz at Five has never had to call upon City authorities or medical personnel, but would do so if needed and will ensure the 21' access is maintained within our event set-up should they need to access the 100 blk of State by vehicle.

Notification Schedule: Beginning mid-July our poster and ad campaign begins.

Recycling Plan: Enough barrels will be ordered so that audience and volunteers can recycle as appropriate. Barrel are placed close to beer and food vendors and other optimal and easily accessible places.

Certificate of Insurance: Will forward ASAP

Temporary Class B License: Application submitted 6/8/12

X
VOLUNTEER

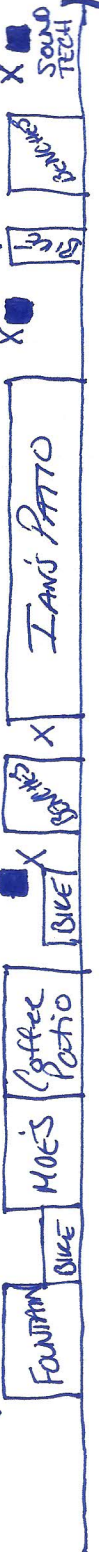
SPACE
TABLES
GENERAL AUDIENCE

BARRICADES

AUDIENCE

X
VOLUNTEER

6" PEDESTRIAN RIGHT OF WAY



I AM'S PATTO

BENKING
BIKE

MOE'S
COFFEE
PATIO

FOUNTAIN
BIKE

BARRICADES

FOOD VENDORS + BEER SALES

BUS
STOP

6" X
O O
X

INFO
BENKING

CHARTER
TRUCKS

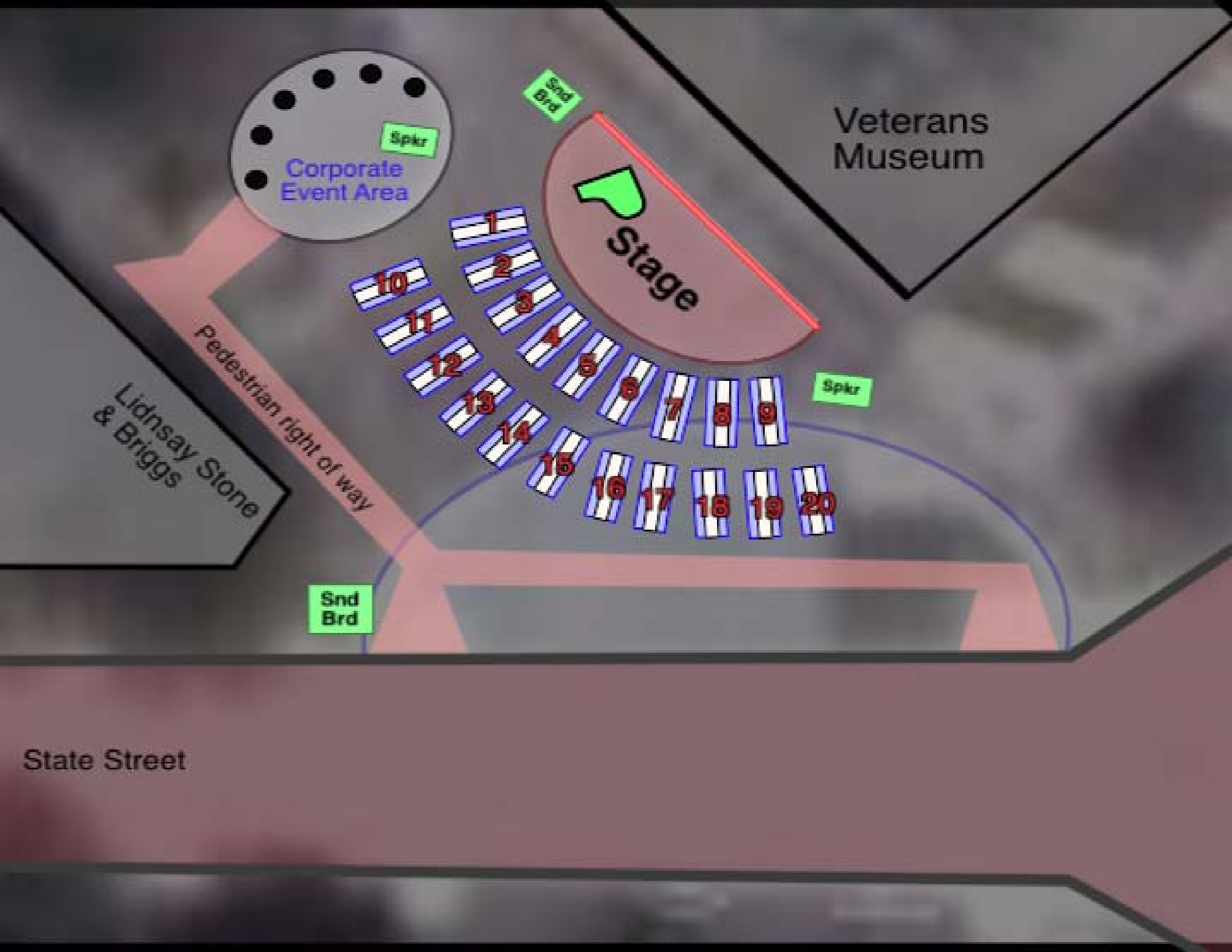
BIKE
X

X
X

PEDESTRIAN RIGHT OF WAY

6"

- BARRIERS (2)
- NO ALCOHOL CARRY-IN SIGNS
- 2 VOLUNTEERS



Veterans
Museum

Stage

Corporate
Event Area

Spkr

Snd
Brd

Spkr

Snd
Brd

Pedestrian right of way

Lidnsay Stone
& Briggs

State Street