

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Art Fair Off the Square  
Event Organizer/Sponsor Wisconsin Alliance of Artists and Craftspeople, Inc  
Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
If Yes, provide State of Wisconsin Tax Exempt Number ES 24228 / FEIN 39-1413464  
Address 111 W. Wilson St # 501  
City/State/Zip Madison WI 53703  
Primary Contact Curtis Wittwer FAX NA  
Work Phone 250-9990 Phone During Event 770-1996  
E-mail cwittwer@charter.net  
Website www.artcraftwis.org  
Secondary Contact Bill Bale  
Work Phone (920) 568-0333 Phone During Event (920) 568-0333  
E-mail sandhill@sandhilldesigns.com

Annual Event?  Yes  No  
Charitable Event?  Yes  No  
If Yes, name of charity to receive donations: \_\_\_\_\_  
Estimated Attendance 75,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)  
Public Amplification (not allowed after 11 p.m.) Hours 4 to \_\_\_\_\_  Yes  No

## EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)  
 Other Art Fair

## 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: 200 Block of MLK Jr plus Monna Terrace Walkway  
45 yard buffer zone on East + West Doty & Wilson. Also closing Wilson from  
EVENT DATE(S)/SCHEDULE Pinkney to Carroll only during show hours  
Date(s) of Event (including set-up and take-down) \_\_\_\_\_ Rain Date(s) 4  
Event Start Date(s)/Time(s) 6PM on JULY 13 Set-Up Date(s)/Time for Event 6PM, F 7<sup>13</sup>  
Event End Date(s)/Time(s) 8 PM ON JULY 15 Take-Down Time \_\_\_\_\_

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

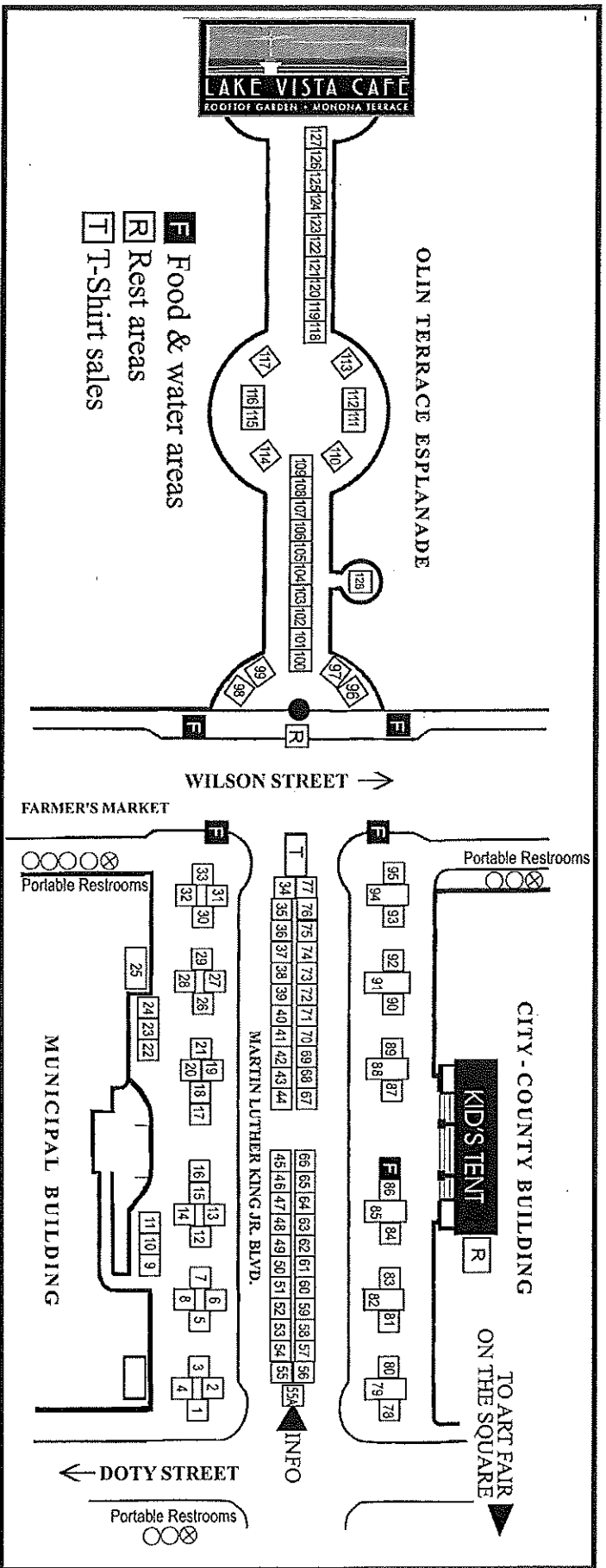
I/We waive the 21-day decision requirement.

CW (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 Curtis Wittwer Date 4/12/12



**Ceramics**

- Genszler Leslie & George, Stoneware..... 115  
4034 2nd Ln., Biggsville WI 53920
- Goralaski, Patrick, Stoneware..... 28  
918 Taft St., Sun Prairie WI 53590
- James, Matthias, L., Stoneware ..... 80  
7821 N. 5th St., Evansville WI 53536
- Kaufmann, William, Porcelain ..... 82  
974 Priestler Ln., Hudson WI 54016

**Fiber**

- Ager, Gerri, Handmade clothing..... 95  
54 Dixon St., Madison WI 53704-5103
- Bennett, Branson, Leather accessories ..... 48  
PO Box 14155, West Allis WI 53214
- Geurink, Barbara, Weaving ..... 75  
3022 Fairfax St., Eau Claire WI 54701  
www.barbswovenworks.com
- Helder, Ilze, Leather..... 35

**Graphics**

- Alaniz, Arnold, Lithographs, acrylics ..... 5  
PO Box 253, Ellison Bay WI 54210
- Bond, Michael, Etchings, drypoints, aquatints .. 33  
104 Liberty Rd., River Falls WI 54022  
www.michaelbondetchings.com
- Christie, Audrey, Woodblock prints..... 18  
3570 Rowe Rd., Dodgeville WI 53533  
www.shorthorse.com
- Mitchell Mark P Dan and Inc

- Pelowski 8040 S www.wl
- Schlenke, 4321 F www.wl
- Stothard, PO Box
- Werner, 1145 R www.wl
- Ziegler, PO Box
- Mixec
- Bennett, 4615 S www.wl
- Casper, 1 S37 W www.wl
- Clark, Za 6955 S
- Elwidge, 1 1206 S http://
- Hill, Lee, PO Box www.wl
- Klemp, K 65 Stak paintin
- Ottner-B Calligre N6096 www.wl
- Ott, Dan,

# STREET USE PERMIT APPLICATION CHECKLIST

## STREET USE PERMIT APPLICATION CHECKLIST

Please check below to indicate that you have attached the following, as applicable, to the completed application:

- Complete Event Schedule
- Event Site Map
- Route Map *NA*
- Safety and Security Plan *officers on duty during show hours*
- Notification Schedule *NA*

Indicate here the date(s) the alder, businesses and residents will be notified of the event.

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- Yes, I have attached a copy of the notification flyer, letter or poster.
- Certificate of Insurance (if required by City Risk Manager)
- Recycling Plan
- Application fee of \$50 for one-time/one-day events, \$100 for one-time/two plus day events and \$150 for serial events - made payable to 'City Treasurer.'

## STREET USE EVENT PERMITS

Applications included in this packet and at [www.cityofmadison.com/parks](http://www.cityofmadison.com/parks)

- Public Amplification Permit *NA*
- Beer/Alcohol Selling Permit *NA*
- Street Use Event Vending License

## ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for Community events. You must include all pertinent information before this application will be reviewed by staff. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at [www.publichealthmdc.com](http://www.publichealthmdc.com) or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.  
Date Temporary Restaurant Permit Application Submitted \_\_\_\_\_
- NA*  **Parade Permit** - may be required of a run, walk or bike ride event. From the Police Department, [www.cityofmadison.com/police/parade.htm](http://www.cityofmadison.com/police/parade.htm).  
Date Parade Permit Application Submitted \_\_\_\_\_
- NA*  **Temporary Class "B" Retailers License** - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, [www.cityofmadison.com/clerk](http://www.cityofmadison.com/clerk).  
Date Class "B" Permit Application Submitted \_\_\_\_\_
- NA*  **Fireworks Permit** - From the Fire Department, (608) 266-4457, [www.cityofmadison.com/fire](http://www.cityofmadison.com/fire).  
Date Fireworks Permit Submitted \_\_\_\_\_
- Tents and Canopies Permit** - Required for tents in excess of 200 sq feet or a canopy in excess of 400 sq ft. From the Fire Department, (608) 266-4457, [www.cityofmadison.com/fire](http://www.cityofmadison.com/fire).