

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Science Exploration - Dane Bay Local Solstice stroll

Event Organizer/Sponsor Madison's Central Business Improvement District (CBID)

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

If Yes, provide State of Wisconsin Tax Exempt Number 049831

Address 122 W. Washington Ave., ste. 250

City/State/Zip Madison, WI 53703

Primary Contact Mary Carbine FAX 608-204-9028

Work Phone 608-512-1340 Phone During Event 608-228-0096

E-mail mcarbine@visitdowntownmadison.com

Website www.visitdowntownmadison.com

Secondary Contact Tim Jenquin Visitor Center - 255-0125

Work Phone 608-512-1341 Phone During Event 608-219-0281

E-mail tjenquin@visitdowntownmadison.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 100 over 3 hours (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 Science Exploration activities with UW-Madison Science Outreach

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: Peace Park, 452 State St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/20 Rain Date(s) —

Event Start Date(s)/Time(s) 5:00pm Set-Up Date(s)/Time for Event 4:00-5pm, 6/20

Event End Date(s)/Time(s) 8:00pm Take-Down Time 8:30 pm, 6/20

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement. MC (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 Mary Carbine Date 5-28-13



Madison's Central Business Improvement District (BID)

MEMO

Date: May 29, 2013

To: Madison Parks Division, Special Event application

From: Mary Carbine, Executive Director
Madison's Central Business Improvement District (BID)
122 W. Washington Ave., Ste. 250, Madison, WI 53703 t (608) 512-1240 f (608) 204-9028
mcarbine@visitdowntownmadison.com www.visitdowntownmadison.com

Re: Street Use Permit Application, Science Explorations, Peace Park, June 20 2013

Dear Madison Parks,

Here is additional information regarding our Street Use Permit Application for Science Explorations in Peace Park, June 20, 2013. Any questions, please do not hesitate to contact me.

Background:

The proposed event is part of the Dane Buy Local Solstice Stroll, a neighborhood business district event on the Thursday closest to the summer solstice. The event is designed to showcase local business districts and draw customers. Madison's Central BID is coordinating the participation of State Street and Capitol Square businesses.

As part of the Solstice Stroll, Madison's Central BID is partnering with University of Wisconsin-Madison Science Outreach, the Space Place and other UW units to present family-friendly, hands-on solstice-related science exploration activities in Peace Park.

Event Schedule/Activities:

Event location: Peace Park, 452 State St.

Event schedule: Thursday, June 20, 2013

- Set up: 4:00 – 5:00 pm
- Event/Activities: 5:00 – 8:00 pm
- Tear-down and clean-up: 8:00 – 8:30pm

The propose activities are ones that UW-Madison Science Outreach has experience presenting in venues such as Wisconsin Institutes for Discovery.

- Sun telescope demos
- Make your Own Sundial
- PhotoVoltaic solar energy demos
- "Invent the Squirt Gun" (tiny squirt guns made with q-tips and micropipettes)
- WiPAC/IceCube Exploration Station

The proposed set-up in Peace Park includes some tables for activity and demonstration stations, and a few telescopes on tripods.

We will not be serving food or drink, or have vendors of any sort.

Trash: We do not anticipate any out-of-the-ordinary trash or recycling. We will bring trash containers for/carry out any trash generated by the activities.

Electrical: We request that the outdoor electrical plug-ins be activated for use at the demo stations, and that the spray park feature be turned off that afternoon until the next day.

Parks Downtown Visitor Center: BID Ambassadors staff the Visitor Center in Peace Park. We have arranged for staff so that the Visitor Center and public bathrooms will be open until 8:00 pm that day.

Rain Location: We have arranged for Overture Center to be the rain location.

Event Site Map - attached

Parking Meters Bagged:

We request that two parking meters on the 200 block of West Gilman St. (#4041 and another directly adjacent) be bagged for ½ day (afternoon and evening) on Thursday June 20, for loading/unloading of tables and equipment such as telescopes.

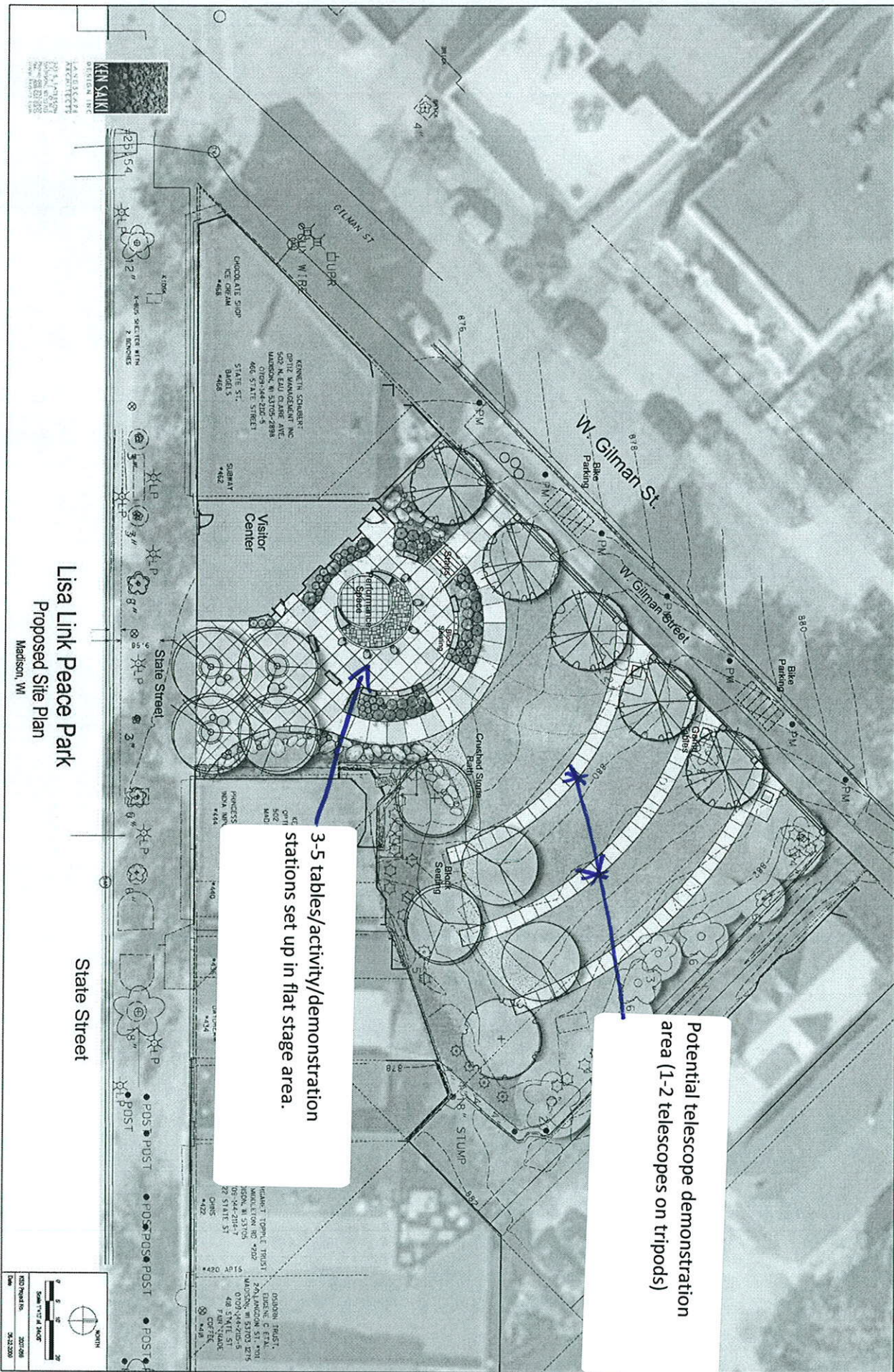
Safety and Security Plan:

- This is a family-oriented event. We do not anticipate any special crowd control or security needs.
- The Visitor Center will be open and staffed by BID Ambassadors, plus the BID Executive Director will be on-site to call emergency services if needed.
- There is a first aid kit in the Visitor Center.
- The Visitor Center can serve as the designated lost child area.
- Staff and volunteers will all be in the immediate area if communication is needed.

Notification Schedule:

I do not believe this event requires notification. However, we have already notified Business Improvement District member businesses of the planned event via our email update, and as a courtesy I have provided a copy of this application to the 4th district Alder.

Event Site Map



3-5 tables/activity/demonstration stations set up in flat stage area.

Potential telescope demonstration area (1-2 telescopes on tripods)