

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event FUNDRAISING AUCTION

Event Organizer/Sponsor TANDEM PRESS

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

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

Address 201 S. DICKINSON ST.

City/State/Zip MADISON, WI 53703

Primary Contact AMY NEWELL

FAX \_\_\_\_\_

Work Phone 608.265.7356

Phone During Event SAME

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

Website WWW.TANDEMPRESS.WISC.EDU

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 \_\_\_\_\_ (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 GREETING AREA FOR EVENT

## 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 S. DICKINSON

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6.20.13 Rain Date(s) NA

Event Start Date(s)/Time(s) 4p Set-Up Date(s)/Time for Event \_\_\_\_\_

Event End Date(s)/Time(s) 8p Take-Down Time \_\_\_\_\_

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

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

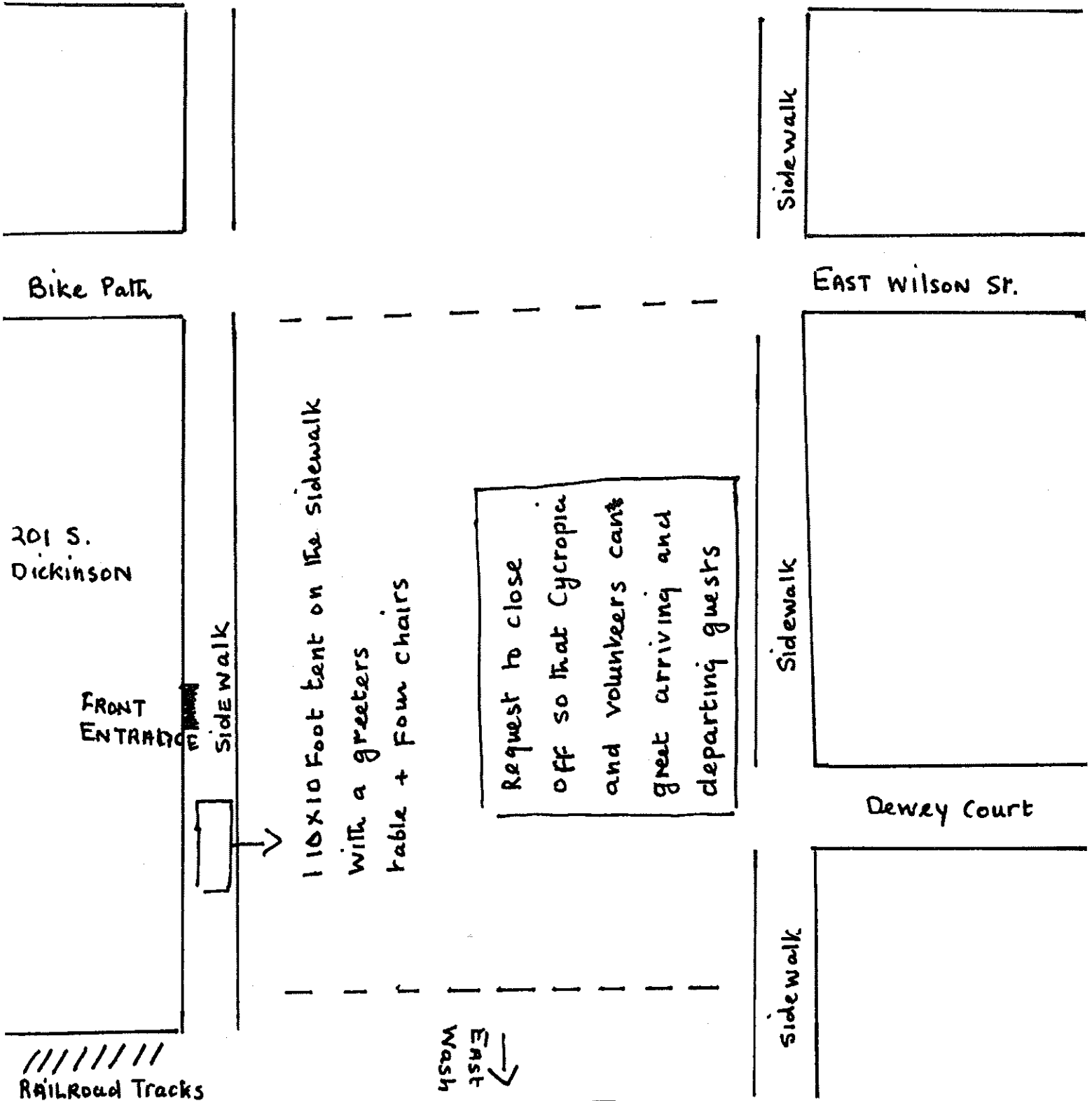
Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the 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 \_\_\_\_\_ Date \_\_\_\_\_

# STREET USE Permit Application

Williamson St.



# TANDEM PRESS

May 13, 2013

[www.tandempress.wisc.edu](http://www.tandempress.wisc.edu)

## Street Use Permit Application

Tandem Press will hold its annual fundraising auction on June 20<sup>th</sup> 2013. This will be a private event and will be primarily be held inside our building. We would like a street use permit so that we can close 201 South Dickinson Street, between Dewey Court and Wilson Street from 4pm until 10pm to accommodate arriving and departing guests.

We would like to place a 10 x 10 foot tent with a table and 4 chairs in front of the entrance to our building where our volunteers will greet guests. The tent will be placed on the sidewalk. We will have the group Cycropia in the street from 6 – 7 pm welcoming guests. No food, beverages or other activities will take place in the street. A map providing access is attached.

Thank you for your consideration.

Yours sincerely,



Paula McCarthy-Panczenko  
Director

University of Wisconsin-Madison

201 South Dickinson Street Madison, Wisconsin 53703 608/263-3437 FAX 608/265-2356