

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Concerts on the Square

Event Organizer/Sponsor Wisconsin Chamber Orchestra

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

If Yes, provide State of Wisconsin Tax Exempt Number 019619

Address 321 E Main St.

City/State/Zip Madison, WI 53703

Primary Contact Jeff Richard

FAX 608-257-0611

Work Phone 608-257-0638

Phone During Event Cell: 608-332-1490

E-mail JeffRichard@WCOconcerts.org

Website WCOconcerts.org

Secondary Contact Martha Scales

Phone During Event Cell: 608-322-7710

Work Phone 608-257-0638

E-mail MarthaScales@WCOconcerts.org

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 15,000 - 20,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 5:00 pm to 8:45 pm 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: The 10 blocks of N & S Pinckney, the 10 blocks of E & W Main, the 100 blocks of E. Wash & MLK

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/27, 7/4, 7/11, 7/18, 7/25, 8/1
Event Start Date(s)/Time(s) 5pm Vending; 7pm Concert
Event End Date(s)/Time(s) 9pm End of Concert

Rain Date(s) 6/28, 7/5, 7/12, 7/19, 7/26, 8/2
Set-Up Date(s)/Time for Event Day of Concert; State 10am, City 3pm
Take-Down Time 9pm - Midnight
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 [Signature] Date 4/25/12

Wisconsin Chamber Orchestra Concerts on the Square® Event Schedule

Concerts on the Square

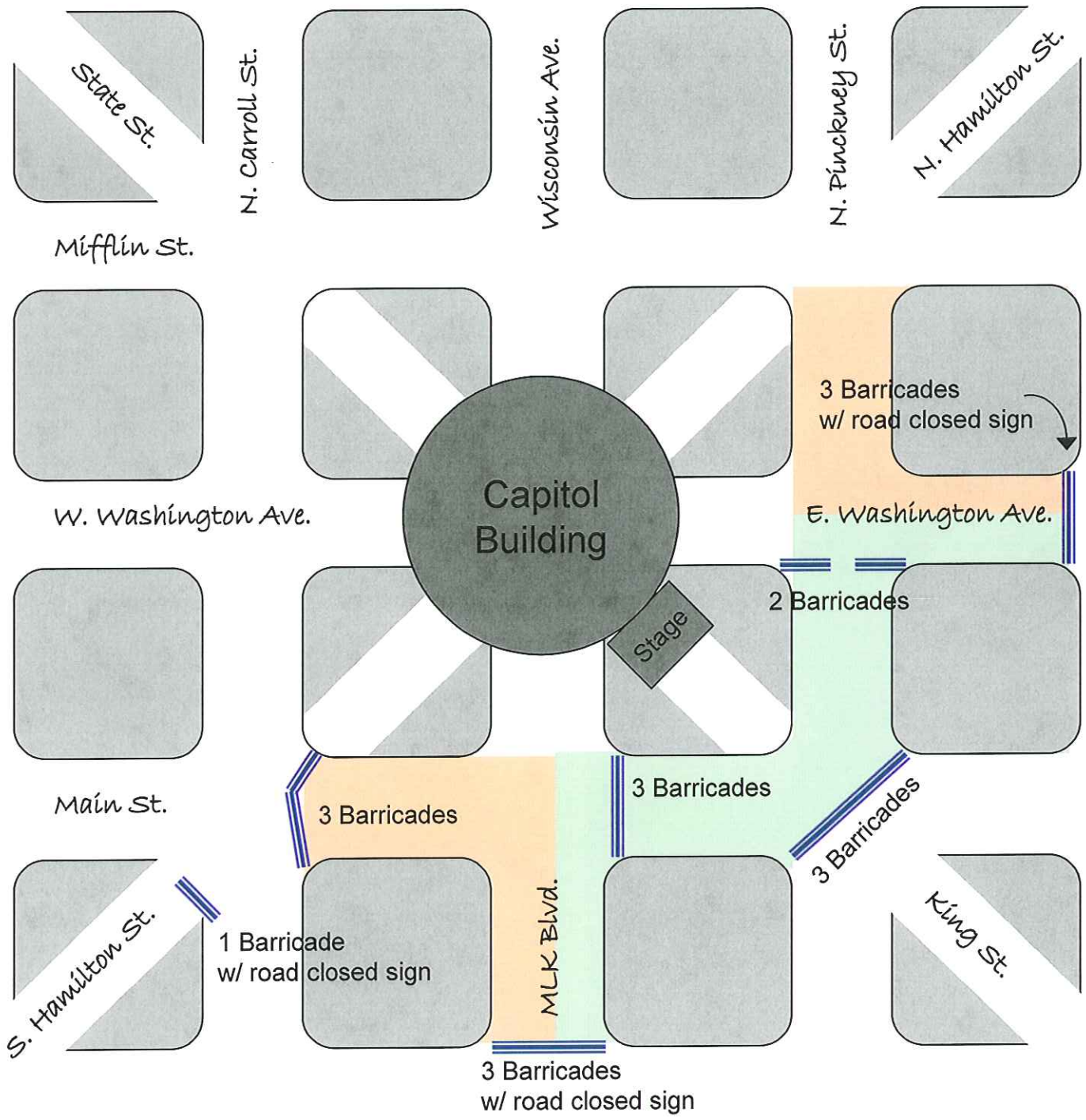
- **Wednesday, day of concert:**
 - Portapotties arrive in the wee hours of morning.
 - 10:00am: WCO Staff begins setting out signs on the Capitol lawn.
 - 10:00am: East Washington meters bagged for event vehicles
 - Between 9am – Noon: deliveries of tables, chairs, etc. begin arriving on the Capitol and City side of the street in approved areas.
 - Noon: Crew, staging, and audio arrives on square and begin set up.
 - 3pm: RAIN DETERMINATION IS MADE.
 - If there is a postponement, City and State agencies are notified first, contingency plans discussed and put into motion. Vendors are notified. Crew readies area for impending weather situation.
 - If there is no postponement, Table area set up completed, street closings begin. Crew begins setting up vendors in streets.
 - 4:30pm: Vendors arrive on the Square, unload, and park vehicles.
 - 4:30pm: Bike Valet area begins setup.
 - 5:00pm: Vending opens. Table area opens. Kids Area opens.
 - 5:30pm: If needed, Guest Artist sound check. Begin announcements every 15 minutes or so until concert time.
 - 6:15pm: Sound check with Orchestra.
 - 7:00pm: Concert begins.
 - 8:45pm ish: Concert ends, vending ends. Crowd begins to disperse.
 - 9:00pm: Crew begins to tear down, clean up grounds.
 - 12am: Anticipated end of clean up. Traffic reopens to the public.
- **Thursday, if concert was postponed, follows the same schedule as Wednesday.**

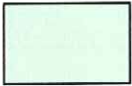



Concerts on the Square

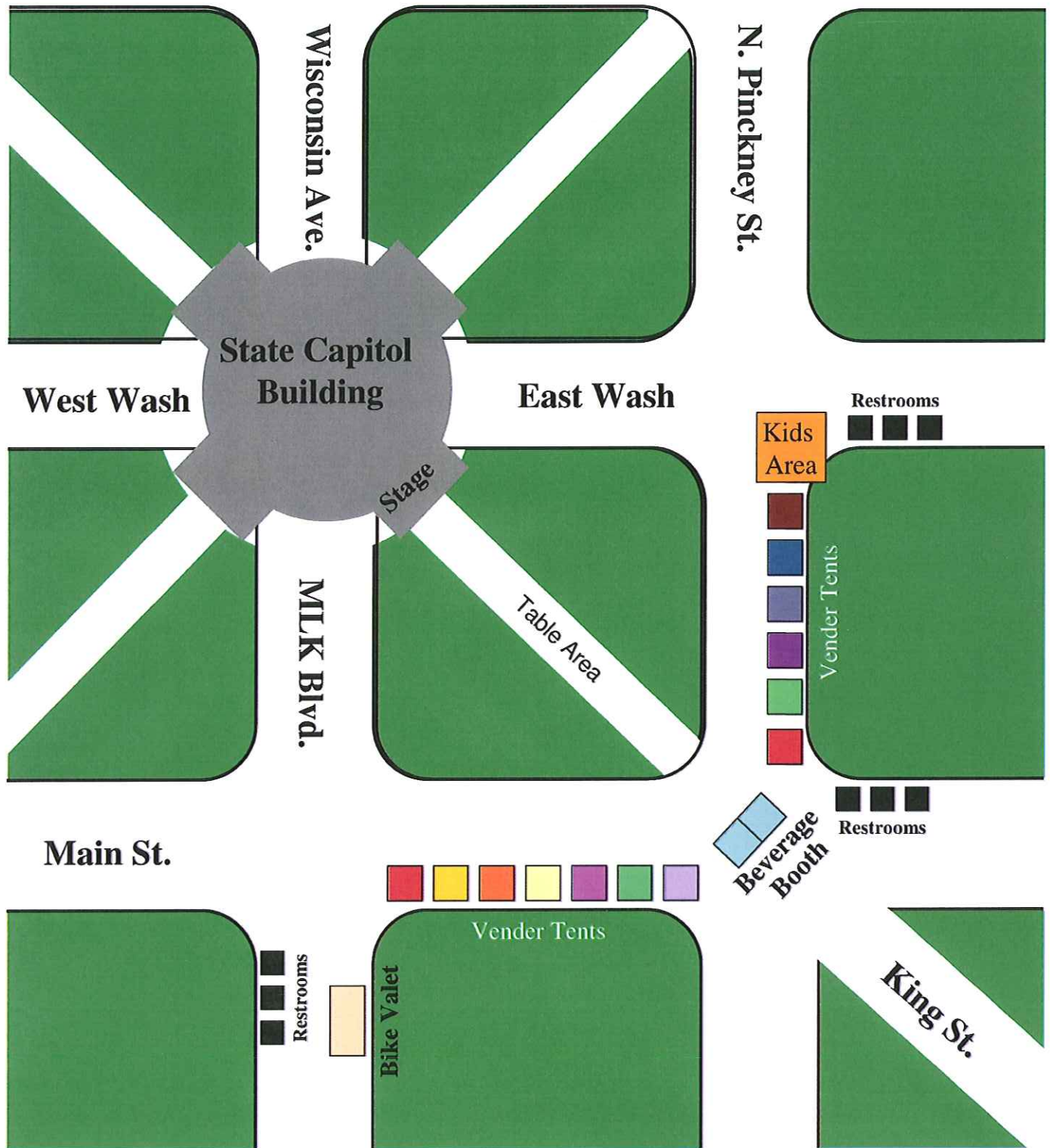
Barricade Locations and Street Closings

King Street Corner
Summer 2012



	Closed at 3:00 pm		Closed at 4:00 pm
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Concerts on the Square Site Map 2012



Doty St.



20 by 2020 Bike Valet Location

Justice
Center

Milo's

MILK Blvd.

10'

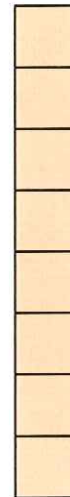
35'

Bike Valet Area



Bike Valet Area

Portable
Toilet



Portable
Toilet

M&I
Bank

Main St.

Johnson
Bank

Ocean
Grill

Francesca's

Sidewalk Cafes

Starbucks

We Care about Recycling! **Concerts on the Square[®]**

- There are 55 locations where patrons can take their trash and recycling throughout the event grounds. It's easy to locate recycling containers; each trash barrel is paired with a clearly marked bright yellow recycling container.
- Recycling and trash container liners are changed out frequently; the crew changes bags when the container is half full. A container with plenty of room in it invites people to take the time to sort recycling from trash and makes recycling easy for even the youngest concert goers. It also ensures that the liner can accommodate the weight of its contents.
- Food vendors are encouraged to use recycled / recyclable packaging materials.
- The cups at the beverage booth are made of recyclable materials.
- Soft drinks sold at the beverage booth are packaged in recyclable materials.
- Cardboard boxes from the beverage area and food vendors are broken down flat and put with other materials being recycled.
- A pre-concert announcement reminds patrons to take their trash and recycling to the appropriate containers on the grounds.
- We act as a resource for other special events in Madison, sharing how we recycle and encouraging them to follow suit by providing information and contacts to make recycling accessible and easy.
- Our patrons are avid recyclers; each evening ends with as many recycling bags as trash bags!



**Wisconsin Chamber Orchestra
Concerts on the Square®
Safety and Security Plan**

Security Personnel at Concerts on the Square includes:

- 2 City of Madison Police Officers
- 2 State Capitol Police Officers
- 2 private Security Guards, 1 posted at the Beverage Booth, the other at the Corner of E. Wash and Pinckney to keep the intersection clear.
- 100+ Volunteers, 20 Crew members and WCO Staff.

How we help ensure Safety at Concerts on the Square:

- Staff is connected via 2-way, 4 channel Motorola radios with a 2 mile radius. Channel 4 is reserved solely for Emergency situations.
- Staff is connected to the City agencies and the Capitol via cell phones and through frequent personal contact throughout the event.
- WCO Staff, Crew and Volunteers follow set protocols for a variety of Safety and Security concerns.
- WCO Staff on the Square each carry a pack containing basic first aid materials. First Aid is available at the Information Booth. First Aid kits are located at the Information Booth, at the Stage and at the Crew home base.



Concerts on the Square

Trash and Recycling Bin Drop sites

King Street Corner

Summer 2012

