

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event 31st Annual Atwood Summerfest

Event Organizer/Sponsor Goodman Community Center

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

If Yes, provide State of Wisconsin Tax Exempt Number 39-1919172

Address 149 Waubesa St.

City/State/Zip Madison, WI 53704

Primary Contact Becky Steinhoff FAX 608-241-1518

Work Phone 608-241-1574 ext. 225 Phone During Event 608-242-1471

E-mail becky@goodmancenter.org

Website www.goodmancenter.org

Secondary Contact Rohan Barrett

Work Phone 608-241-1574 ext. 359 Phone During Event 608-206-5087

E-mail Rottan@GOODMANCENTER.ORG

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: Goodman Community Center

Estimated Attendance 10,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 2pm to 9pm Saturday Yes No

2pm to 7pm Sunday

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: 2000 to 2011 blocks of Atwood Ave.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/27/13-7/28/13 Rain Date(s) N/A

Event Start Date(s)/Time(s) 2pm on 7/27/13 & 7/28/13 Set-Up Date(s)/Time for Event 10am on 7/27/13 & 7/28/13

Event End Date(s)/Time(s) 9pm on 7/27/13 & 7pm on 7/28/13 Take-Down Time 9:15pm-11pm on 7/27/13 & 7:15pm to 9pm on 7/28/13

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 3/28/2013



March 13, 2013
Madison City Clerk
210 Martin Luther King Jr. Blvd. Room 103
Madison, WI 53703

To Whom It May Concern:

Please see the following supplemental information to complete our application for a Street Use Permit on July 27 and 28, 2013 for the 31st Annual Atwood Summerfest: A Goodman Community Center event.

Event Schedule:

Event set-up: 10am-2pm on 7/27 and 7/28
Festival: 2pm-9pm on 7/27, 2pm-7pm on 7/28
Event take-down: 9:15pm-11pm on 7/27, 7:15pm-9pm on 7/28

Event Site Map:

*Attached

Safety and Security plan:

The Goodman Community Center will hire two off-duty police officers to be on site for the duration of the event. Additionally, Goodman Community Center staff and volunteers will be on hand to assist vendors and festival attendees with any questions or concerns. All vendors will be given a map of the festival with safety information, including the location of fire hydrants and cross streets. As in previous years, we will ask the Madison Fire Department to be present at the festival, barring any other emergencies.

The Goodman Community Center information tent will be located in front of the Barrymore Theater. Staff and volunteers will have access to maps and emergency phone numbers should an emergency arise. All staff will have access to cell phones, and will be wearing GCC wear so that they are easily identifiable. A basic first aid kit will be kept at the information tent.

Continued

Notification schedule:

The District 6 Alder was notified of the event on March 6, 2013 by email. Letters to Atwood businesses informing them of the festival will be mailed the week of March 11, 2013. The May issue of the *Eastside News* will inform residents of the festival.

*A copy of the notification letter is attached.

Certificate of Insurance

Forthcoming.

Recycling Plan

As in 2012, we will work with George Dreckmann at the City of Madison to acquire 21 recycling bins. These are marked with hexagons on the event map.

If there any questions or if further information is needed, please don't hesitate to contact me.
We look forward to another productive and fun-filled Atwood Summerfest!

Best,



Rohan Barrett, *Director of Development*

Goodman Community Center
149 Waubesa Street
Madison, WI 53704
Office: 608-241-1574 x359
Cell: 608-206-5087

www.goodmancenter.org

Atwood Summerfest- Saturday, July 27 and Sunday, July 28

