

2012

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Monroe Street Festival

Event Organizer/Sponsor Monroe St. Merchants Association

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 40 Orange Tree Imports, 1721 Monroe St.

City/State/Zip Madison, WI 53711

Primary Contact Carol "Orange" Schroeder FAX 608-255-8404

Work Phone 608-255-8211 Phone During Event 608-255-8211

E-mail Monroestreet@mac.com

Website www.monroestreetfestival.com

Secondary Contact Peg Brewer Beckman

Work Phone 256-8172 Phone During Event 256-8172

E-mail p.brewer@wisc.edu

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 2,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10 to 5 Yes No

EVENT CATEGORY

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

LOCATION REQUESTED

- Capitol Square (note specific blocks below)
 - 30 on the Square (a.k.a. top of 100 block of State Street)
 - Podium/700-800 State Street
 - Other (specific blocks/streets requested below)
- Street Names and Block Numbers: see attached

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) Saturday 9-8-12 Rain Date(s) _____

Event Start Date(s)/Time(s) 10:00 Set-Up Date(s)/Time for Event Friday, Sept 7 6pm

Event End Date(s)/Time(s) 5:00 Take-Down Time Sat. Sept 8 5-7pm

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 Carol Schroeder Date _____

Monroe Street Festival street requests

Harrison Street at Monroe Street blocked (south side only)

parking lanes:

Odd (south side) of 1700 - 1900 block

First two meters on Even (north) in 1900 block (at Harrison Street)

Odd (north) side of 2600 block