

# STREET USE PERMIT APPLICATION

1910 22043

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

## EVENT INFORMATION

Name of Event Public Service Recognition Week ; Department "Show and Tell"

Event Organizer/Sponsor City of Madison Human Resources

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

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

Address 501 Martin Luther King Blvd, Room 501

City/State/Zip Madison, WI 53703

Primary Contact Sylvia Moss FAX 608-267-1115

Work Phone 608-266-4615 Phone During Event 608-266-4618

E-mail smoss@cityofmadison.com

Website www.cityofmadison.com

Secondary Contact Hillary Kirking

Work Phone 608-266-9247 Phone During Event 608-633-2064

E-mail hkirking@cityofmadison.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 200 (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 City Department "Show and Tell", with Depts displaying equipment for

public viewing

## 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: 100 block of Martin Luther King Blvd

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/4/2011 Rain Date(s) N/A

Event Start Date(s)/Time(s) 10 am 5/4/2011 Set-Up Date(s)/Time for Event 9 am, 5/4/2011

Event End Date(s)/Time(s) 2 pm 5/4/2011 Take-Down Time 2:00 pm 5/4/2011

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

xx 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 \_\_\_\_\_ Date \_\_\_\_\_

100 Block of Martin Luther King Blvd  
Street Use Diagram for May 4, 2011  
Set up 9:00 am  
Take Down 2:00 pm

