



STREET USE PERMIT APPLICATION



CONTACT INFORMATION

Name of Event: Lisa and Ben's Happily Ever After Party
 Event Organizer / Sponsor: Lisa Klueppel and Ben Delzer
 Organization / Sponsor Address: 517 Dunning St Madison 53704
 Organization / Sponsor website: _____
 Day-of contact info:
 Primary Contact: Shannon Triggs Email: simplyweddingsllc@gmail.com
 Work Phone: 608-512-8475 Phone During Event: _____
 Secondary Contact: _____ Email: _____
 Work Phone: _____ Phone During Event: _____

EVENT INFORMATION

Annual Event? Yes No
 Vending? Yes No
 Will sponsor apply for [temporary class B license](#) to serve or sell beer/wine for this event? Yes No
If the class B is denied, will the event(s) occur? Yes No

OCCURRENCE:

One-Day Event
 Multi-Day Event (consecutive days)
 Recurring Event (weekly, monthly)

TYPE OF EVENT (select all that apply):

Run/Walk
 Music/Concert
 Festival
 Rally
 Other: Private wedding reception / catering truck parking below building
Text at 20 minute metered spots

EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): 6/8/24 Time(s): 5pm
 Street Closure - Date(s): n/a Time(s): _____
 Event Start - Date(s): 6/8/24 Time(s): 5pm
 Event End - Date(s): 6/8/24 Time(s): 8pm
 Street Reopen - Date(s): n/a Time(s): _____
 Clean Up - Date(s): n/a Time(s): _____

LOCATION INFORMATION


(Select all that apply)

Requesting sidewalk space
 Requesting parking stalls (meter or on-street)
 Requesting closure of a parking lane
 Requesting closure of a traffic lane
 Requesting full street closure

List street name(s), block number(s), and/or meter number(s)

300 block W Dayton, 2 20-min meter spots

APPLICATION SIGNATURE: BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature:  Date: 5/18/24
LK By initialing, I/we waive the 21-day decision requirement.



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ATTENDANCE AND SCHEDULE FORM

ESTIMATED ATTENDANCE

Estimated average daily attendance for event: 5 Estimated total attendance for event: 5

DAILY ATTENDANCE INFO:

Date: <u>5</u>	Estimated attendance (total): <u>5</u>	Peak time / attendance: <u>5</u>
Date: _____	Estimated attendance (total): <u>5</u>	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____

EVENT SCHEDULE (include all information below, as applicable)

- SETUP DATE(S)/TIMES – provide date(s) and time(s) for when setup will begin in the public space.
- STREET CLOSURE(S) – provide detailed timing for when the street(s) will be closed & re-opened.
- PARKING METER/STALL(S) – provide detailed timing for when the parking request(s) will begin and end.
- OTHER SCHEDULE DETAILS SHOULD INCLUDE – vendor setup/take down, concert setup/set times/take down, run/walk start & end times (last runner), parade/march start time, specific advertised activities that will draw a crowd, etc.
- EVENT DATE(S)/TIMES – provide date(s)/times for when the event is open and closed to the public, each day.
- CLEANUP DATE(S)/TIMES – provide date(s) and time(s) for cleanup, indicate when everything will be out of the public space.

(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) <small>*INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*</small>
6/8/24 5pm	State Street Brats will park their catering van at the meter spots at the Dayton entrance of the Ovation building. There is no setup or takedown. They will park and then run food from truck into building from 5pm to 8:30pm