

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madison B110 + Madison Parks
Downtown Madison Family Halloween - Hayrides around the Capitol Square

Event Organizer/Sponsor: Tracey Hartley - Rec. Services Coordinator - Parks

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 330 E. Lakeside

City/State/Zip: Madison, WI 53713

Primary Contact: Tracey Hartley Work Phone: 608-267-4919

Email: thartley@cityofmadison.com Phone During Event: 608-209-7980

Website: https://www.cityofmadison.com/calendar/halloween-hayrides-around-the-capitol-square FAX: _____

Secondary Contact: Michelle Morrison Work Phone: 608-512-1342

Email: programs@visitadowntownmadison.com Phone During Event: 608-207-6347

Annual Event? Yes No

Charitable Event? Yes No
If Yes, Name of charity to receive donations: _____

Estimated Attendance: 500+ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): Yes No
Hours: _____ to _____

EVENT CATEGORY

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

Other: hayrides around the square - 3 parking spots - 2 tractors + 2 hay wagons - need a place to park

LOCATION REQUESTED

Capitol Square (note specific blocks below) State St. Mall/800 State Street
 30 on the Square (aka top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: in front of Grace Episcopal Church - 10 N. Carroll St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event: wed. Oct. 25, 2023 Event Start and End Times: 3-6pm

Rain Date (if any): - None - Set-Up Start Time: 1pm Setup

Take-Down Start Time and End Times: 6-7pm
TAKE-DOWN TIME: START TO STREETS REOPENED

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

_____ By initialing, I/we waive the 21-day decision requirement.

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: Tracey Hartley

Date: 8/25/2023

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

10/25/2023

1pm setup 3pm Hay wagons + Tractors arrive

3pm event begins

5:40pm last hayrides go out

6:00pm Hayrides conclude

6-7pm event team down