



STREET USE PERMIT APPLICATION



CONTACT INFORMATION

Name of Event: _____

Event Organizer / Sponsor: _____

Organization / Sponsor Address: _____

Organization / Sponsor website: _____

Day-of contact info:

Primary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

Secondary Contact: _____ Email: _____

Work Phone: _____ Phone During Event: _____

EVENT INFORMATION

Annual Event? Yes No Public Amplification? Yes No

Vending? Yes No Selling or serving beer/wine? 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: _____

EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): _____ Time(s): _____

Street Closure - Date(s): _____ Time(s): _____

Event Start - Date(s): _____ Time(s): _____

Event End - Date(s): _____ Time(s): _____

Street Reopen - Date(s): _____ Time(s): _____

Clean Up - Date(s): _____ 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)

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: _____

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



Wednesday, October 30, 2024

Parks Division – Halloween hayrides in conjunction with BID Downtown Halloween

PARKING REQUESTED - 1PM-6PM

5 meters 10 W Mifflin – for tracker/trailer – hayride loading zone (Participants will load from the sidewalk)

4 meters on 100 Wisconsin for equipment / staff parking