

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event EQUINOX / 420 WEST MOVE INS

Event Organizer/Sponsor Madison Property Management

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 1202 Regent Street

City/State/Zip Madison, WI 53715

Primary Contact Lindsey Scheidegger FAX 608-255-9656

Work Phone 608-268-4981 Phone During Event 608-212-7866

E-mail Lindsey@madisonproperty.com

Website _____

Secondary Contact Kelsie Sabers Phone During Event 608-628-9964

Work Phone 608-628-4964

E-mail kelsie.s@madisonproperty.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 200 ppl (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 Lane Blockage for campus Move-in

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: 400 Block W Gorham, 300 Block Broom St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8/15/14 Rain Date(s) _____
Event Start Date(s)/Time(s) 8/15/14 11AM Set-Up Date(s)/Time for Event 10:30 AM 8/15/14
Event End Date(s)/Time(s) 8/15/14 3:30 pm Take-Down Time 3:30 pm 8/15/14
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 Kelsie Sabers Date 4/22/2014

Equinox Move-In Schedule and Plan
Friday 8/15/2014

8:00am: Set up key stations in the rear of the Equinox for incoming residents to pick up keys

8:30am: Set up signs in and around 1st floor of the building as well as the underground parking garage directing incoming residents to key stations.

9:00am: Inspect parking garage for illegal parkers; ensure maximum parking availability for move in.

10:00am: Begin directing and monitoring traffic into and out of parking garage.

10:30am: Set up ""LEFT LANE ENDS: Equinox Move-In Only"" caution signs at 300 block of N Broom & 400 block of W. Gotham St.

11:00am: Set up parking barrels and cones. The cones will run the length of W. Gorham's southern lane starting 20 ft. east of light pole (see map) along the W. Gorham St. property line, with gaps for Equinox driveway, LaVille driveway and Aberdeen driveway. The cones will end 20 ft. west of the N. Bassett St. corner.

11:30am: Place a member of our staff on Broom St where parking meters are bagged. There will be an "Equinox & 420 West Move-In ONLY" sign here. Our staff will be responsible for directing movers in and out of this area.

A member of our staff will be in front of the 420 West building. There will be a "420 West Move-In ONLY" sign where the bagged meters are. They will be responsible for directing movers in and out of the parking area, and another member of our staff will be at the 420 West garage driveway, directing vehicles in and out of parking garage.

Another member of our staff will be placed in front of the Equinox building. Their responsibility will be to allow incoming resident vehicles in to the coned off merge lane. There will be another member of our staff at the Equinox driveway, whose responsibility is to direct cars in and out of the garage, and also to direct larger vehicles where to park along the closed off lane as needed (when the garage is full and/or inaccessible to them).

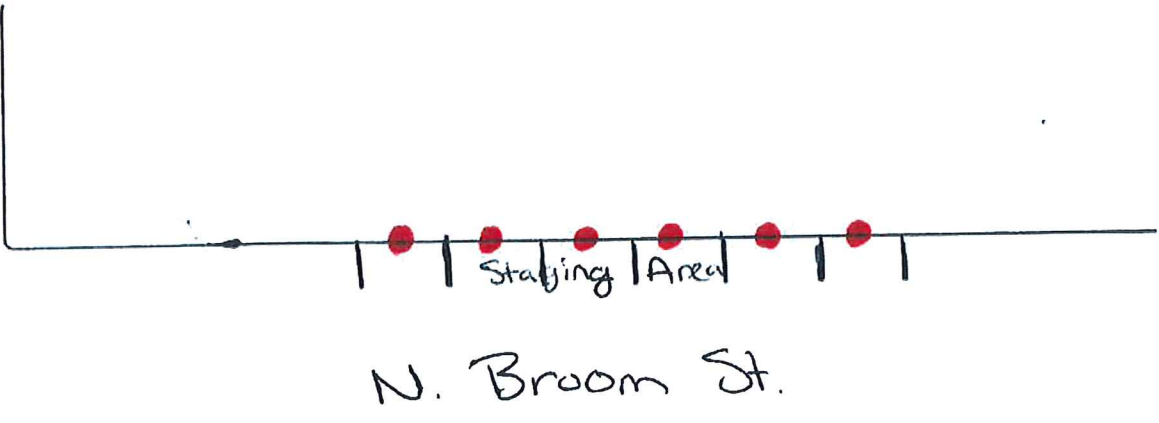
12:00pm: Start officially handing out keys to incoming residents.

12:00pm-3:30pm: Monitor parking garage and street lane heavily at all times to maintain control and utmost safety during move-in.

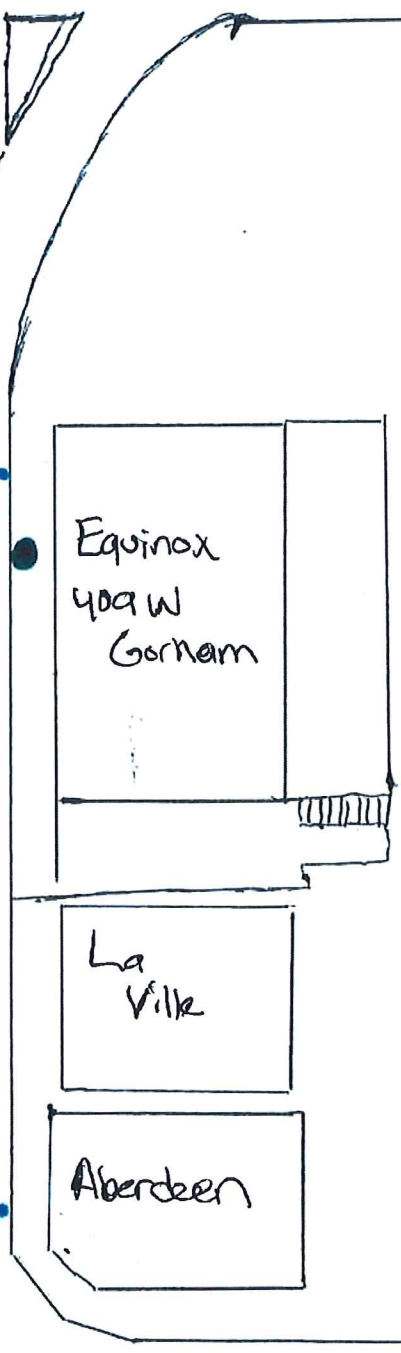
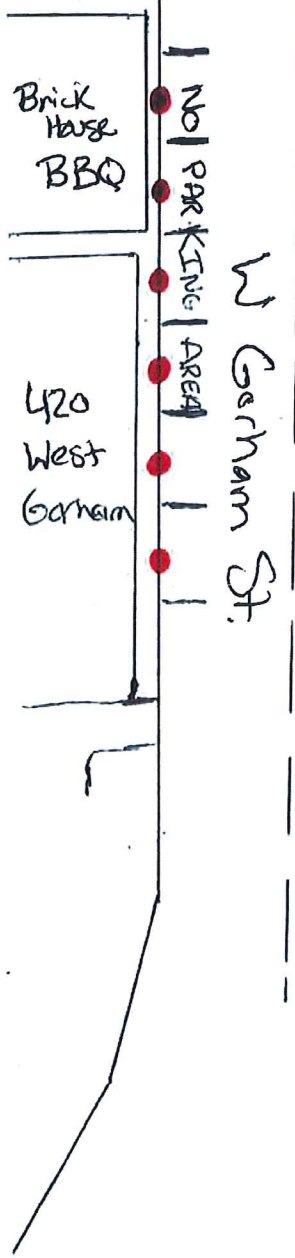
3:00pm: Take down cones and signs, begin allowing traffic through on left lane of W. Gorham where cones and barrels were. Street to be cleared by **3:30pm sharp**.

6:00pm: Start taking down key stations

7:00pm: Move-in day complete.



Lane Closure
August 16th



- Bagged Meters
Starting Thursday August 15th
Bag removed Friday August 16th
at 3:30pm
- Light Pole
- Parking barrels and
cones 11:00am - 3:30pm
Start 20 ft in back of
light pole (20 ft East of Pole)
End 20 ft West of N.
Bassett corner.

N. Bassett



Address **409 W Gorham St**
Madison, WI 53703

Get Google Maps on your phone
Text the word "GMAPS" to 466453

