

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Art Fair on the Square

Event Organizer/Sponsor Madison Museum of Contemporary Art

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

If Yes, provide State of Wisconsin Tax Exempt Number Fed ID #: 39-1133513, CES #: 005628

Address 227 State Street

City/State/Zip Madison / Wisconsin / 53703

Primary Contact Annik Dupaty, Director of Events FAX 608-257-5722

Work Phone 608-257-0158 ext 230 Phone During Event 608-332-4706

E-mail artfair@mmoca.org

Website www.mmoca.org

Secondary Contact Elizabeth Tucker Phone During Event 608-257-0158 ext 245

Work Phone 608-257-0158 ext 245

E-mail elizabeth@mmoca.org

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: Madison Museum of Contemporary Art

Estimated Attendance 200,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 9:30 am to 6:00 pm  Yes  No

## EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)  
 Other Art Fair with entertainment and food vendors

## 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: Capitol square, 30 of the square (top 100 block of State Street). Capitol Square  
and the 100 blocks of: East and West Washington, MLK Jr. Blvd, N & S Hamilton, E & W Mifflin, State street,  
King Street, N & S Pinckney, E & W Main Street, N & S Carroll & Wisconsin Avenue.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/8-7/10/2011 Rain Date(s) N/A  
Event Start Date(s)/Time(s) 7/9/2011 9 am & 7/10/2011 10am Set-Up Date(s)/Time for Event 7/8/2011 3:00-10:00 pm  
Event End Date(s)/Time(s) 7/9/11 6pm and 7/10/2011 5pm Take-Down Time 5:00 pm - 9:30 pm 7/10/2011  
Take-Down Time: start to streets reopened  
\*\*Streets open at 9:30 pm\*\*

## APPLICATION SIGNATURE

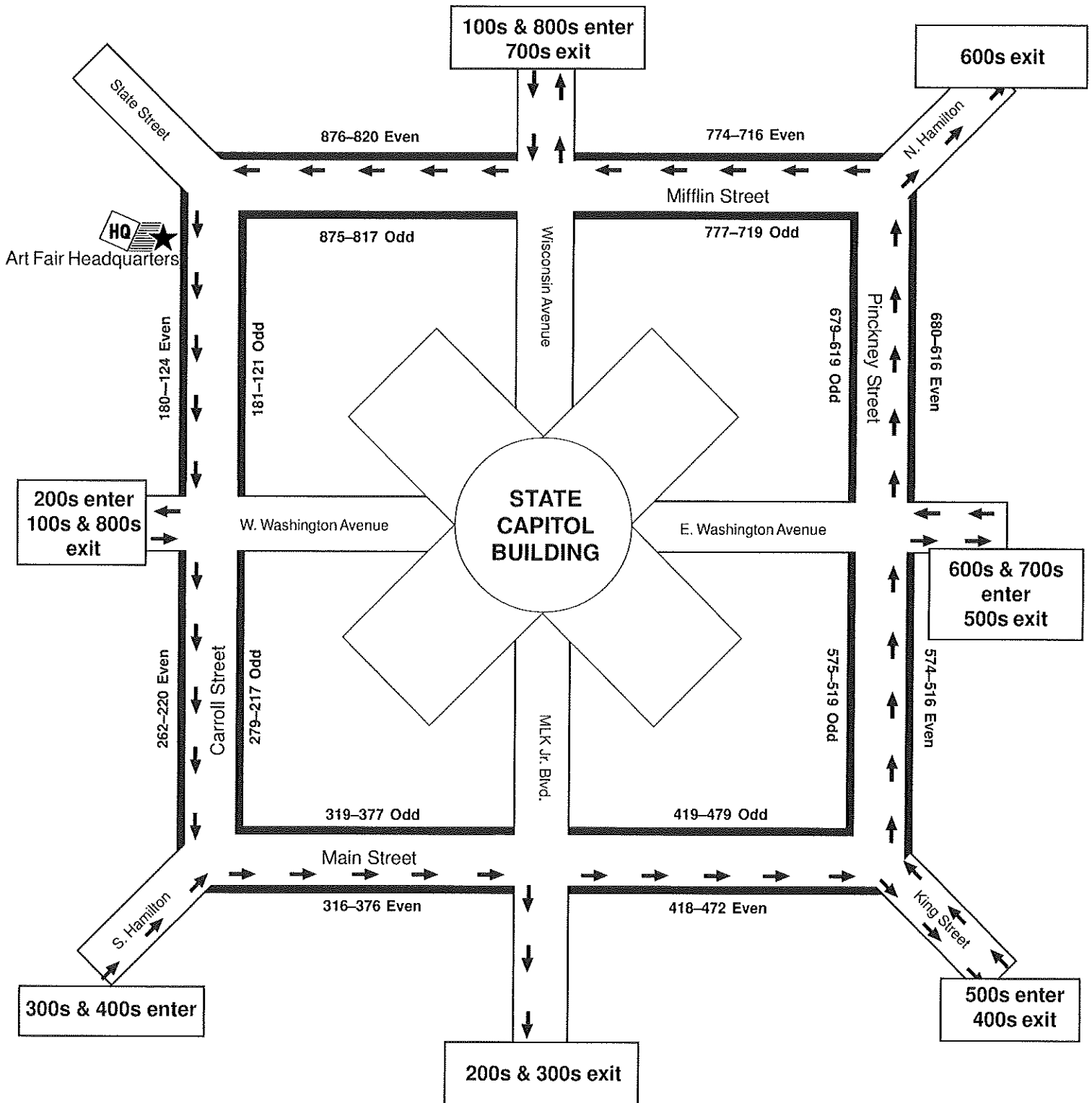
\_\_\_\_\_/I/We waive the 21-day decision requirement. \_\_\_\_\_ (PLEASE INITIAL)

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 \_\_\_\_\_

# Art Fair on the Square 2011 Traffic Map





Complete Event Schedule  
Art Fair on the Square 2011

Set up / take-down

Set up begins at 3:00 PM, July 8<sup>th</sup>

Take-down expected to be finished by 9:30 pm, July 10<sup>th</sup>

Event

Saturday July 9<sup>th</sup>

Event begins at 9:00 am

Music begins at 9:30 am

Music ends at 5:30 pm

Event ends at 6:00 pm

Sunday July 10<sup>th</sup>

Event begins at 10:00 am

Music begins at 10:00 am

Music ends at 5:00 pm

Event ends at 5:00 pm

## **Safety and Security Plan**

The following is a schedule and corresponding list of duties for special duty police officers and security personnel for Art Fair on the Square 2011. Unless otherwise noted, officers will report to Annik Dupaty at Art Fair Headquarters (HQ). The location for Art Fair Headquarters will be in front of the Wisconsin Historical Museum near State Street.

### **Friday, July 8<sup>th</sup>**

**10 pm**                      **2 security officers will report to Annik Dupaty at Art Fair HQ.**  
The Security Personnel will patrol the Square until 9:00 am.

### **Saturday, July 9<sup>th</sup>**

**9 am**                         **2 special duty police officers report to Annik Dupaty at Art Fair HQ.**  
One officer will patrol the Square until 7 pm. The second officer will patrol the Square until 11 am, then report to Mike Paggie at Art Fair HQ for money collection and protection.

**9 am**                         **7 security officers report to Art Fair HQ.**  
Each will be assigned to one of 7 MMoCA concession stands to ID patrons purchasing alcohol, guard against disturbances, and perform any other duties as necessary. These officers will provide protection until 6:00 pm.

**11 am**                      **One of the special duty police officers patrolling the Square reports to Mike Paggie at Art Fair HQ**  
This officer will secure the money collection and provide protection until 6:30 pm.

**6 pm**                         **1 security officer reports to Barbara Katz or Tami Dodge to be assigned to guard the Silent Auction tent until 9 am.**

**6 pm**                         **2 security officers will report to Annik Dupaty at Art Fair HQ.**  
The Security Personnel will patrol the Square until 9:00 am.

### **Sunday, July 10<sup>th</sup>**

**10 am**                      **2 special duty police officers report to Annik Dupaty at Art Fair HQ.**  
One officer will patrol the Square until 6 pm. The second officer will patrol the Square until 11 am, then report to Mike Paggie at Art Fair HQ for money collection and protection until 6:30 pm.

**9 am**                         **7 security officers check in at HQ to be assigned to concessions stands until 5 pm.**

**11 am**                      **One of the special duty police officers patrolling the Square reports to Mike Paggie at Art Fair HQ**  
This officer will secure the money collection and provide protection until 5:30 pm.

**City of Madison  
Community Event Recycling Plan**

Event Date: July 9 and 10, 2011

Event Title: Art Fair on the Square

Event Location: Capitol Concourse

Event Sponsor/Contact information:

Name Annik Dupaty, Director of Events

Phone 608-257-0158

email artfair@mmoca.org

Recyclables Generated at the Event (Check all that apply.)

- Aluminum Cans
- Cardboard** ✓
- Glass Bottles/Jars
- Paper (Does not include napkins, towels or tissues)** ✓
- Plastic Bottles** ✓
- Steel/Tin Cans

Collection Service

- City** ✓
- Private Hauler

If using a private hauler which hauler will provide service? \_\_\_\_\_

Will you need City supplied recycling containers? yes

If yes, how many? 50

See the container use agreement for information on the container loan program or call 267-2626 for more information.

It is your responsibility to provide notification of the recycling requirements to any outside vendors who will be attending the event. A copy of your letter/notification must be submitted with this form.

This form and any required attachments must be submitted with your Street Use Permit application materials and to the Streets Division, 1501 W. Badger Rd., Madison, WI, 53713 or FAX to 608-267-1120.