

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event WILLY STREET FAIR

Event Organizer/Sponsor WIL-MAR NEIGHBORHOOD CENTER / COMMON WEALTH

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

If Yes, provide State of Wisconsin Tax Exempt Number 41148

Address 953 JENNIFER ST

City/State/Zip MADISON, WI 53703

Primary Contact GARY KALLAS

FAX 608-257-1052

Work Phone 608-257-4576

Phone During Event 608-235-2925

E-mail garyk@wil-mar.org

Website wil-mar.org

Secondary Contact Beatrice Hadidian

Work Phone 608-257-4576

Phone During Event 608-520-2291

E-mail beatriceh@wil-mar.org

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: WIL-MAR CENTER & COMMON WEALTH DEVELOPMENT

Estimated Attendance 20,000 TOTAL (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

SEE APPENDIX

EVENT CATEGORY

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

Other STREET FAIR

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: SEE MAP

EVENT DATE(S)/SCHEDULE

SEE APPENDIX

Date(s) of Event (including set-up and take-down) _____ Rain Date(s) _____

Event Start Date(s)/Time(s) _____ Set-Up Date(s)/Time for Event _____

Event End Date(s)/Time(s) _____ Take-Down Time _____

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement. ME (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, statutes and laws.

Signature ME Date 5-26-15

2015 WILLY STREET FAIR—STREET USE PERMIT APPLICATION ADDENDUM:

LOCATION REQUESTED:

The street locations requested:

For Saturday, September, 19 the 900 and 1000 blocks of Williamson as well as the 300 Block of E. Bearly.

For Sunday, the 800 block of Williamson is additionally requested closed.

Impacted residents have been engaged and informed of these requests and are supportive of these requests.

In addition, along the southside of Williamson Street some tents are left up overnight in the parking lane. Orange cones placed along the entire block at 15 feet apart. Security personnel on-site at all times.

EVENT DATE(S)/SCHEDULE

DATE	ACTIVITY	HOURS
Saturday, September 19	Street Closings	Beginning at Noon
	Event Held	Noon to 9 pm
	Street Reopens	10:30 pm
Sunday, September 20	Street Closings	Beginning at 7 am
	Event Held	Noon to 7 pm
	Street Reopens	10:30 pm

20' Emergency Lane Maintained

EMERGENCY ACTION PLAN (EAP) i.e. SAFETY AND SECURITY

Primary Contact:	Secondary Contact:	EMS (on Site All Times)
Gary Kallas (608) 235-2925	Beatrice Hadidian (608) 520-2291	Devin Abshere (608) 228-9692

Notification:

We will have an EMS on Site at all times.

We will have uniformed security on site at all times.

Severe Weather or Other EAP announcements:

This event will follow the 30/30 rule for lightning and will make public announcements as needed.

This event will maintain emergency 20' lanes throughout the event site by closing vendor access to center sections of the site.

Finally, we retain both public (off-duty officers) and private security staff. At all times a minimum combined 4 uniformed security staffs are on-site. In addition, our Willy Street Fair committee consists of over 50 community members and most are experienced with previous events. Most security matters are addressed by these community members.

CLEAN-UP AND RECYCLING PLAN

We have recycled at the Fair since 1995. We maintain clearly labeled waste and recycling containers on the grounds. In addition, for the past two events we've been implementing on a trial basis strategies for a zero-waste event. Our efforts were mostly successful and in 2016 we look to expand the effort to include all days. Typically we bring in dumpsters from Waster Management and/or the City.

NOTIFICATION SCHEDULE

The area alder, businesses and the few residents in the immediate site of the event have been informed of the upcoming event. Indeed, we have convened general meetings with area residents, Alderperson Marsha Rummel has convened her own meeting and we have ventured out door-to-door in the area on two separate occasions to gather application supporting signatures.

INSURANCE FOR YOUR EVENT

Required insurance is on file in the City's Risk Management Office.

WILM STREET FAIR : SATURDAY, SEPTEMBER ~~2~~ ²

~~2013~~
2015

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