

# STREET USE PERMIT APPLICATION

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

### EVENT INFORMATION

Name of Event SERRV- World Fair Trade Day Celebration

Event Organizer/Sponsor SERRV

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 44304

Address 122 State Street

City/State/Zip Madison, WI 53703

Primary Contact Sarah Wilcox

FAX 608-233-4436

Work Phone 608-233-4438

Phone During Event 608-395-1495

E-mail sarah.wilcox@serrv.org

Website www.serrv.org

Secondary Contact Megan Arzbaecher

Phone During Event 414-759-6393

Work Phone 608-255-3766

E-mail megan.arzbaecher@serrv.org

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_  
Estimated Attendance 50-100 (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 \_\_\_\_\_

### LOCATION REQUESTED

- Capitol Square (note specific blocks below)
  - 30 on the Square (a.k.a. top of 100 block of State Street)
  - Podium/700-800 State Street
  - Other (specific blocks/streets requested below)
- Street Names and Block Numbers: \_\_\_\_\_

### EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 05/11/13 Rain Date(s) n/a

Event Start Date(s)/Time(s) 05/11/13 @ 8:00am Set-Up Date(s)/Time for Event 05/11/13 @ 7am

Event End Date(s)/Time(s) 05/11/13 @ 2pm Take-Down Time 05/11/13 @ 2:15pm

Take-Down Time: start to streets reopened

### APPLICATION SIGNATURE

We waive the 21-day decision requirement. SW (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 2/21/12

SERRV Street Use Permit Paperwork

**World Fair Trade Day Event Schedule**

05/11/13

7am- Set up tents, tables and trash cans

Banner displayed

8am- Event Begins

8am-2pm-

Handicraft sales

Talk about Fair Trade and educate new comers

Raise awareness about SERRV International

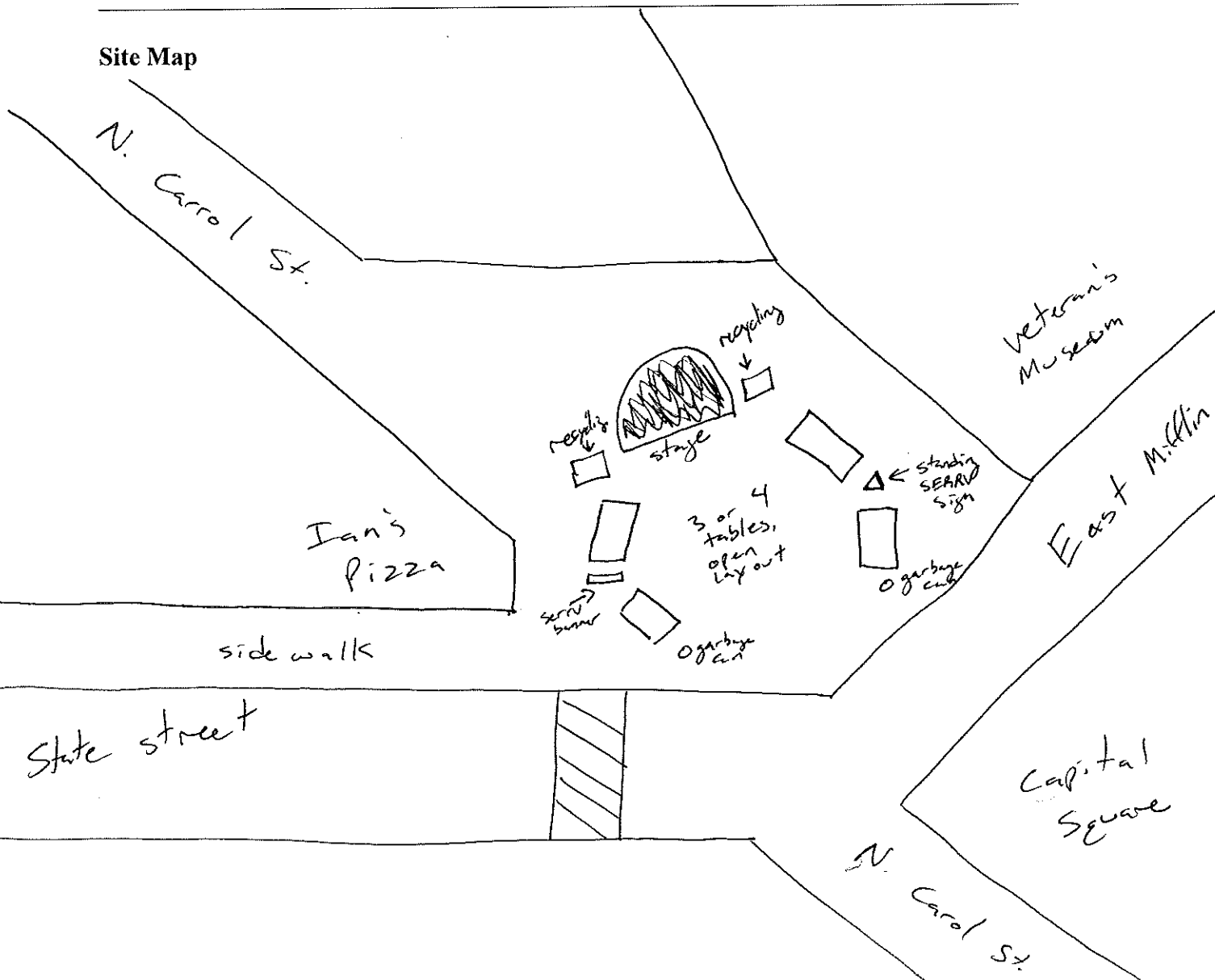
Pass out fliers

Small radio playing global music

2pm- Event Ends

2-3- Take down tables & tents, remove trash, clean up

**Site Map**



**Safety & Security Plan**

Sarah Wilcox will be designated security person. If there is trouble or any problems, she will be responsible for calling '911', area police, or fire department.

We will also have a basic first aid kit if needed.

**Cleanup and Recycling Plan**

Several trash cans will be placed at our tables and under our tents

We will recycle discarded materials as needed.

We will clean up the booth area upon conclusion of the event. We will take care of any and all trash in our area.