

May 20, 2015



## Madison's Central Business Improvement District (BID)

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### **"Top of State" Summer Programs 2015 – Event/Activity Guidelines**

By contract with the City of Madison, Madison's Central Business Improvement District (BID) will be programming events and activities June-September 2015 in "Philosopher's Grove" (100 W. Mifflin St.) and "30 on the Square/The Pillars" (100 N. Carroll St.). Events and activities programmed through the BID do not need a separate City Street Use Permit, but must abide by the following guidelines:

- No service, sales or consumption of alcoholic beverages.
- No sales or giveaways of food or drink of any kind. Participants may patronize neighboring businesses for food and drink (e.g., Teddywedgers, Ian's Pizza, etc.).
- All activities and items set up for your event must take place within the event areas outlined on attached map. A 6 foot wide sidewalk path must be maintained along all buildings.
- No chalk drawing or painting on sidewalks. No markings, stickers or posters of any sort on the sidewalk, light poles, seating, buildings, etc. No stickers given away or used in activities.
- Any activity that might leave a mess on the sidewalk (painting, using clay, etc.) should arrange for paper or tarp beneath. Please do not wash paint, clay, etc. into the storm sewers.
- No inflatable objects.
- Nothing may be installed or attached to public property or private buildings. Please do not tie anything to or hang anything off the trees or bike racks.
- Vendor tents or activity shelters should be no larger than 12 by 12 feet, and must be weighted down with sandbags or sufficient equivalent.
- Any tables, tents, art pieces, items, etc., must be put up and taken down within the event setup and teardown times, and cannot be left in the areas.
- W. Mifflin St. and N. Carroll St. cul de sacs are for active loading/unloading only. No parking in the circles! No parking in or blocking driveways. No driving, parking, or loading on State St. Downtown parking options: [visitdowntownmadison.com/Parking](http://visitdowntownmadison.com/Parking) or in Downtown Map & Guide.
- Chairs, tables and a 10' x 10' shelter may be available for your event through pre-arrangement with the BID. If so, it would be great if you could help us put them away afterwards☺.
- Amplification is allowed only during the hours below, by pre-arrangement with the BID:
  - Weekdays and Sundays: 12:00 noon to 1:00 pm, and 5:00 pm to 7:00 pm
  - Saturdays: 5:00 – 7:00 pm
- Electrical plug-in is available by pre-arrangement with the BID. Any cords on the ground must be taped down or under mats to prevent tripping hazard.
- Please help us keep the areas clean, and leave them even better than when you arrived! Deposit trash and recycling into the containers provided by BID (or by your event if so arranged).