

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Capitol View Farmers' Market

Event Organizer/Sponsor Capitol View Farmers' Market Board-contact: Lauren Cnare

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

If Yes, provide State of Wisconsin Tax Exempt Number Uses REAP for a fiscal agent.

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Primary Contact Lauren Cnare FAX \_\_\_\_\_

Work Phone 235-9179 Phone During Event 235-9179

E-mail speckson@charter.net

Website \_\_\_\_\_

Secondary Contact \_\_\_\_\_

Work Phone 218.4732 Phone During Event \_\_\_\_\_

E-mail \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 120 (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 Weekly farmers' market

## 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: Sharpsburg Dr. and portion of Northstar Dr.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/1-10/12/1 Rain Date(s) n/a

Event Start Date(s)/Time(s) 3 pm Set-Up Date(s)/Time for Event 2 pm

Event End Date(s)/Time(s) 7 pm Take-Down Time 7:30 pm

Take-Down Time: start to streets reopened

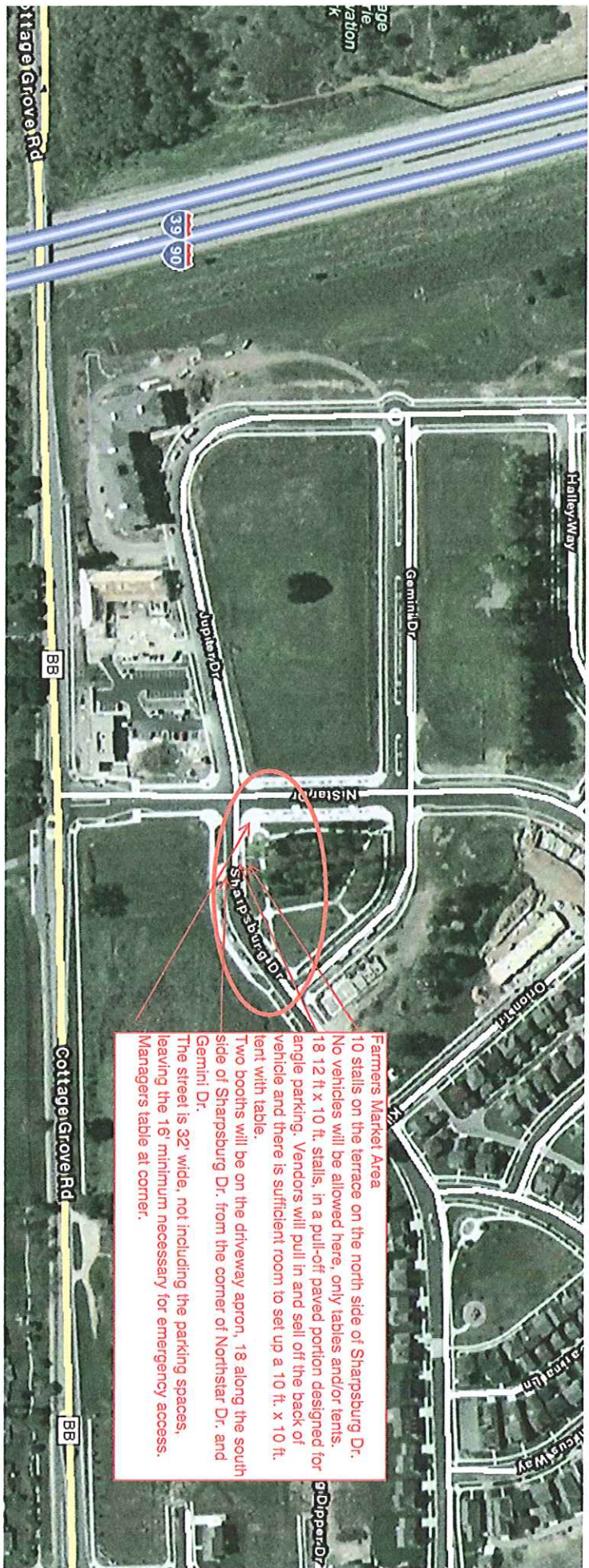
## APPLICATION SIGNATURE

\_\_\_\_\_/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 \_\_\_\_\_ Date \_\_\_\_\_



**Farmers Market Area**  
10 stalls on the terrace on the north side of Sharpburg Dr. No vehicles will be allowed here, only tables and/or tents. 18 12 ft x 10 ft. stalls, in a pull-off paved portion designed for angle parking. Vendors will pull in and sell off the back of vehicle and there is sufficient room to set up a 10 ft. x 10 ft. tent with table.  
Two booths will be on the driveway apron, 18 along the south side of Sharpburg Dr. from the corner of Northstar Dr. and Gemini Dr.  
The street is 32' wide, not including the parking spaces, leaving the 16' minimum necessary for emergency access. Managers table at corner.

## **2011 Capitol View Farmers' Market Permit Application Materials**

### **Event Schedule**

Wednesdays, June 1 to October 12, 2011

3 pm to 7 pm

Streets Closed from 2 pm to 7:30 pm

### **Event Site Map (attached)**

### **Safety and Security Plan**

Streets are barricaded after vendors are parked. On-site manager will have a cell phone and first aid kit to respond to first aid needs. Agreement in place with nearby restaurant for running water and shelter.

### **Notification Schedule**

Neighborhood-wide notice via e-mail, and neighborhood newsletter. Nearest street and businesses will receive letter (attached.)