

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Monroe Street Sidewalk Sale

Event Organizer/Sponsor: Monroe St. Merchants Association

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 1360 Regent St. #231

City/State/Zip: Madison, WI 53715

Primary Contact: Carol Schroeder Work Phone: 608-255-8211

Email: monroestreet@mac.com Phone During Event: above

Website: monroestreet-madison.com FAX: _____

Secondary Contact: Michelle Waldeck Work Phone: 608-255-7330

Email: michelle@monroestreetframing.com Phone During Event: 608-220-2848

Annual Event? Yes No

Charitable Event? Yes No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 1,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): Yes No

Hours: _____ to _____ none

EVENT CATEGORY

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

Other: Street (sidewalk) sale

LOCATION REQUESTED

Capitol Square (note specific blocks below) State St. Mall/800 State Street

30 on the Square (aka top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: 1700-2500 blocks of Monroe Street

EVENT DATE(S)/SCHEDULE

Date(s) of Event: Saturday, July 24 Event Start and End Times: 10:00 - 5:30

Rain Date (if any): _____ Set-Up Start Time: 9:00 am

Take-Down Start Time and End Times: 6:00 pm

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? Yes No

If class B license is denied, will the event(s) occur? Yes No

_____ By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature Carol Schroeder

Date 6-24-21

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

This is a somewhat minor event, with some businesses putting merchandise on the sidewalk to sell (maintaining 36" clearance).

We may have music on the plaza at Monroe Commons, but that isn't usually part of the sidewalk sale.