



# STREET USE PERMIT APPLICATION



## CONTACT INFORMATION

Name of Event: \_\_\_\_\_

Event Organizer / Sponsor: \_\_\_\_\_

Organization / Sponsor Address: \_\_\_\_\_

Organization / Sponsor website: \_\_\_\_\_

### Day-of contact info:

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Phone During Event: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Phone During Event: \_\_\_\_\_

## EVENT INFORMATION

Annual Event?  Yes  No Public Amplification?  Yes  No

Vending?  Yes  No Selling or serving beer/wine?  Yes  No

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

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

### OCCURRENCE:

- One-Day Event
- Multi-Day Event (consecutive days)
- Recurring Event (weekly, monthly)

### TYPE OF EVENT (select all that apply):

- Run/Walk
- Music/Concert
- Festival
- Rally
- Other: \_\_\_\_\_

## EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Street Closure - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Event Start - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Event End - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Street Reopen - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Clean Up - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

## LOCATION INFORMATION

(Select all that apply)

- Requesting sidewalk space
- Requesting parking stalls (meter or on-street)
- Requesting closure of a parking lane
- Requesting closure of a traffic lane
- Requesting full street closure

List street name(s), block number(s), and/or meter number(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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: RLH Date: \_\_\_\_\_

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



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## ATTENDANCE AND SCHEDULE FORM

**ESTIMATED ATTENDANCE**

Estimated average daily attendance for event: \_\_\_\_\_ Estimated total attendance for event: \_\_\_\_\_

DAILY ATTENDANCE INFO:

Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____
Date: _____	Estimated attendance (total): _____	Peak time / attendance: _____

**EVENT SCHEDULE** (include all information below, as applicable)

- **SETUP DATE(S)/TIMES** – provide date(s) and time(s) for when setup will begin in the public space.
- **STREET CLOSURE(S)** – provide detailed timing for when the street(s) will be closed & re-opened.
- **PARKING METER/STALL(S)** – provide detailed timing for when the parking request(s) will begin and end.
- **OTHER SCHEDULE DETAILS SHOULD INCLUDE** – vendor setup/take down, concert setup/set times/take down, run/walk start & end times (last runner), parade/march start time, specific advertised activities that will draw a crowd, etc.
- **EVENT DATE(S)/TIMES** – provide date(s)/times for when the event is open and closed to the public, each day.
- **CLEANUP DATE(S)/TIMES** – provide date(s) and time(s) for cleanup, indicate when everything will be out of the public space.

(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

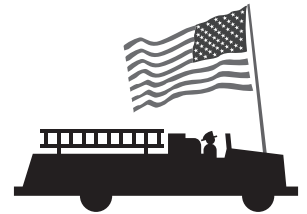
DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) <small>*INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*</small>



July 2024 Newsletter | [regentneighborhood.org](http://regentneighborhood.org)

ASSOCIATION

**The Regent Neighborhood Association  
Invites You and Your Family to the  
NEW and DIFFERENT  
Neighborhood Fourth of July Picnic  
Thursday, July 4, 2024 at  
West High Athletic Field**



**About Noon**

**Parade** The festival kicks off with the traditional parade led by our one-and-only Rag Tag Band. Kids of all ages—red-white-and-blue-tify your wheels and selves and line up at the corner of Regent St. and Grand Ave.

**12:15 p.m.**

**Let the fun begin!** But with a difference! Bring your family, friends, a blanket, your own picnic, and your favorite games. RNA will provide bottled water, free of charge. Please note: There will be NO BRAT FRY!

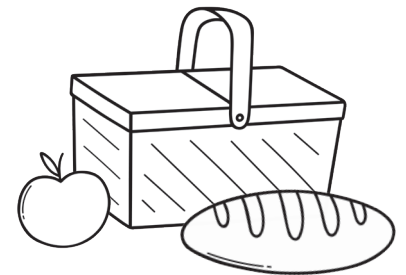
**About 2 p.m.**

**Egg Toss** Legendary Egg Toss. Thank you, Regent Market

**About 2:30 p.m. End of Festival**

**How You Can Participate**

- Dust off your instrument and join the Band.
- Decorate your bikes and join the parade.
- Watch and cheer on the parade and band.
- Pack a picnic and spend time with neighbors.
- Bring a game and play a game.
- Find a partner and toss an egg.
- Stop by the membership tent & join the RNA.



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## RNA 4th of July Festival — Volunteers Needed!

**Contact:** Ronnie Hess at [rlhess@wisc.edu](mailto:rlhess@wisc.edu). For updates, check RNA Listserv at [groups.google.com/group/regentneighborhoodassn](https://groups.google.com/group/regentneighborhoodassn)

**Rag Tag Band\*:** Musicians, contact Marli Johnson, [MStarCatch@aol.com](mailto:MStarCatch@aol.com) or call 608-271-1219.

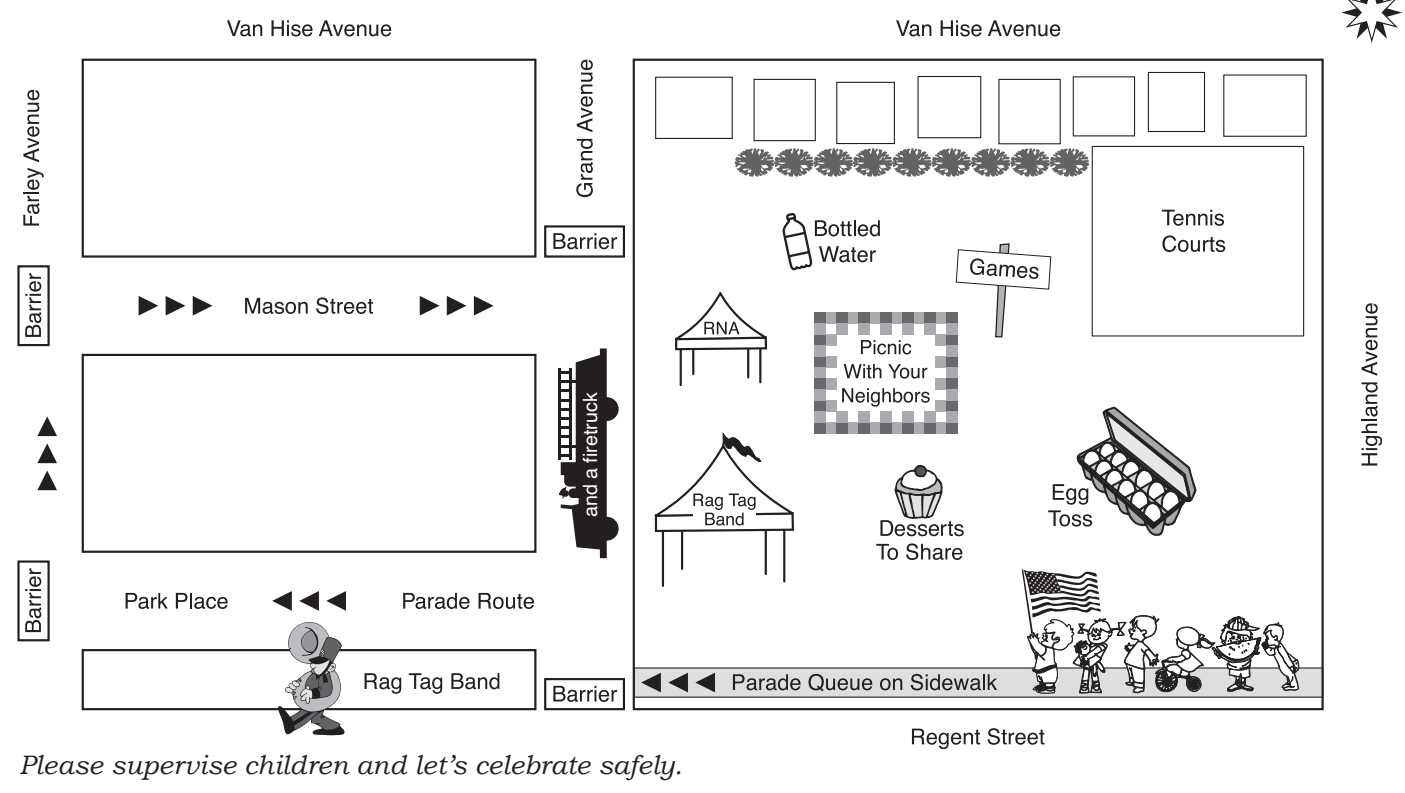
**Games:** Coordinator needed. BYO games. Gamesters, create and run a game. No prizes provided.

**Cake Walk:** Coordinator needed. Neighbors, BYO baked goods and some to share.

**Garbage:** Do you live near the practice field? Are you willing to let us borrow your garbage can for the day? We'll empty it before we give it back.

**Clean Up:** With your help, it won't take long! Take your stuff and kids home.

## RNA Festival Map at West High Field



## \*Band Members Welcome to join our Rag Tag Band this July 4<sup>th</sup>

Haven't played for a while? Not much experience? A real hot shot? All are welcome! On July 4th, the Regent Neighborhood Rag Tag Band proudly marches around the block then plays a fun concert on the West High athletic field. We begin with easy tunes for less experienced performers then graduate to intermediate pieces and a few show-off numbers. Rehearsals to be announced soon. Respond right away so we can reserve your spot! Music available ahead of time. Questions? Email Marli at [MStarCatch@aol.com](mailto:MStarCatch@aol.com) or call 608-271-1219. ■



July 2024



Regent Neighborhood  
ASSOCIATION

**Regent Neighborhood Association**  
P.O. Box 5655  
Madison, WI 53705

### Officers

*President*  
Shiva Bidar  
[shivabidar@tds.net](mailto:shivabidar@tds.net)

*Vice President/President-Elect*  
OPEN

*Secretary / UW Relations*  
Mary Czyszczak-Lyne  
[mary.czyszczaklyne@wisc.edu](mailto:mary.czyszczaklyne@wisc.edu)

*Treasurer*  
John Schlaefer  
[schlaeferjw@gmail.com](mailto:schlaeferjw@gmail.com)

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[sgjones2@wisc.edu](mailto:sgjones2@wisc.edu)

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OPEN

*Festivals Chair*  
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*Membership Chair*  
Pat McQuiddy  
[patmcquiddy@yahoo.com](mailto:patmcquiddy@yahoo.com)

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Ronnie Hess  
[rlhess@wisc.edu](mailto:rlhess@wisc.edu)

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[megpohl@gmail.com](mailto:megpohl@gmail.com)

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[SustainableRNA@gmail.com](mailto:SustainableRNA@gmail.com)

*Transportation Chair*  
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[capeters53@gmail.com](mailto:capeters53@gmail.com)

*Board Members At Large*  
Ron Rosner  
[rosner7@charter.net](mailto:rosner7@charter.net)

Graphic Design by Mary Sarnowski

[regentneighborhood.org](http://regentneighborhood.org)

## A Note from the President

Dear Neighbors,

Happy Summer! Our annual membership meeting was held on May 21 at 7 p.m., the night of the big storm! Unfortunately (and understandably, given the weather), we did not have quorum so Board members who have agreed to continue to serve will do so until our next membership meeting. We do have some openings on the Board. If you are interested in serving, please contact me.

We hope you will all join us for the modified neighborhood July 4th event. It will be a great opportunity to connect with each other.

Warmly,  
Shiva



RNA Board President  
Shiva Bidar

## Join the RNA Google Group—

For latest in the Regent Neighborhood news and conversations, join our Google Group by going to

[groups.google.com/group/regentneighborhoodassn](https://groups.google.com/group/regentneighborhoodassn)

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