

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Olbrich Home Garden Tour

Event Organizer/Sponsor Olbrich Botanical Garden / Missy Keegan

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

If Yes, provide State of Wisconsin Tax Exempt Number 39-1357247

Address 3330 Atwood Ave

City/State/Zip Madison, WI 53704

Primary Contact Missy Keegan FAX 608-246-4719

Work Phone 608-246-5614 Phone During Event \_\_\_\_\_

E-mail mkeegan@cityofmadison.com

Website www.olbrich.org

Secondary Contact \_\_\_\_\_ Phone During Event \_\_\_\_\_

Work Phone \_\_\_\_\_

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

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: Fundraising event for Olbrich Gardens

Estimated Attendance 800 - 1,200 (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 Garden tour

## 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: \_\_\_\_\_

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/13-7/14 Rain Date(s) n/a

Event Start Date(s)/Time(s) 7/13, 10am-4pm Set-Up Date(s)/Time for Event 7/13, 8am-10am

Event End Date(s)/Time(s) 7/14, 9am-3pm Take-Down Time 7/14, 3pm-5pm

Take-Down Time: start to streets reopened

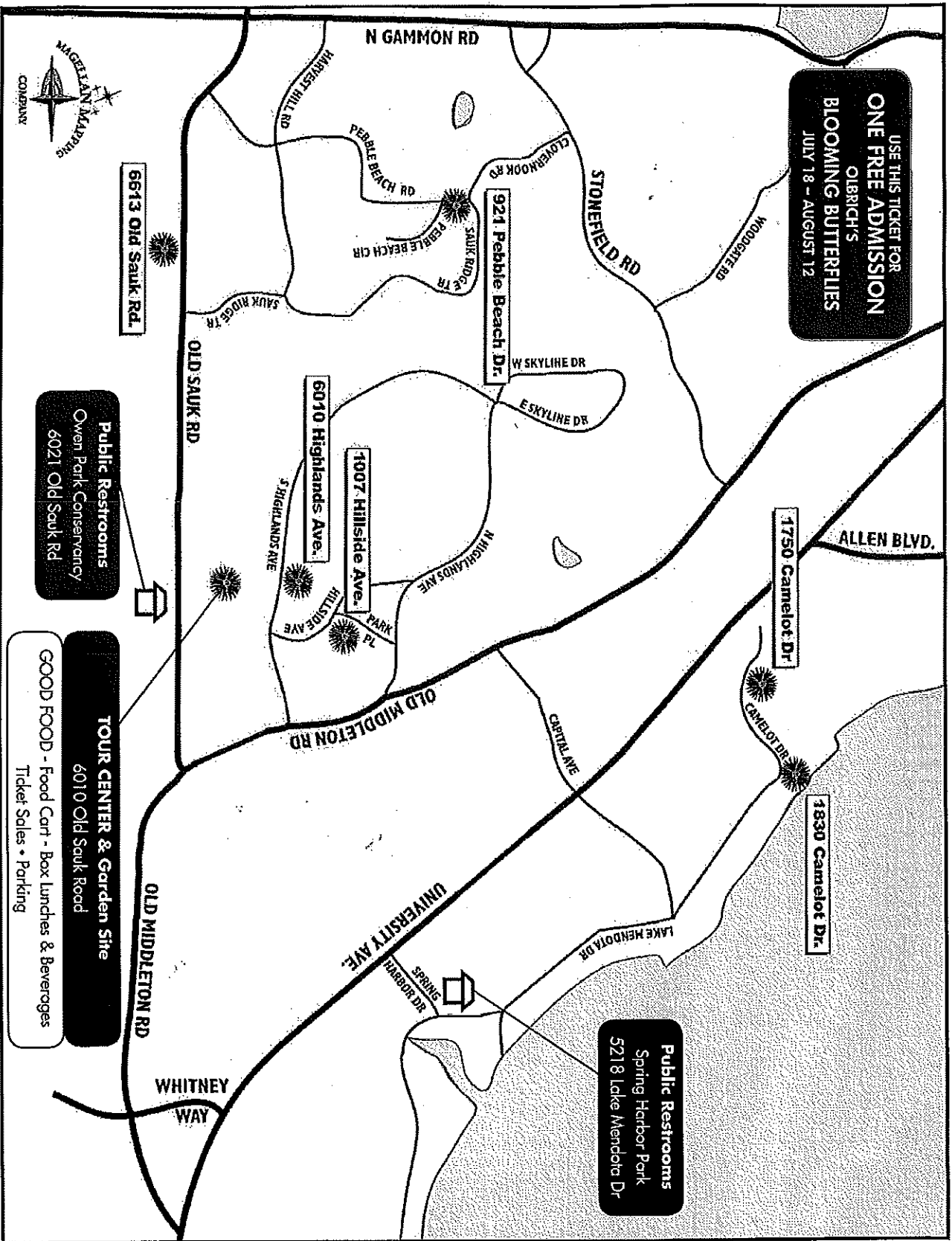
## APPLICATION SIGNATURE

\_\_\_\_\_ I/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 Missy Keegan Date 6/4/12



USE THIS TICKET FOR  
**ONE FREE ADMISSION**  
**OLBRICH'S**  
**BLOOMING BUTTERFLIES**  
 JULY 18 - AUGUST 12



Suggested Route: Old Middleton Rd to Old Sauk Rd or Highlands Ave - Cross University Ave at the Capital Ave intersection (with stop light) to access the gardens on Camelot Dr  
 Avoid construction on University Ave between Segoe Rd and Allen Blvd

**2012 - Tour Sponsors**



- Avant Gardening & Landscaping, Inc.
- Bassett, Inc. Arborcare, Lawn and Landscapeworks • Estate "The Tree Care Specialist"
- The Flower Factory • Jung Garden Center • Klein's Floral and Greenhouses
- Madison Area Master Gardeners Association • The Vinery Stained Glass Studio

### **No parking sign posting**

Olbrich Botanical Gardens would like to post "No Parking" signs during the Home Garden Tour on Friday, July 13 and Saturday, July 14 in a section of the Highlands Neighborhood to avoid causing traffic jams.

- Request to place no parking signs on the south side of S. Highlands Ave beginning at the intersection of S. Highlands and Hillside Ave and ending before the driveway of 6026 Highlands Ave.
- Request to place no parking signs on both sides of Hillside Ave beginning at the intersection of S. Highlands Ave and Hillside Ave ending at the intersection of Hillside Ave and Park Pl.