

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 www.capitolviewfarmersmarket.com

Secondary Contact Krista Massian

Phone During Event 608-843-4409

Work Phone 608-807-7487

E-mail krita_gullick@gmail.com

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) 5/29-10/2/13 Rain Date(s) n/a
Event Start Date(s)/Time(s) 3:30 pm Set-Up Date(s)/Time for Event 2:30 pm
Event End Date(s)/Time(s) 7 pm Take-Down Time 7:30 pm
Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

X 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 _____ Date _____

2013 Capitol View Farmers' Market Permit Application Materials

Event Schedule

Wednesdays, May 29 to October 2, 2013

3:30 pm to 7 pm

Streets Closed from 3 pm to 7:30 pm

Event Site Map (attached)

Safety and Security Plan

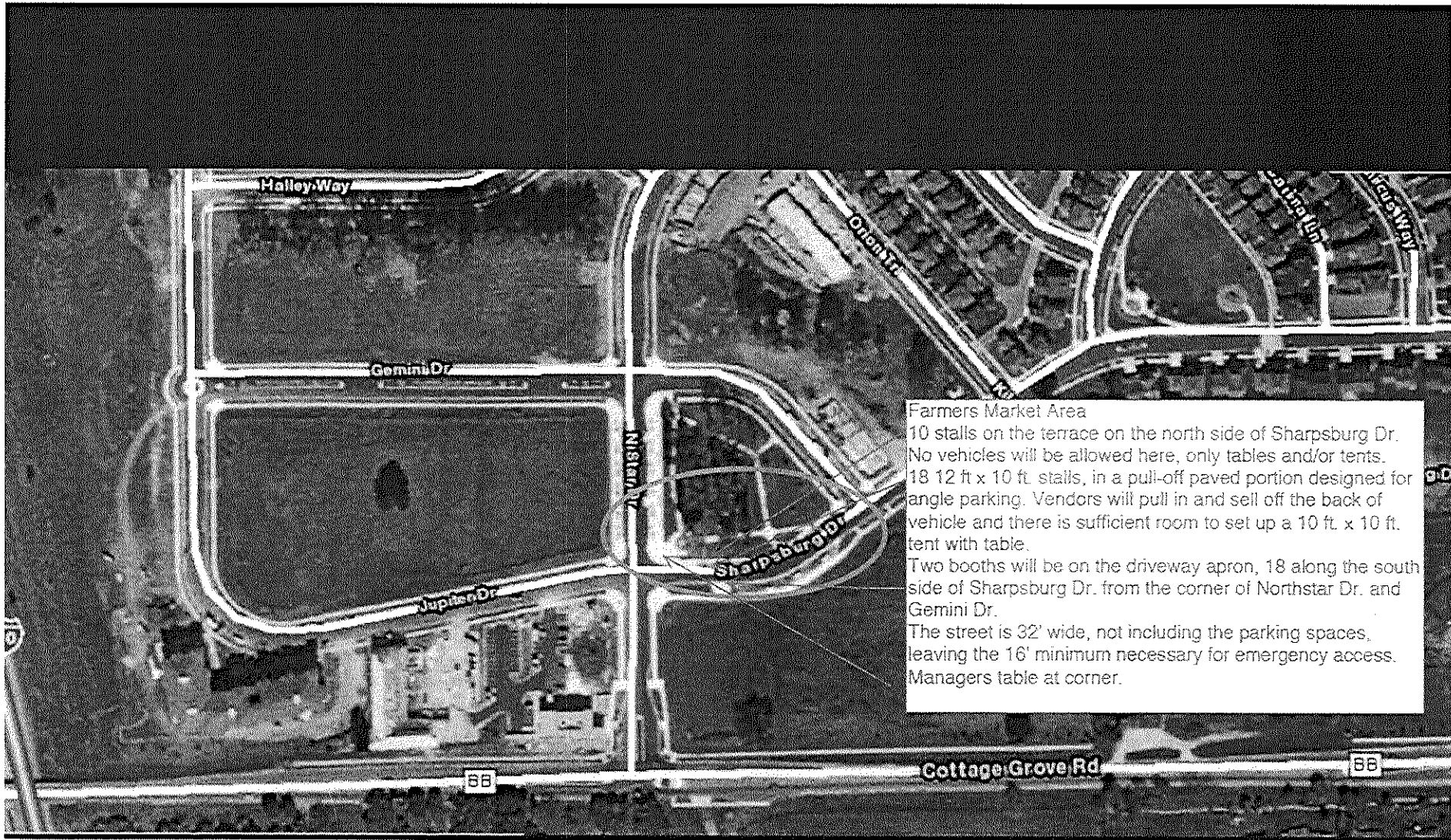
Streets are barricaded after vendors are parked. On-site manager will have a cell phone and first aid kit to respond to first aid needs. Agreement in place with nearby restaurant for running water and shelter.

Trash Plan

We collect garbage and transport. Nothing in cans or bottles consumed on site is sold at the market, thus we expect no or few recyclables.

Notification Schedule

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



Farmers Market Area
10 stalls on the terrace on the north side of Sharsburg 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 Sharsburg 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.