

# 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 Becky Paris

Work Phone 608-807-7487 Phone During Event 608-807-7487

E-mail rebparis@live.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) 6/6-10/10/12 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

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, statutes and laws.

Signature Lauren Cnare Date 4-20-12



**Farmers Market Area**

10 stalls on the terrace on the north side of Shapensburg 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 Shapensburg 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.

Capitol View Farmers Market  
c/o DSI Real Estate  
2800 Royal Ave.  
Madison WI 53713

Dear Neighbor:

The capitol View Farmers' Market is returning for its third year, and we are excited to let you know that we are ready to host the market's Opening Day on Wednesday, June 6, with 15 vendors selling fruits, plants, dairy products, vegetables and bakery every Wednesday from 3 pm to 7 pm until October 10.

While offering a complete array of things for our pantries, we have purposely kept this market small and neighborhood oriented, to provide Wisconsin-made goods without disrupting the quality of life near your homes and businesses.

To simplify set-up, tear-down and east shopping, we have a permit to close Sharpsburg Dr. to place our vendors along the south side of the street during the market, and four parking spots on Northstar's east side from the fountain north on Wednesdays. We'll put up "no parking" signs the day before so no one is disrupted to move a car during the day. Traffic on Sharpsburg from Northstar to Gemini will be restricted from 2 pm to 7 pm during the market. You will still have access to your home and business by traveling along Northstar Dr. to Gemini.

We will have an on-site Market Coordinator and members on hand to assure that noise is minimized and the area is kept clean during and after the market. On occasion, we may have acoustic music or a children's activity. Our Market Coordinator will be able to address any concerns you have about the market management and please be assured we respect your wishes for us to be good neighbors on these Wednesdays.

We are delighted to bring a farmer's market to the area, and hope to see you there, every Wednesday! If you have any questions, please call me at 235-9179 or e-mail me at [district3@cityofmadison.com](mailto:district3@cityofmadison.com).

Sincerely,

Lauren Cnare  
Alder District 3  
Member, Capitol View Farmer's Market Steering Committee