

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Equinox Move In

Event Organizer/Sponsor Madison Property Management

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 1202 Regent St

City/State/Zip Madison, WI 53715

Primary Contact Rich Marvin FAX 608-255-9656

Work Phone 608-209-7313 Phone During Event 608-209-7313

E-mail richardm@madisonproperty.com

Website www.madisonproperty.com

Secondary Contact Brent Jackson Phone During Event 608-442-8182

Work Phone 608-442-8182

E-mail brentj@madisonproperty.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 200 ppl (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 Lane Blockage / Closure for Move In

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: 400 Block W. Gorham, 300 Block Broom St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) Aug 16th Rain Date(s) _____

Event Start Date(s)/Time(s) 11am Set-Up Date(s)/Time for Event Set up at 10:30am

Event End Date(s)/Time(s) 3:30 pm Take-Down Time Take down 3:30 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, statues and laws.

Signature [Signature] Date 4/18/13

Equinox Move-In Schedule and Plan
8/16/2012

8:00am: Set up key stations in the rear of the Equinox for incoming residents to pick up keys

8:30am: Set up signs in and around 1st floor of the building as well as the underground parking garage directing incoming residents to key stations.

9:00am: Inspect parking garage for illegal parkers; ensure maximum parking availability for move in.

10:00am: Begin directing and monitoring traffic into and out of parking garage.

10:30am: Set up "LEFT LANE ENDS: Equinox Move-In Only" caution signs on northwest corner of the W. Mifflin St/Broom St. and the W Johnson St/Broom St intersections.

11:00am: Set up parking cones to block off Broom St. turn lane leading onto W. Gorham St. The cones will then run length of that southern lane until just passed the 409 W Gorham St property line (with a gap for Equinox driveway). Non-incoming resident vehicles can still very easily turn onto W Gorham St from Broom St. as desired by simply using the middle lane to pull up to the stop light on the W. Gorham St/Broom St intersection, and turning left (the lane intending, but not requiring, vehicles to go straight towards State St.).

Place a member of our staff on Broom St. directly where cones begin, they will have a large "Equinox Move-In Only" sign. Their responsibility will be to allow incoming resident vehicles in to the coned off merge lane. There will be another member of our staff at the Equinox driveway, whose responsibility is to direct cars in and out of the garage, and also to direct larger vehicles where to park along the closed off lane as needed (when the garage is full and/or inaccessible to them). They will also caution vehicles trying to park after the coned off area, that they are not permitted to park there and risk getting ticketed and/or towed.

12:00pm: Start officially handing out keys to incoming residents.

12:00pm-3:30pm: Monitor parking garage and street lane heavily at all times to maintain control and utmost safety during move-in.

3:25pm: Take down cones and signs, begin allowing traffic through. Street will be cleared by 3:30pm sharp.

6:00pm: Start taking down key stations

7:00pm: Move-in day complete.