

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Loop Connection

Event Organizer/Sponsor Summit Credit Union

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 1333 W. Main St

City/State/Zip Sun Prairie, WI 53590

Primary Contact Jody Stollendorf FAX _____

Work Phone 608-243-5000 x2836 Phone During Event 608-628-2958

E-mail jody.stollendorf@summitcreditunion.com

Website Summitcreditunion.com

Secondary Contact Kimberly Frederickson

Work Phone 608-243-5000 x2840 Phone During Event 608-516-9642

E-mail kimberly.frederickson@summitcreditunion.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 4,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8:00am to 1:00pm Yes No

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)
 Other exhibition

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: 100 block of MLK Jr. Blvd.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/4/14 Rain Date(s) none
Event Start Date(s)/Time(s) 10/4/14 8:00am Set-Up Date(s)/Time for Event 10/4/14 5:00am
Event End Date(s)/Time(s) 10/4/14 Noon Take-Down Time 10/4/14 Noon - 2:00pm
Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____ I/We waive the 21-day decision requirement. JS (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.

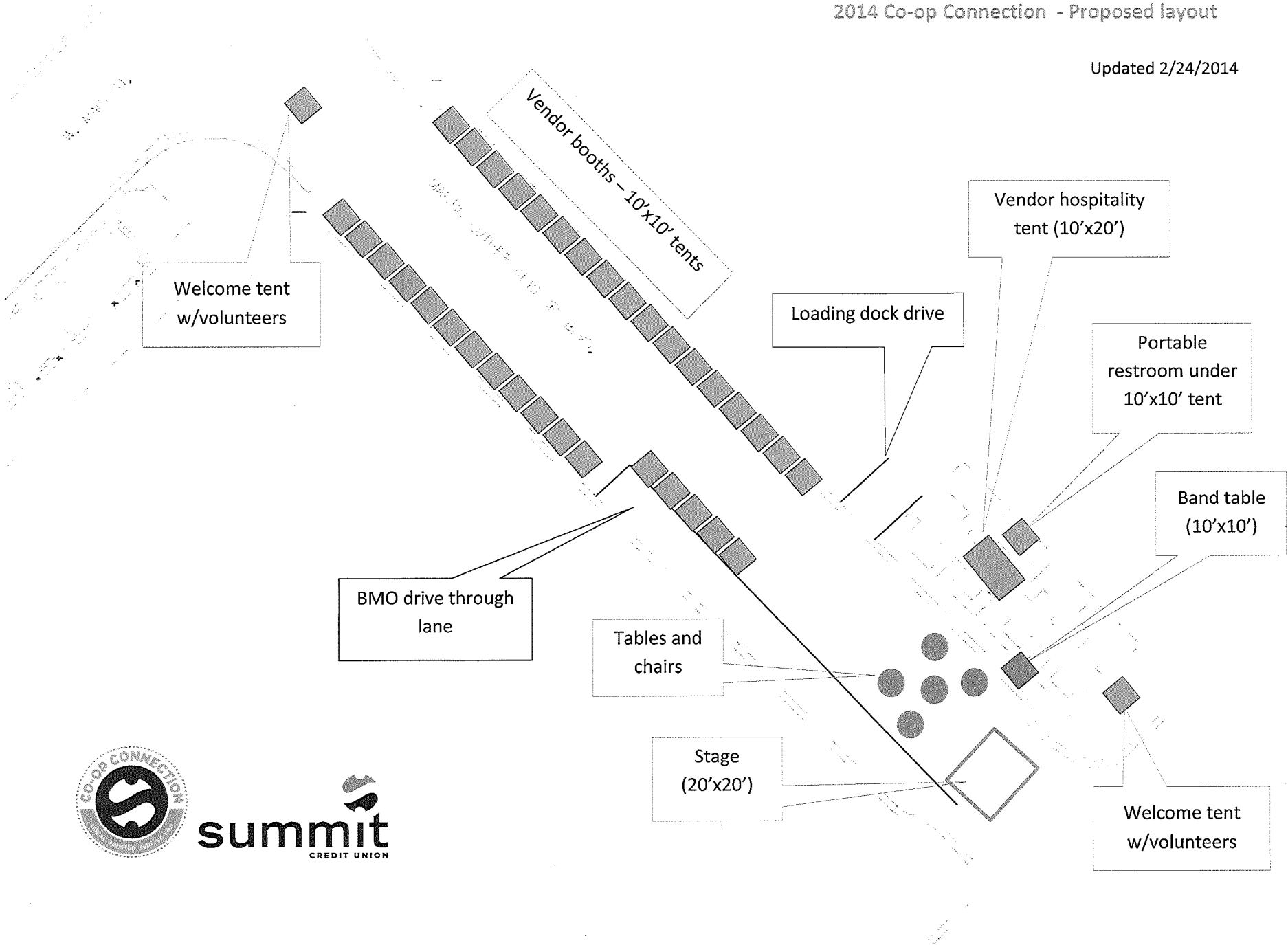
In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature Jody Stollendorf Date 12/27/13

2013 Coop Connection Timeline	
Saturday, October 4th	
Time	Action
4:30 AM	Event Essentials arrives to set up tents/tables
	Street closes - barricades go up
7:00 AM	Exhibitor set up begins
7:00-8:00 AM	Entertainer set up
7:30 AM	All vehicles must be off the street
7:45 AM	All vendors must be set up
8:00 AM	Event open
Noon	Event close
1:00 PM	All vendors must be clear of their booth
3:00 PM	Equipment must be removed

2014 Co-op Connection - Proposed layout

Updated 2/24/2014



2014 Co-op Connection Street Use Application –Supplementary information

Amplification

We will have an Emcee and a Band on stage between the times of 8:00am-12:00pm

Security Plans

Summit Credit Union employees will be stationed throughout the event to monitor entrances as well as to ensure traffic barricades are maintained.

Safety Plans

Our hospitality tent will have basic first aid supplies available, as well as a supervised area for lost children. Should an emergency arise, our emcee will notify the crowd from our stage area if needed.

Trash and Recycling Plan

We will order 4 trash bins and 4 recycling bins from the City of Madison. Summit staff will monitor trash cans on site. Summit's facilities staff will pick up trash and recycling bags for disposal in our private dumpsters off site.

Notification Schedule

Businesses located on the 100 block of MLK Jr. Blvd. will be notified of the event via mail one month before the event date. We do not expect that buses will need to be rerouted.

Vending License

This may be filed at a later date if any of our vendors plan to sell on site.

Break down of check

\$50 application fee for one day event

\$50 exclusive use of the MLK Blvd 100 block (Starbucks and DLUX sidewalk café will not interfere)