

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Mu Kappa Tau General Member Meeting

Event Organizer/Sponsor Mu Kappa Tau with Ford Motor Company

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

If Yes, provide State of Wisconsin Tax Exempt Number N/A

Address 975 University Avenue (Grainger Hall Room 1100)

City/State/Zip Madison, WI 53706

Primary Contact Kelsey Schmitz FAX (888)410-4155

Work Phone (608)354-9319 Phone During Event (608)354-9319

E-mail kschmi79@ford.com

Website www.mktmadison.com

Secondary Contact Alan Scher

Work Phone (630)780-9021 Phone During Event (630)780-9021

E-mail ascher@ford.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: N/A

Estimated Attendance 200 @ Meeting (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 \_\_\_\_\_

## 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: 6 parking spaces on the 300 block of North Brooks Street

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/14/2014 Rain Date(s) N/A

Event Start Date(s)/Time(s) 7pm Set-Up Date(s)/Time for Event 6pm

Event End Date(s)/Time(s) 8pm Take-Down Time 9pm

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

\_\_\_\_\_ I/We waive the 21-day decision requirement. \_\_\_\_\_ **KS** (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 Kelsey Schmitz Date 9/11/2014

