

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: FETE DE MARQUETTE
Event Organizer/Sponsor: WIL-MAR NEIGHBORHOOD CENTER INC
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
MANDATORY: State Sales Tax Exemption Number: ES#: 008-000009241905
OPTIONAL: Federal Tax Exempt Number: 39-1796793
Address: 504 S. BREARLY ST
City/State/Zip: MADISON, WI 53703
Primary Contact: GARY KARLAS Work Phone: 608-257-4576
Email: garyk@wil-mar.org Phone During Event: 608-235-2925
Website: wil-mar.org FAX: 608-257-1052
Secondary Contact: STACEE HANBER Work Phone: SAME
Email: stahcoe@wil-mar.org Phone During Event: 608-448-8050
Annual Event? Yes No
Charitable Event? Yes No
If Yes, Name of charity to receive donations: WIL-MAR CENTER
Estimated Attendance: 3000 to 4000 DAILY (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): Yes No
Hours: see application to _____

EVENT CATEGORY

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

LOCATION REQUESTED

Capitol Square (note specific blocks below) State St. Mall/800 State Street
 30 on the Square (aka top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: _____

EVENT DATE(S)/SCHEDULE - SEE APPLICATION

Date(s) of Event: _____ Event Start and End Times: _____
Rain Date (if any): _____ Set-Up Start Time: _____
Take-Down Start Time and End Times: _____
TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? Yes No
If class B license is denied, will the event(s) occur? Yes No

AK By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature AK Date 4-21-2023

2023 FETE DE MARQUETTE—STREET USE PERMIT APPLICATION:

LOCATION(S) REQUESTED:

We have **three** (3) street use requests:

- 1) The first is to close S. Ingersoll Street between the railroad tracks **beginning Wednesday morning, July 12 at 8 am and reopening at 9 am Monday morning, July 17.**
- 2) The second is to close the 200 block of S. Brearly Street between E. Main and Williamson Street **beginning Friday, July 13 at Noon and reopening 10 pm Sunday evening July 16.**
- 3) The third request asks for no parking for the 300 block of South Few between E. Wilson and Williamson **beginning Thursday, morning July 13 through 12 am Monday morning, July 17.**

STEP 3

EVENT DATE(S)/SCHEDULE

DATE	ACTIVITY	HOUR(S)	NOTES:
Wednesday, July 12	Street Closes at Ingersoll Event Set-Up	8 am 8 am to 9 pm	No Parking Signs posted on S. Few Security Retained to allow access for MG&E service trucks and direct traffic at Main Street to turn left from southbound lanes
	Overnight	9 pm to 8 am	Security retained to allow (if needed) emergency vehicle access
Thursday, July 13	Set-up Continues 1 st Day of Event	8 am to 4 pm 4 pm to 10 pm	Event Hours
Friday, July 14	2 nd Day	Noon 4 pm to 11 pm	S. Brearly Street Closed Event Hours
Saturday, July 15	3 rd Day	11 am to 11 pm	Event Hours
Sunday, July 16	4 th Day	11 am to 9 pm	Final Event Day and Hours
Sunday, July 16	Streets Re-Open Parking on Few	10 pm	Brearly Street Reopens No Parking on Few Street Lifted
Monday, July 18	Street Re-Open	9 am	Ingersoll Street Reopens

STEP 4

SITE MAPS ATTACHED

STEP 5

EMERGENCY ACTION PLAN (EAP) i.e. SAFETY AND SECURITY

Event Name: Fete de Marquette
Event Dates: July 13 through July 16
Location: McPike Park

Primary Contact:	Secondary Contact:	EMS (on Site All Times)
Gary Kallas (608) 235-2925	Tony Anderson (608) 213-4735	Luke Kuehling (608) 259-6513

Notification:

We will always have two (2) EMS on Site and four (4) during evening hours.
We will always have uniform security on site.
We will have 11 event leaders and 1 Off-Duty Police Officer always equipped with two-way radios.

Severe Weather or Other EAP announcements:

This event will follow the 30/30 rule for lightning and will make public announcements as needed.
This event will maintain emergency 20' lanes throughout the event site by closing public access to the paths surrounding the show section of the park i.e. Ingersoll to the Skatepark.

Finally, we retain both public (off-duty officers) and private security staff. At all times a minimum combined 9 uniform security staff are on-site. In addition, our Fete committee consists of over 50 community members, and most are experienced with previous events. Every featured activity is staffed by experienced, seasoned Fete community members. ***Most security matters are addressed by these community members.***

STEP 6

CLEAN-UP AND RECYCLING PLAN

We have been recycling at Fete de Marquette since inception and have found that having an appropriate number of receptacles is crucial to any effective plan.

To that end, we provide our own receptacles the number of which is listed next:

Recycling Bins: 25
Trash Bins: 50

Additionally, we retain six (6) 20-yard dumpsters from the City of Madison.

STEP 7

NOTIFICATION SCHEDULE

As of this application, the area alder, businesses, and the few residents in the immediate site of the event have already been informed of Fete de Marquette. An additional reminder will take place in June.

STEP 8

INSURANCE FOR YOUR EVENT

Required insurance is on file in the City's Risk Management Office.

STEP 9

BICYCLE PARKING FOR YOUR EVENT

We have invested in bike racks over the years and will site as many of our racks as feasible possible.

STEP 10

MARKETING YOUR EVENT

Official Name of Event: Fete de Marquette

Park Location: McPike Park

Public Contact Phone: Wil-Mar Neighborhood Center / 608-257-4576

Website: wil-mar.org

Admission: FREE

Date(s) of Event: Thursday, July 13
4 pm to 10 pm

Friday, July 14
4:30 to 11 pm

Saturday, July 15
Noon to 11 pm

Sunday, July 16
Noon to 9 pm

Fete de Marquette is Madison's largest FREE admission celebration of place where music, food, drinks, and kid's activities all come together to offer something for everyone!

STEP 11

EVENTS WITH AMPLIFICATION

Fete de Marquette is a City of Madison Park event. Amplification application submitted through Parks.

STEP 12

VENDORS AT YOUR EVENT

One change this year, we'll have up to 20 exhibits located on Brearly Street from Main Street to the Brearly Street McPike Park path entry.

STEP 13

BEER AND WINE SALES AT YOUR EVENT

Fete de Marquette is a City of Madison Park event, i.e. all sales will take place in the Park. Application for a Class B license submitted on Friday, April 21.

STEP 14

BUDGET PLANNING

STREET EVENT VENDING LICENSE APPLICATION

1-25 Vendors	\$400.00	Number of Exhibits (vendors) less than 25
26 to 100 Vendors	\$675.00	
101-300 Vendors	\$975.00	
301+ vendors	\$1,700.00	

Name Of Event: Fete de Marquette
Event Organizer: Wil-Mar Neighborhood Center
Address: 504 S. Brearly Street
City/Stet/Zip: Madison, WI 53703

Date(s) of Event: Friday, July 14 through Sunday, July 16	Rain Date(s): None
Primary Contact: Gary Kallas	
Email: garyk@wil-mar.org	
Work Phone: 608-257-4576	During Event: 608-235-2925
Location: 200 South Brearly Street	

FINAL STEP

STREET EVENT APPLICATION SUBMISSION AND FOLLOW-UP

Application attached.

