

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Regent Market Coop 90th celebration Street fair

Event Organizer/Sponsor Regent Market Co-op

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address _____

City/State/Zip _____

Primary Contact Randy Winkler FAX 608-233-4302

Work Phone 608-233-4329 Phone During Event 608-233-4329

E-mail rmce@chorus.net

Website www.regentmarketcoop.org

Secondary Contact None

Work Phone _____ Phone During Event _____

E-mail _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 200-300 people (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 90th year store celebration

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: Allen to Chesham (1 block)

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/3/13 Rain Date(s) _____

Event Start Date(s)/Time(s) 3:00 pm Set-Up Date(s)/Time for Event _____

Event End Date(s)/Time(s) 8:00 pm Take-Down Time _____

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 Randy Winkler Randy Winkler Date 3-11-13



March 11, 2013

We are looking at having a 90th birthday celebration for Regent Market Co-op on May 3, 2013. We will be having vendors, demonstrating their products. We will also have our famous brats that we will be selling at this event. The Froth House is providing music. We will need to have the street closed for 1 block, from Allen to Chadbourne for this event. I am sending, what I hope is everything that you need. If you need anything further, you can contact Ellen or Randy at the coop. 233-4329.

Hope everything is here that you need

Thanks

Ellen Winkler



COMMUNITY EVENTS ON MADISON STREETS

STEP 2: APPLICATION REQUIREMENTS

Before you submit an application, make sure that you complete the following as they pertain to your event:

- A detailed event schedule (including dates, times, possible rain dates and set-up/take-down)
- An Event Site Map
- Safety and security plans
- Clean-up and recycling plans
- Notification requirements
- Obtain a certificate of Insurance
- Complete Application form

More information on each of these topics can be found on this website. Follow the work-flow for preparing your application by clicking through the "Next" categories at the bottom of each page.

APPLICATION FEES (NON-REFUNDABLE)

All applications submitted must pay a non-refundable application fees, including applications for charitable events and events hosted by a non-profit organization.

Fees are:

- \$50 for a One Day Event
- \$100 for a Two Day Event
- \$150 for a Series Event
- \$3,000 deposit for events making use of the Capitol Square

\$50.00 1 day event

NEXT Go to [STEP 3: Event Schedule](#)

PREVIOUS Go to [STEP 1: Start Planning Your Event](#)

Frequently Asked Questions
Street Use Staff Commission
Complete Community Events Packet

PARKS, FACILITIES & RESERVATIONS NOT COVERED ON THIS SITE:

Park Shelter Reservations
call (608) 266-4711

Olbrich Botanical Gardens Reservations
call (608) 246-4733 or [email](#)

Warner Park Community Recreation Center Reservations
call (608) 245-3694

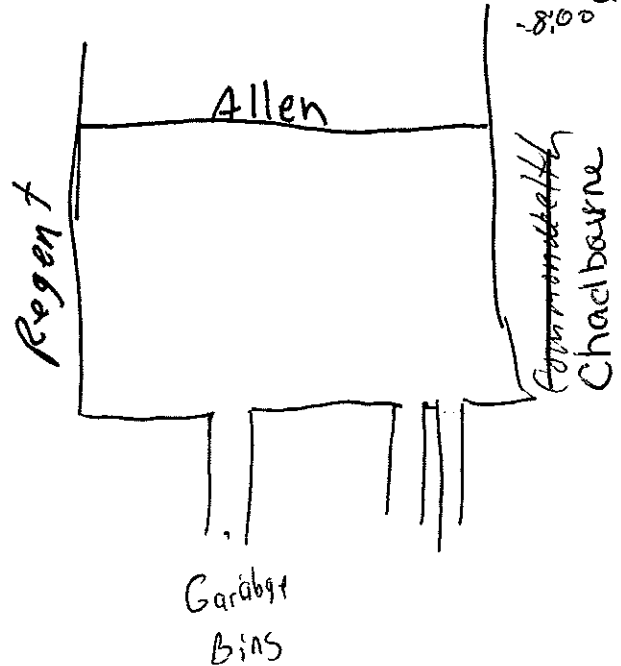
CONTACT US Email [Madison Events](#) | Phone (608) 266-6033 | Go to [City of Madison Parks](#)

*setup
330- 850*

400stact

*730 close
cleanup
-8:00*

*~~June 14~~
May 3*



City of MADISON Home Accounts Services Agencies Data Contact Search

Home Events in Madison Parks Events on Madison Streets State Street Events Block Parties Madison Parks

COMMUNITY EVENTS ON MADISON STREETS

STEP 4: EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas
- Remember to include:
 - Emergency vehicle access lanes (minimum of 20').
 - Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE
 A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

NOTE: The approval/issuance of a Street Use Permit for an event does NOT approve the proposed route for an event.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

Download the Event Site Map form (.PDF), then move on to Step 5.

NEXT Go to [STEP 5: Safety and Security Plans](#)

PREVIOUS Go to [STEP 3: Event Schedule](#)

Frequently Asked Questions

Street Use Staff Commission

Complete Community Events Packet

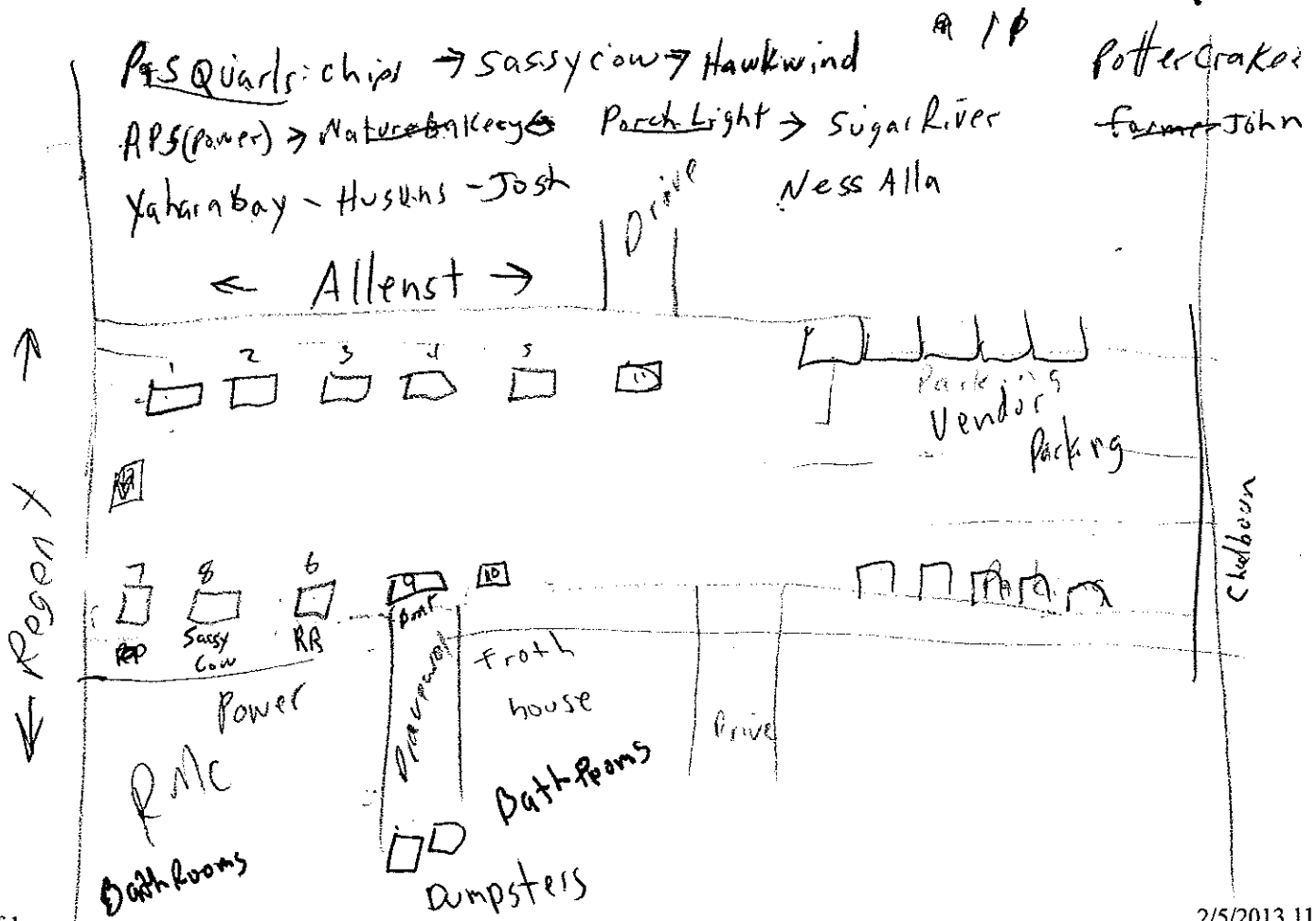
PARKS, FACILITIES & RESERVATIONS NOT COVERED ON THIS SITE:

[Park Shelter Reservations](#)
call (608) 266-4711

[Olbrich Botanical Gardens Reservations](#)
call (608) 246-4733 or [email](#)

[Warner Park Community Recreation Center Reservations](#)
call (608) 245-3694

CONTACT US Email [Madison Events](#) | Phone (608) 266-6033 | Go to [City of Madison Parks](#)





[Home](#)

[Accounts](#)

[Services](#)

[Agencies](#)

[Data](#)

[Contact](#)

[Search](#)



[Home](#)

[Events in Madison Parks](#)

[Events on Madison Streets](#)

[State Street Events](#)

[Block Parties](#)

[Madison Parks](#)

COMMUNITY EVENTS ON MADISON STREETS

STEP 6: TRASH AND RECYCLING PLAN

Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up.

City containers are available for use:
Trash or recycling barrels, minimum of 8 @ \$10.00 each

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via [email](#) or at (608) 267-2626.

Download the Trash and Recycling Plan Form (.PDF)

NEXT Go to [STEP 7: Notification Requirements](#)

PREVIOUS Go to [STEP 5: Safety and Security Plans](#)

CONTACT US Email [Madison Events](#) | Phone (608) 266-6033 | Go to [City of Madison Parks](#)

[Frequently Asked Questions](#)

[Street Use Staff Commission](#)

[Complete Community Events Packet](#)

PARKS, FACILITIES & RESERVATIONS NOT COVERED ON THIS SITE:

[Park Shelter Reservations](#)
call (608) 266-4711

[Olbrich Botanical Gardens Reservations](#)
call (608) 246-4733 or [email](#)

[Warner Park Community Recreation Center Reservations](#)
call (608) 245-3694

*We have our own Dumpsters each vendor will
put in our Dumpster at end of event*