

## STREET USE PERMIT APPLICATION

### EVENT INFORMATION

Name of Event: Picnic in the Park  
Event Organizer/Sponsor: Madison Parks Foundation  
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No  
MANDATORY: State Sales Tax Exemption Number: \_\_\_\_\_ ES#: \_\_\_\_\_  
OPTIONAL: Federal Tax Exempt Number: 33-1047997  
Address: 1402 Wingra Creek Parkway  
City/State/Zip: Madison WI 53715  
Primary Contact: Stephanie Franklin Work Phone: 266-4339  
Email: sfranklin@supportmpf.org Phone During Event: \_\_\_\_\_  
Website: madisonparkfoundation.org FAX: \_\_\_\_\_  
Secondary Contact: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone During Event: \_\_\_\_\_  
Annual Event? ☒ Yes ☐ No  
Charitable Event? ☒ Yes ☐ No  
If Yes, Name of charity to receive donations: Madison Parks Foundation  
Estimated Attendance: 200-300 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)  
Public Amplification? (not allowed after 11 p.m.): ☐ Yes ☒ No  
Hours: \_\_\_\_\_ to \_\_\_\_\_

### EVENT CATEGORY

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

### 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

Date(s) of Event: 10/13/18 Event Start and End Times: 4 to 10 pm  
Rain Date (if any): \_\_\_\_\_ Set-Up Start Time: 6 am  
Take-Down Start Time and End Times: 10:30 pm  
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

\_\_\_\_\_ 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: Stephanie Franklin

Date: 9/4/18

## STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
  - » Vending: food, beverages and/or merchandise
  - » Music/Performances
  - » Displays, Exhibits, Demonstrations
  - » A moving event such as a rally, parade, etc.

*Provide Detailed Event Schedule:*

From 4 to 10pm

haheland Avenue to be used  
as handicap accessible and for  
mobility Challenged individuals as  
a parking area.

## STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application 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

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, [tknight@cityofmadison.com](mailto:tknight@cityofmadison.com).

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

***Provide Detailed Event Site Map:***

