

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Monroe St. Festival

Event Organizer/Sponsor Monroe St. Merchants Association

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 40 Orange Tree Imports, 1721 Monroe Street

City/State/Zip Madison, WI 53711

Primary Contact Carol "Orange" Schroeder FAX 608-255-8904

Work Phone 608-255-8211 Phone During Event Same

E-mail monroestreet@mac.com

Website www.monroestreetfestival.com

Secondary Contact Peg Breuer Beckman

Work Phone 608-256-8172 Phone During Event Same

E-mail psbreuer@wisc.edu

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 2,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10 to 5 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: See attached

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) Set Sept 13 Rain Date(s) -

Event Start Date(s)/Time(s) 10:00 Set-Up Date(s)/Time for Event Fri, Sept 12

Event End Date(s)/Time(s) 5:00 Take-Down Time Set, Sept 13 5-7

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement. CS (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 Carol Schroeder Date 8-6-14

Note: our insurance renews 9/1/14, so cert. to follow

Monroe Street Festival street requests

Harrison Street at Monroe Street blocked (south side only)

parking lanes:

Odd (south side) of 1700 - 1900 block

First two meters on Even (north) in 1900 block (at Harrison Street)

Odd (north) side of 2600 block