

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Lindsey M Kramer  
Great Dane Development, Llc; Mad Fish  
Llc; 420 West Llc; 409 West  
409 And 420 West Gorham St  
Madison, WI 53703  
Email: Lindsey@madisonproperty.Com  
Phone: (608) 212-7866

### Contact During Event

Lindsey M Kramer  
Madison Property Management  
1202 Regent St.  
Madison, WI 53715  
Email Lindsey@madisonproperty.Com  
Phone: (608) 212-7866

### Event Information

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Name of Event: Residential Move In 2024

Event Type: One Day

Estimated Attendance: 450

Is this a new event:

### Event Additional Information

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Run/Walk:

Music/Concert:

Festival:

Rally:

Parade:

Posting no parking signs or bagging meters?

Other:

If other, please describe:

Downtown residential move in

### Site Map

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Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

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

I understand I must attach site map and route map with this application, if applicable:

## Location Information

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Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

Lane closure in front of 409 West Gorham St and  
Meters in front of 420 West Gorham St

## Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
08/14/2024	10:00 AM	08/15/2024	11:00 AM	08/15/2024	4:00 PM	08/15/2024	4:00 PM	

## Temporary (Picnic/Beer) Licenses

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Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \*

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

If the Temporary (Picnic/Beer) License is denied will the event occur?: **No**

## Street Use Event Vending License

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If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

## Public Amplification Permit

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If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
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### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

### Equipment Rental - Downtown events only.

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Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Event Website:

Notes:

## Acknowledgement

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If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement:

## Signature

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

LK

Signature: Lindsey Kramer

Date: 06/13/2024

**Equinox and 420 West Move-In Schedule & Plan**  
**Thursday, August 15, 2024**

**8:30am-9:30am:** Set up signs in and around 1<sup>st</sup> floor of the building as well as the underground parking garage directing incoming residents to key stations. Set up key station in the rear portion of the Equinox building for incoming residents to pick up keys.

**10:00am-10:45am:** Inspect parking garage at both 409 & 420 W. Gorham St and bagged meters for illegal parkers; ensure maximum parking available for move in. Place cones and “Equinox & 420 West Move-In Only” sign on the exterior and in driveway.

**10:30/10:45am:**

- If approved, request MPD to assist with traffic control on the corner of Broom & Gorham to ensure traffic moves smoothly.
- MPM employees (with safety vest) will be placed in front of 409 and 420 West Gorham St to help direct vehicles in and out of the parking garage, and also direct larger vehicles where to park along the closed off lane and/or metered area as needed.

**11:00am:** Key handout/move in process begins

**10:00am-4:00pm:** Monitor parking garage and street lane heavily at all times to maintain control and safety during move-in.

**3:00pm-3:45pm:** Begin to lessen the amount of individuals using the turn lane, remind trucks/trailers be removed by 4:00pm and remove cones/signs. Turn lane clear by 4:00pm sharp to allow normal traffic use.

**4:00pm-4:30pm:** Start taking down key stations/Move-in day complete!

N. Broom St.

Chasers  
2.0

420 West  
Gorham

W. Gorham St.

Equinox  
409 W.  
Gorham

La Ville

Aberdeen

**Bagged Meters**

Starting: 8/14/\_2024

Bags Removed: 8/15/\_2024\_

**Light Pole**

**Parking Barrels and Cones**

Starting 20 ft. East of pole  
Ending 20 ft. West of N. Bassett corner

N. Bassett St.