

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event SERRV - World Fair Trade Day Celebration

Event Organizer/Sponsor SERRV

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 44304

Address 122 State St., Suite 1000

City/State/Zip Madison, WI 53703

Primary Contact Meghan Roberts

FAX 608.255.0481

Work Phone 608.251.3766

Phone During Event 608.212.1177

E-mail mcghanr@serrv.org

Website www.serrv.org

Secondary Contact Ashley E Hingson

Phone During Event 608.556.2570

Work Phone 608.251.3766

E-mail Ashley.e@serrv.org

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 50-100 (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 celebration/sale

## 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: \_\_\_\_\_

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 05/12/12 Rain Date(s) na

Event Start Date(s)/Time(s) 05/12/12 @ 8am Set-Up Date(s)/Time for Event 05/12/12 @ 7:30am

Event End Date(s)/Time(s) 05/12/12 @ 1pm Take-Down Time 05/12/12 @ 1:30pm

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

MR (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, statutes and laws.

Signature Megan Roberts

Date 03/02/12

# SERRV-World Fair Trade Day Celebration Event Schedule

05/12/12 @ 7:30AM - Set up begins

- tents/tables
- displays/signage
- trash/recycling

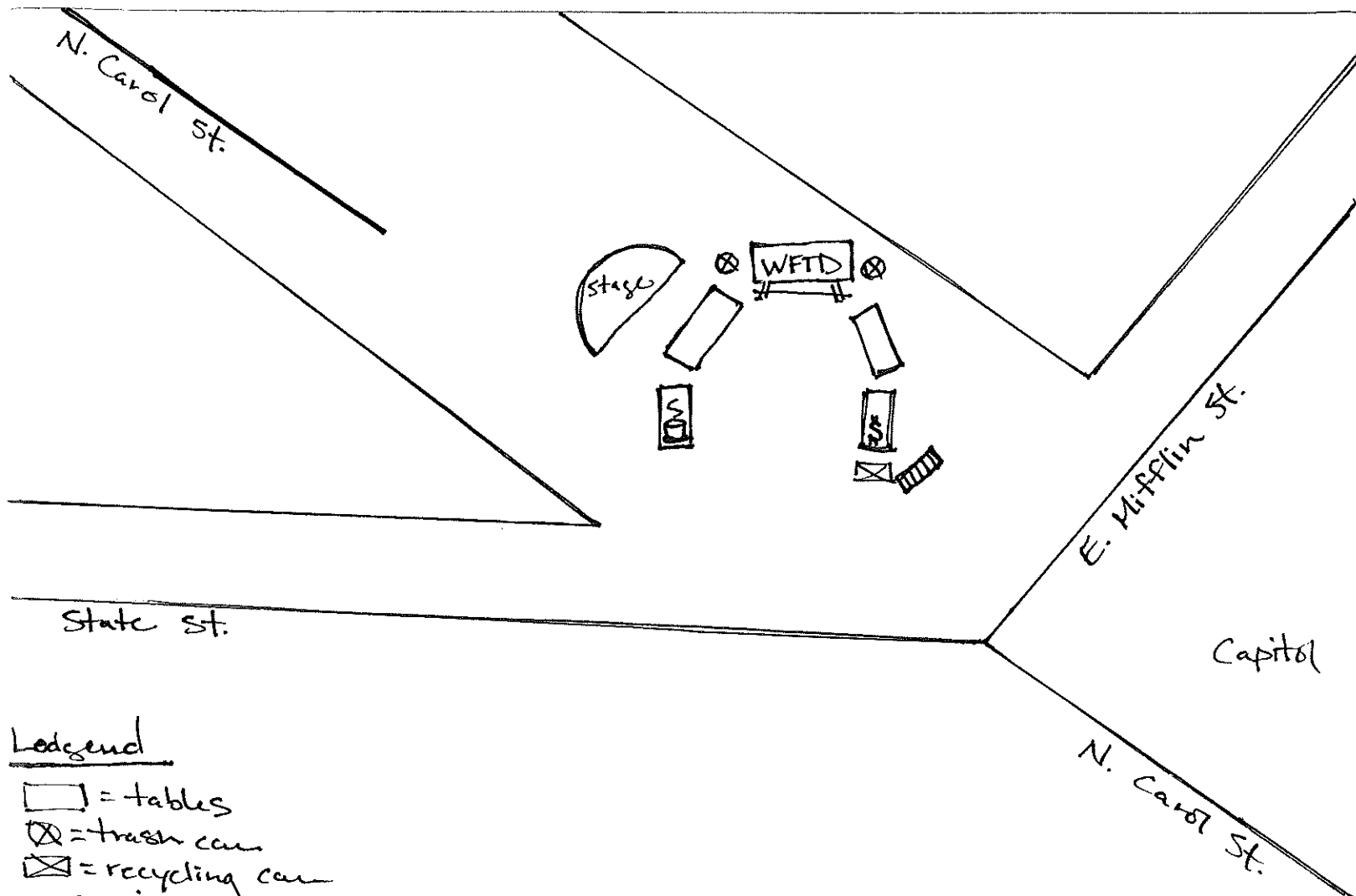
8:00AM - Event starts

- Handcraft sale begins
- Handout samples
- Info about fair trade
- Music

1:00pm - Event ends

- Begin clean-up

1:30pm - Leave '30 on the square'



## Legend

- = tables
- ⊗ = trash can
- ⊠ = recycling can
- ▤ = signage
- WFTD = Banner

## Safety & Security Plan

Meghan will be security. She will have cell phone to call for help if needed. She will also have first aid kit, if needed.

## Cleanup/Recycling Plan

Several trash cans will be placed throughout '30 on the square' to collect trash. Recycling receptacles will also be available for discarded materials. Meghan & the SERRY team will clean the area after our event.