

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 44.304

Address 122 State st.

City/State/Zip Madison WI 53703

Primary Contact Meghan Roberts
Work Phone 608.255.0440

FAX 608.255.0451
Phone During Event 608.212.1177

E-mail meghanr@serrv.org
Website www.serrv.org

Secondary Contact Sara Swartzendruber
Work Phone 608.255.0440

Phone During Event 414-403-6755

E-mail saras@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) 05.14.2011 Rain Date(s) n/a
Event Start Date(s)/Time(s) 05.14.2011 @ 8:00AM Set-Up Date(s)/Time for Event 05.14.2011 @ 7:30AM
Event End Date(s)/Time(s) 05.14.2011 @ 1:00pm Take-Down Time 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, statues and laws.

Signature [Signature] Date 02.11.2011

SERRV - World Fair Trade Day Event Schedule

05.14.11 @ 7:30am - Set up tents/tables/trash cans

8:00am - Event starts!

~~Handicraft~~ Handicraft sale begins

Pass out samples (coffee/choc)

Talk about fair-trade

- provide information on fair-trade

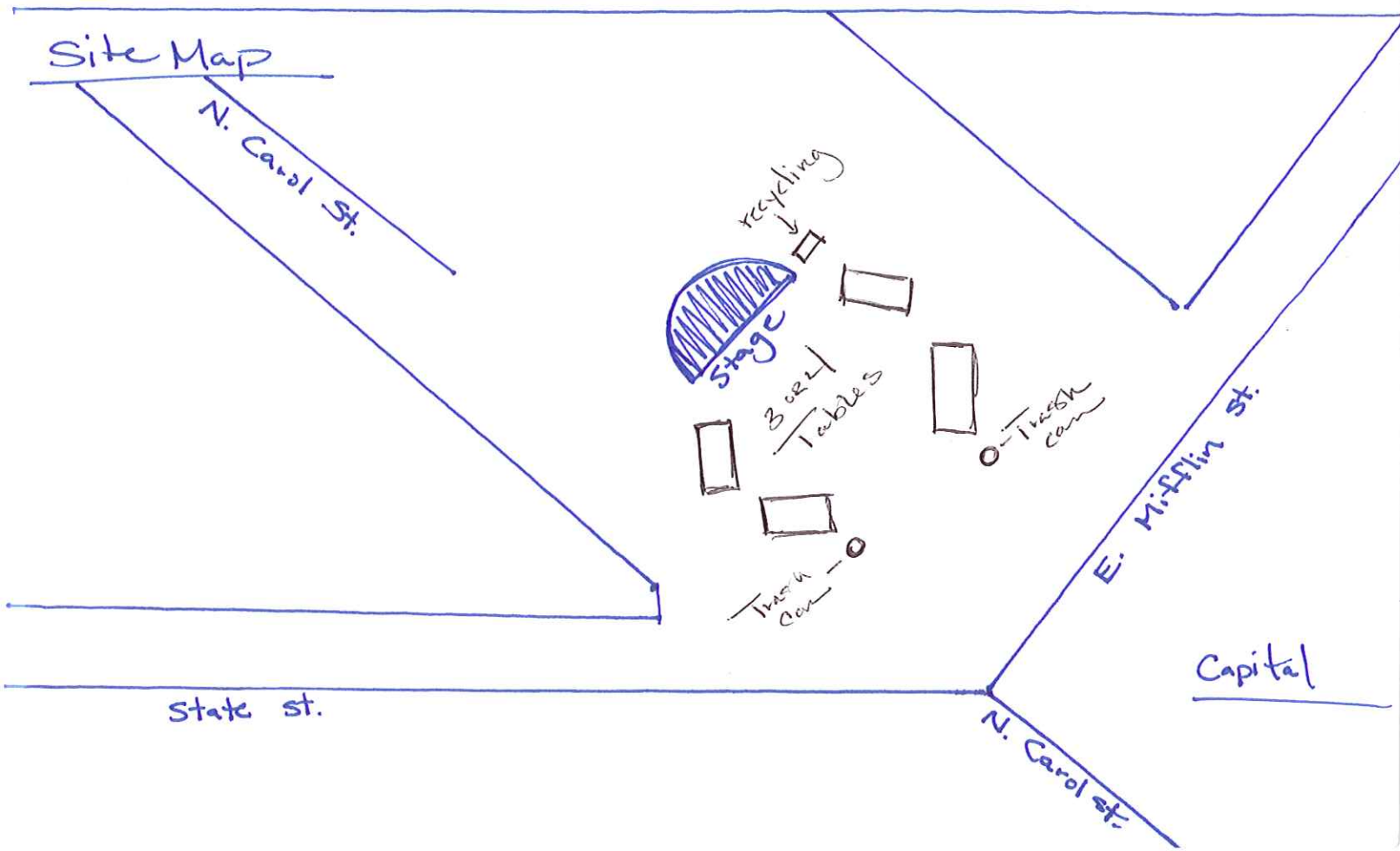
Banner displayed

Boom-box playing putomayo

1:00pm - Event Ends!

Clean-up begins

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



Safety and Security plan:

Meghan will be designated person to call '911' if there is trouble.

We will also have basic first aid kit, if needed.

Clean up and Recycling plan:

Several trash cans placed by tables
Recycling available for discarded materials

We will clean up area when we clean up after the event.