



# STREET USE PERMIT APPLICATION



## CONTACT INFORMATION

Name of Event: Africa Fest  
 Event Organizer / Sponsor: African Association of Madison, Inc.  
 Organization / Sponsor Address: P.O. Box 1016, Madison, WI 53701  
 Organization / Sponsor website: www.africanassociationofmadison.org  
 Day-of contact info:  
 Primary Contact: Ray Kumapayi Email: raykumapayi@gmail.com  
 Work Phone: 608-658-8264 Phone During Event: 608-658-8264  
 Secondary Contact: John Tembei Email: tembeij@uwplatt.edu  
 Work Phone: 608-405-9508 Phone During Event: 608-405-9508

## EVENT INFORMATION

Annual Event?  Yes  No Public Amplification?  Yes  No  
 Vending?  Yes  No Selling or serving beer/wine?  Yes  No  
 Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No  
 If the class B is denied, will the event(s) occur?  Yes  No

## OCCURRENCE:

One-Day Event  
 Multi-Day Event (consecutive days)  
 Recurring Event (weekly, monthly)

## TYPE OF EVENT (select all that apply):

Run/Walk  
 Music/Concert  
 Festival  
 Rally  
 Other: \_\_\_\_\_

## EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): 08/16/2024 Time(s): 12noon  
 Street Closure - Date(s): 8/16/2024 Time(s): 6:00pm  
 Event Start - Date(s): 08/17/2024 Time(s): 10am  
 Event End - Date(s): 08/17/2024 Time(s): 10pm  
 Street Reopen - Date(s): 08/18/2024 Time(s): 1:00am  
 Clean Up - Date(s): 8/18/2024 Time(s): 9am - 2:00pm

## LOCATION INFORMATION

(Select all that apply)  
 Requesting sidewalk space  
 Requesting parking stalls (meter or on-street)  
 Requesting closure of a parking lane  
 Requesting closure of a traffic lane  
 Requesting full street closure

## List street name(s), block number(s), and/or meter number(s)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
McPike Park, 202 S.Ingersoll St., Madison

**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: Ray Kumapayi Date: 6/12/2024  
 RAK By initialing, I/we waive the 21-day decision requirement.



# PARK EVENT PERMIT APPLICATION



## ATTENDANCE AND SCHEDULE FORM

### ESTIMATED ATTENDANCE

Estimated average daily attendance for event: 2000 Estimated total attendance for event: 2000

### DAILY ATTENDANCE INFO:

Date: 8/17/2024 Estimated attendance (total): 2000 Peak time / attendance: 1000  
 Date: \_\_\_\_\_ Estimated attendance (total): \_\_\_\_\_ Peak time / attendance: \_\_\_\_\_  
 Date: \_\_\_\_\_ Estimated attendance (total): \_\_\_\_\_ Peak time / attendance: \_\_\_\_\_  
 Date: \_\_\_\_\_ Estimated attendance (total): \_\_\_\_\_ Peak time / attendance: \_\_\_\_\_

### EVENT SCHEDULE (be as detailed as possible)

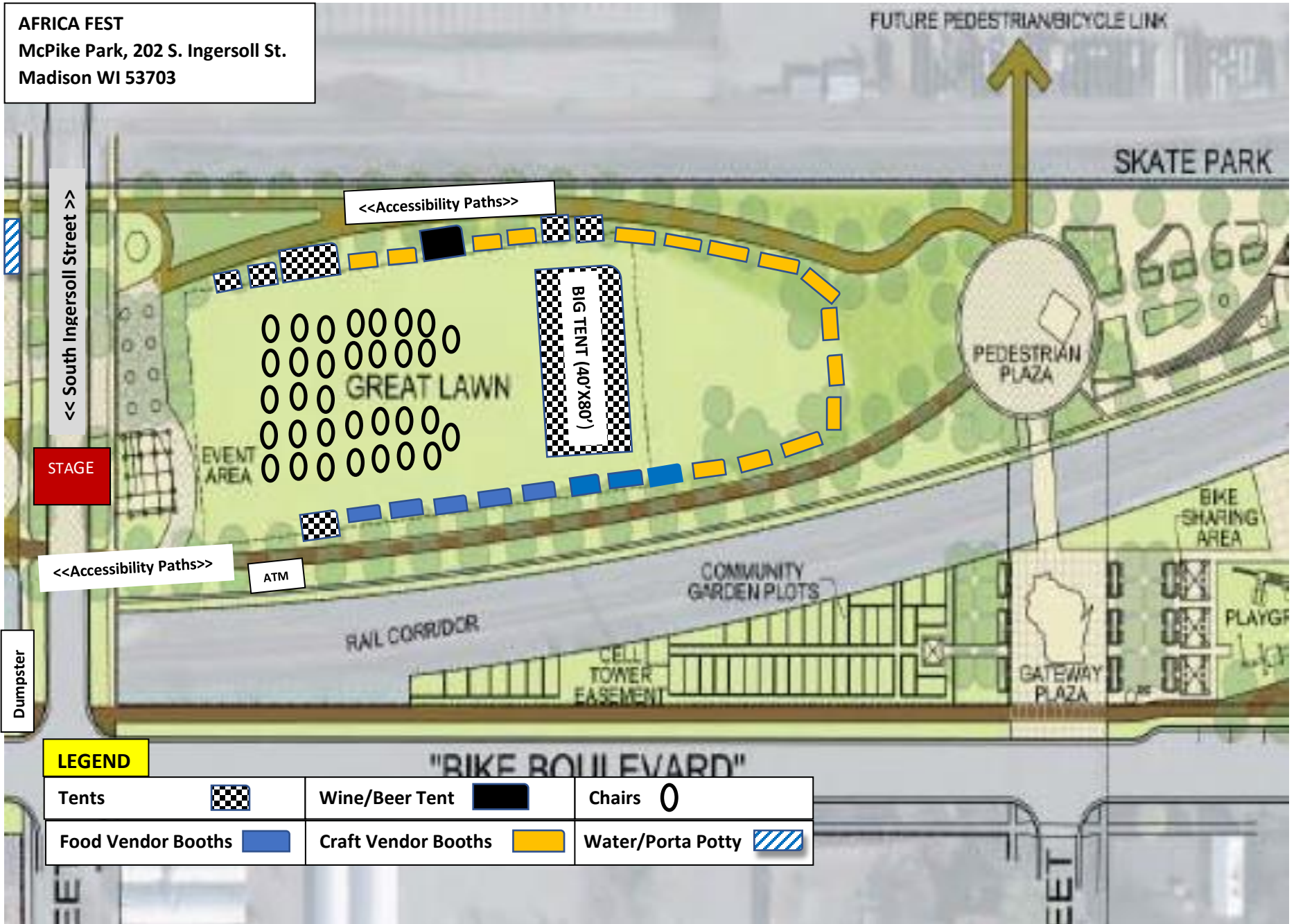
#### EVENT SCHEDULE SHOULD INCLUDE, BUT NOT LIMITED TO:

SETUP DATE(S)/TIMES \* PARK SHELTER USE DATE(S)/TIMES \* EVENT DATE(S)/TIMES \* CLEANUP DATE(S)/TIMES \* VENDOR SETUP/TAKE DOWN DATE(S)/TIMES \* CONCERT SETUP/SET TIMES/TAKE DOWN \* TEMPORARY STRUCTURE SETUP/TAKE DOWN \* RUN/WALK START/END TIMES \* SPECIFIC ADVERTISED ACTIVITIES THAT WILL DRAW A CROWD \* ETC.







(PROVIDE A SEPARATE ATTACHMENT IF YOU NEED MORE SPACE OR IF YOU HAVE A DETAILED SCHEDULE DOCUMENT ALREADY AVAILABLE)

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN) *INCLUDE AS MUCH DETAIL AS POSSIBLE FOR YOUR EVENT SCHEDULE*
8/16/2024: 12:00pm	Begin Setup
8/16/2024: 6:00pm	End Setup
8/17/2024: 7am - 10am	Vendor Setup
8/17/2024: 10am - 11am	Run/Walk
8/17/2024: 11am - 10pm	Festival
8/17/2024: 10pm-12am	Take Down
8/18/2024: 9am-2pm	Park Cleanup

**AFRICA FEST**  
 McPike Park, 202 S. Ingersoll St.  
 Madison WI 53703



**LEGEND**

Tents		Wine/Beer Tent		Chairs	
Food Vendor Booths		Craft Vendor Booths		Water/Porta Potty	



# PARK EVENT PERMIT APPLICATION



## SITE MAP

A site map is required for all Park Event permit requests that will have setup outside of a Park shelter. The information you should include on your site map depends on the details of the event request (location, setup, etc.)

**Please submit your site map as a separate attachment.**

### Site Map Requirements

- Identify requested Park
- Event perimeter
  - Indication if putting up fencing
  - Indication of each entry and exit point
- Temporary Structures (stages, tents, portable toilets, inflatables, etc.)
  - **must include dimensions of each structure**
- ADA accessible pathways within the event perimeter
- Signage, banner placement
- Vendor area(s)
- Beer/wine tent(s), garden(s), etc.
- Garbage/recycling receptacles and / or dumpster placement
- Route map(s) – if applicable
  - Indication of any bike path usage along the route
  - Water station or portable toilet locations along the route

### PUBLIC IMPACT

**What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts? Have you communicated with any residents/businesses that may be impacted by the event?**

- Please find Site Map attached with indicators and legend.
- Noise: This will be within approved city levels and limits.
- Signs notifying neighborhood residents and businesses will be placed along the fence a week prior to the event date of 8/17/2024 and removed after completion of the event on 8/17/2024. Neighborhood residents are very familiar with park usage and welcome the event.
- In general, event staff will provide crowd control and Madison Police will be on site to ensure adherence to city rules and regulations.
- Traffic: Street closures signs provided by the City will be placed at designated locations to alert residenst/businesses
- Parking: Off-street parking and allowed parking at business lots.



# PARK EVENT PERMIT APPLICATION



## ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the public.
  - o An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (may need to include opportunity for request of interpreters, multiple ways to access festival information)
  - o For some events interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
  - o At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event. Possible information to include:
  - o Accessible parking locations
  - o Accessible seating locations
  - o Accessible restrooms
  - o Available interpretation services
  - o Available quiet areas
- Cluster portable toilets in groups of no more than 6 and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures.
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

**Describe your event’s accessibility plan. Include any accessibility setup in your site map.**

Accessibility Plan is indicated in the attached Site Plan. In addition:

- Parking: Accessible off-street parking and allowed parking at business lots in the direct vicinity of the park
- Emergency lanes along the perimeter of the park allows for accessibility to all areas of the park.
- Accessible seats spaced apart per ADA requirement will be available inside the Big Tent.
- Additional accessible seats will also be available at the center of the park with direct view of the stage and easy access to all areas of the park.
- The Park Shelter has been reserved for the event. The shelter has accessible restrooms. In addition, the event organizers have reserved portable toilets, including accessible portable toilets

For more information contact the City of Madison Disability Rights and Services Specialist, Rebecca Hoyt at [rhoyt@cityofmadison.com](mailto:rhoyt@cityofmadison.com) or (608) 266-6511.



# PARK EVENT PERMIT APPLICATION



## PARK EVENT VENDING PERMIT FORM

Will you be having vending at your event?  Yes  No  
If No, you can skip this form.  
If Yes, you must complete this form.

Name of Event: Africa Fest

Event organizers/sponsors are responsible for submitting a list of event vendors at least two weeks prior to the event to the City of Madison.

- How many for-profit vendors will be at the event? 7
- How many non-profit vendors will be at the event? 0

### VENDING PERMIT FEES:

Single Non-Profit Vendor permit .....	\$ 75.00
Each additional day	\$ 25.00
Single Vendor permit .....	\$ 275.00
Each additional day	\$ 50.00
Umbrella Vendor permit (multiple vendors, up to 7 vendors) .....	\$ 845.00
Each additional day	\$ 50.00

Events on City of Madison property are also required to submit event and food vendor information to [Public Health of Madison and Dane County](#). Food vendors are required to have a [Transient Food Stand License](#) or [Mobile Food Establishment License](#) from PHMDC, contact [leadadmin@publichealthmdc.org](mailto:leadadmin@publichealthmdc.org) for requirements or questions.

Events with vendors, in the State of Wisconsin, are also required to submit a [S-240](#) form to the [WI Department of Revenue](#).

### VENDOR LIST

(Submit separate list as needed – include all info below for each vendor)

Legal Business Name	Address	Contact (name)	Email	WI sellers permit #	Food OR Merchandise	Nonprofit
Akarim Enterprise	2108 Muir Field Rd. Madison, WI 53719	Thomas Adeetuk	thomas.adeetuk@wisc.edu	456-0000367840-04	<input type="checkbox"/> Food <input checked="" type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Frankie's	1815 E. Kenilworth Place, Milwaukee, WI 53202	Donna Afrifa	frankiesfrankies@yahoo.com	456-1029062655-02	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Holisac	815 W. Main Street, Sun Prairie, WI 53590	Nathaniel Sackey	holisacenter@gmail.com	456-1030788130-02	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Keur Fatou Catering:	P.O. Box 14291, Madison, WI 53708	Harriet Gomez	keurfatoucatering@gmail.com	456-1029864866-02	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



# PARK EVENT PERMIT APPLICATION



Les Delices De Awa:	501 E. Badger Road, Madison, WI 53713	Awa Sibi	awasibi@lesdelicesdeawa.org	456-1029473658-02	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quick Chef	202 Saint Albans Ave. Madison, WI 53714	Albert Ombasa	quickchef820@gmail.com	456-1030488817-03	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Smiling Coast Cuisine	245 N. Thompson Dr. Madison, WI 53714	Muhammed Cole	mcole@thesmilingcoastcuisine.com	456-1030870320-02	<input checked="" type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Africa Alive	1200 W. Heather Lane, Milwaukee, WI 53217	Moustapha Drame	mdrame38@yahoo.com	456-1027497934-02	<input type="checkbox"/> Food <input checked="" type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
					<input type="checkbox"/> Food <input type="checkbox"/> Merchandise	<input type="checkbox"/> Yes <input type="checkbox"/> No



# PARK EVENT PERMIT APPLICATION



## PARK EVENT BEER/WINE SALES PERMIT FORM

Will you be serving or selling beer/wine at your event?  Yes  No  
If No, you can skip this form.  
If Yes, there is important information on this form about City of Madison licensing requirements, continue reading.

### Temporary B Picnic License – APPLICATION DUE AT LEAST 60 DAYS BEFORE EVENT

A Temporary B Picnic License is required if you plan on serving or selling beer/wine at your event.

**A Certificate of Insurance with liquor liability is also due with the Temporary B Picnic License at least 60 days before the event.**

[Temporary B Picnic License](#)

[Temporary B Picnic License FAQ](#)

Submit to:

City of Madison Clerk’s Office

210 MLK Jr Blvd, Room 103

Madison, WI 53703

[licensing@cityofmadison.com](mailto:licensing@cityofmadison.com)

608-266-4601

Will you be selling beer/wine at your event?  Yes  No  
If No, you can skip this rest of this form.  
If Yes, you must complete this form.

### Street Use Event Beer/Wine Selling Permit

Permit fee is \$700.00.

Name of Event: Africa Fest

I understand I must obtain a Temporary B Picnic License in order to sell beer/wine at my event. (initial)RAK

I understand I must submit a Certificate of Insurance with Liquor Liability along with the Temporary B Picnic License application at least 60 days before the event date to the Clerk’s Office. (initial)RAK

If the Temp B Picnic License is denied, the event will be:

Canceled

Not Canceled





# PARK EVENT PERMIT APPLICATION



## PARK EVENT CLEANUP AND RECYCLING PLAN

Events are required to submit a clean-up and recycling plan with their application. Plans should include number and location(s) for garbage/recycling containers and dumpsters, collection during event, disposal after the event and any other relevant information.

Park Events can request additional Madison Parks trash barrels. Please email [madisonevents@cityofmadison.com](mailto:madisonevents@cityofmadison.com) to find out how many receptacles are already in the Park so you can determine if you need to request more.

City of Madison has 4, 20-yard dumpsters available for events. We cannot guarantee availability. Please confirm with [madisonevents@cityofmadison.com](mailto:madisonevents@cityofmadison.com) if the number you are requesting are available or if the Park already has a dumpster you can use.

Will you be renting City of Madison receptacles?  Yes  No

Name of Event: Africa Fest

Location (where should they be delivered in the Park?): McPike Park. LocatIndicated on the site plan attached

Please indicate quantity of trash barrels: 8 8 barrel minimum: Each increment of up to 8 barrels \$150  
Please indicate quantity of recycling barrels: 8 (\$142.18 no tax)

Please indicate quantity of dumpsters: 1 per dumpster, and per tip: \$375  
(\$355.45 no tax)

If you are not requesting City equipment, please provide the name and contact information of the collection agency providing equipment or services for the event. \_\_\_\_\_

Any group that leaves an area in a condition that requires special clean-up by City crews will be charged the full cost of clean-up.

If you need assistance with your clean-up and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

Provide detailed trash/recycling/clean-up information (please submit as a separate document if needed):

Trash and Recycling bins will be located as indicated in the Site Plan.  
Event staff will be on site to empty bins periodically throughout the event.  
On cleanup day (8/18/2024), trash materilas will be emptied into the City dumpster; recycled materilas will be left in the City recycle bins for pickup.



# PARK EVENT PERMIT APPLICATION



## PARK EVENT MARKETING INFORMATION

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

Do you want your event listed on the City of Madison Online Event Calendar?  Yes  No  
If No, skip this form.  
If Yes, please continue.

### CITY OF MADISON CALENDAR OF EVENTS

If you want your event to be listed on the City of Madison online event calendar, please complete the Marketing Information form. Your event will only be included on the calendar if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendar.

*\*required info*

\*Official Name of Event: Africa Fest

\*Location: McPike Park, 202 S. Ingersoll Street, Madison, WI 53706

Public Contact Phone: 608-658-8264

\*Website: www.africanassociationofmadison.org

\*Admission Cost: Free

\*Date of Event: 8/17/2024

\*Beginning Time of Event: 10am \*End Time of Event: 10pm

\*Two sentence description of event (short promotional description of the event):

Africa Fest showcase, in its 24th year, shares African traditions and cultural heritages with residents of greater Madison and Dane County. This exciting event includes stage performances accompanied with arts & crafts and food vendors all day long.

Africa Fest is a free, family oriented festival that has something for everyone. It is a wonderful opportunity for attendees to learn about the rich cultures of Africa from African immigrants. Africa Fest is a Madison summer celebration.

### Poster Kiosks on the Capitol Square and State Street

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are placed in the kiosks approximately every 1-2 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, max size 12"x17", up to one month in advance of your event. Drop off at the Parks Division, 330 E Lakeside St, Madison, WI 53715, Monday – Friday, 8:00 am – 4:30 pm.