

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Monroe Street Summer Sidewalk Sale

Event Organizer/Sponsor: Monroe Street Merchants Association

Is Organizer/Sponsor a 501(c)3 non-profit agency?

Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 1721 Monroe Street

City/State/Zip: Madison

Primary Contact: Laura Strickland

Work Phone: 920-540-8957

Email: Monroestreetcoordinator@gmail.com

Phone During Event: 920-540-8957

Website: monroestreetmadison.com

FAX: _____

Secondary Contact: Carol "Orange" Schroeder

Work Phone: 608-255-8211

Email: monroestreet@mac.com

Phone During Event: 608-255-8211

Annual Event?

Yes No

Charitable Event?

Yes No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 300 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

Yes No

Hours: _____ to _____

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)

Other: Sidewalk Sale

LOCATION REQUESTED

Capitol Square (note specific blocks below)

State St. Mall/800 State Street

30 on the Square (aka top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: Partial sidewalk usage 1600-1900 Monroe Street, 2500-2700 Monroe Street

EVENT DATE(S)/SCHEDULE

Date(s) of Event: July 27, 2019

Event Start and End Times: 10:00am – 5:00pm

Rain Date (if any): _____

Set-Up Start Time: 8:00am

Take-Down Start Time and End Times: 5:00-6:00pm

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?

Yes No

If class B license is denied, will the event(s) occur?

Yes No

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

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 Laura Strickland

Date 6/14/19

East End partial sidewalk usage – North Side of 1600-1900 Block and South side of 1900 Block

West End partial sidewalk usage – North & South Side 2500-2700

