

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event BEN MASEL TRIBUTE

Event Organizer/Sponsor MILES KRISTAN

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address _____

City/State/Zip _____

Primary Contact MILES KRISTAN FAX _____

Work Phone 608 575 7683 Phone During Event _____

E-mail ARE YOU MILES @GMAIL

Website _____

Secondary Contact _____

Work Phone _____ Phone During Event _____

E-mail _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 3-400 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours Noon to 4:30 Yes No

EVENT CATEGORY

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

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) _____ Rain Date(s) _____

Event Start Date(s)/Time(s) 4-20-12 NOON Set-Up Date(s)/Time for Event _____

Event End Date(s)/Time(s) 4-20-12 5 Take-Down Time 4PM-5PM

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____ I/We waive the 21-day decision requirement. _____ (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 Miles Kristan Date _____

To whom it may concern,

The city of Madison has set April 20th as a holiday to commemorate activist Ben Masel. In celebrating the life and work of Ben Masel we are looking to have an event from noon to 5 pm at library mall.

We are looking to have an open mic forum for the friends and family of Ben Masel to be able to share stories about Ben and talk about his work as an activist.

We are looking to have 3 bands perform between noon - 4 pm.

At which time we would begin packing up all equipment and shutting down the venue by 5pm.

I have met in person with and have the signatures of the bookstore, the library, historical society, and the press house, the church responded with an email approving as well.

I hope to hear back from the city as soon as the event can be approved.
thank you for your time and consideration.

sincerely,
Miles E. Kristan

STREET USE PERMIT APPLICATION CHECKLIST

STREET USE PERMIT APPLICATION CHECKLIST

Please check below to indicate that you have attached the following, as applicable, to the completed application:

- Complete Event Schedule *1-NOON-1PM OPEN MIC 1PM-4PM BANDS 4:20 MARCH*
- Event Site Map
- Route Map *LIBRARY MALL TO CAPITOL*
- Safety and Security Plan
- Notification Schedule *MARSHALLS WITH 2 WAY RADIOS*

Indicate here the date(s) the alder, businesses and residents will be notified of the event.

- Yes, I have attached a copy of the notification flyer, letter or poster.
- Certificate of Insurance (if required by City Risk Manager)
- Recycling Plan
- Application fee of \$50 for one- time/one-day events, \$100 for one-time/two plus day events and \$150 for serial events - made payable to 'City Treasurer.'

STREET USE EVENT PERMITS

Applications included in this packet and at www.cityofmadison.com/parks

- Public Amplification Permit
- Beer/Alcohol Selling Permit
- Street Use Event Vending License

ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for Community events. You must include all pertinent information before this application will be reviewed by staff. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at www.publichealthmdc.com or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted _____
- Parade Permit** - may be required of a run, walk or bike ride event. From the Police Department, www.cityofmadison.com/police/parade.htm.
Date Parade Permit Application Submitted _____
- Temporary Class "B" Retailers License** - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, www.cityofmadison.com/clerk.
Date Class "B" Permit Application Submitted _____
- Fireworks Permit** - From the Fire Department, (608) 266-4457, www.cityofmadison.com/fire.
Date Fireworks Permit Submitted _____
- Tents and Canopies Permit** - Required for tents in excess of 200 sq feet or a canopy in excess of 400 sq ft. From the Fire Department, (608) 266-4457, www.cityofmadison.com/fire.