

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Bicycle Federation of Wisconsin's Bike to Work Week: Ride with the Mayor Day

Event Organizer/Sponsor Bicycle Federation of Wisconsin

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

If Yes, provide State of Wisconsin Tax Exempt Number 39-1686663

Address 409 E. Main St., Suite 203 (Mailing Addr: PO Box 1224, Madison, 53701)

City/State/Zip Madison, WI 53703

Primary Contact Amanda White FAX 608-251-4594

Work Phone 608-251-4456, Ext. 1 Phone During Event 608-251-4456, Ext. 1

E-mail amanda.white@bfw.org

Website www.bfw.org

Secondary Contact Martha Laugen

Work Phone 608-251-4456, Ext. 2 Phone During Event 608-251-4456, Ext. 2

E-mail martha.laugen@bfw.org

Annual Event?  Yes  No

Charitable Event?  Yes  No

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

Estimated Attendance 40-80 people (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 Gathering of morning bicycle commuters

## 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: 100-block of South Pinckney Street, from King to Doty Streets (Front of

Isthmus Office Headquarters at 101 King Street)

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/15/12 Rain Date(s) N/A

Event Start Date(s)/Time(s) 6:45am Tue 5/15/12 Set-Up Date(s)/Time for Event Tue 5/15 6:45-7:15am

Event End Date(s)/Time(s) 10:30am, Tue 5/15/12 Take-Down Time Tue 5/15, by 10:30am

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 Amanda White Date April 12, 2012

**A. Complete Event Schedule**

The Bicycle Federation of Wisconsin and community partners will host “Commuter Stations” throughout our Bike to Work Week, Monday May 14, 2012 through Friday, May 18, 2012. On **Tuesday, May 15, 2012** the “Downtown Commuter Station” will be hosted in the 100 block of South Pinckney Street, in front of the Isthmus office location, in connection with our “Ride with the Mayor” morning commute celebration.

This specific Commuter Station will be hosted and fully staffed from 6:45am until 10am Tuesday the 15<sup>th</sup>. This block of time will include station set up, service to morning bike commuters, and station breakdown and clean up.

Activities will include the provision of morning refreshments, bicycle maintenance service, a meet and greet with Mayor’s Office personnel, and information on safe bicycle commuting to cyclists on city bike routes during these hours.

**B. Site Map of Event**

Description: 100-block of South Pinckney Street, from King to Doty Streets (Front of Isthmus Office Headquarters at 101 King Street)

MAP:



**C. Safety and Security Plan**

Bike to Work Week Commuter Stations will provide refreshments and services to users of the bicycle routes at target locations. This particular station will be set up to incur minimal interruption to the safe use of streets by pedestrians, cyclists and motorists outside of the requested street use. We do not anticipate crowd size which would necessitate additional security staff or safety precautions.

**D. Clean Up / Recycling Plan**

As with our other Commuter Stations during Bike to Work Week, this location will be staffed all hours of operation and staff from the Bike Fed and our sponsor The Isthmus will oversee collection of all tables, supplies, trash and recycling during the breakdown/cleanup period. No event supplies or trash/recycling will remain at station site after event concludes.

**E. Notification Requirements**

We do not anticipate crowds or street closings of a magnitude to require notification outlined in the permitting description.

**F. Certificate of Insurance**

We trust that the City's Risk manager will inform us if we require special insurance for this event.

**G. Accessibility**

This Madison Bike to Work Week commuter station will be hosted in a manner to equal and not impede level of accessibility in existence at the site noted in the permit request.