

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Jazz at Five
Event Organizer/Sponsor Debra L. Mason, Jazz at Five, Inc.

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

If Yes, provide State of Wisconsin Tax Exempt Number 050789

Address 2935 S. Fish Hatchery Rd, #193,

City/State/Zip Madison, WI 53714

Primary Contact Ken Johnson FAX _____

Work Phone 608-609-1517 Phone During Event 608-609-1517

E-mail info@jazzatfive.org

Website www.info@jazzatfive.org

Secondary Contact Debra Mason

Work Phone 608-609-1517 Phone During Event _____

E-mail info@jazzatfive.org

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 3000+ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 4pm to 8pm 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) Wednesday 8/16, 8/13, 8/20, 8/27 and 9/13
Event Start Date(s)/Time(s) 4 p.m. Rain Date(s) same
Event End Date(s)/Time(s) 8 p.m. Set-Up Date(s)/Time for Event same dates at 2pm
Take-Down Time 8pm
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 Debra L. Mason Date 5-19-14

Jazz at Five – Wednesdays, August 6, 13, 20, 27, and September 3, 2013

Event Schedule:

12pm	Banner Hung & Rain Call
2-4pm	Set-up Tables and Chairs (It's Your Party delivers at 2pm)
3pm	100 block Closed
4pm	High School Jazz Bands start to play
4:45pm	Beer sales begin. On nights when there are no high school bands, beer sales begin at 4:30
5-8pm	Music from Jazz performers
8-9pm	Strike
9pm	100 block open to traffic

Event Site Maps: See attached

Route Map: N/A

Safety & Security Plan:

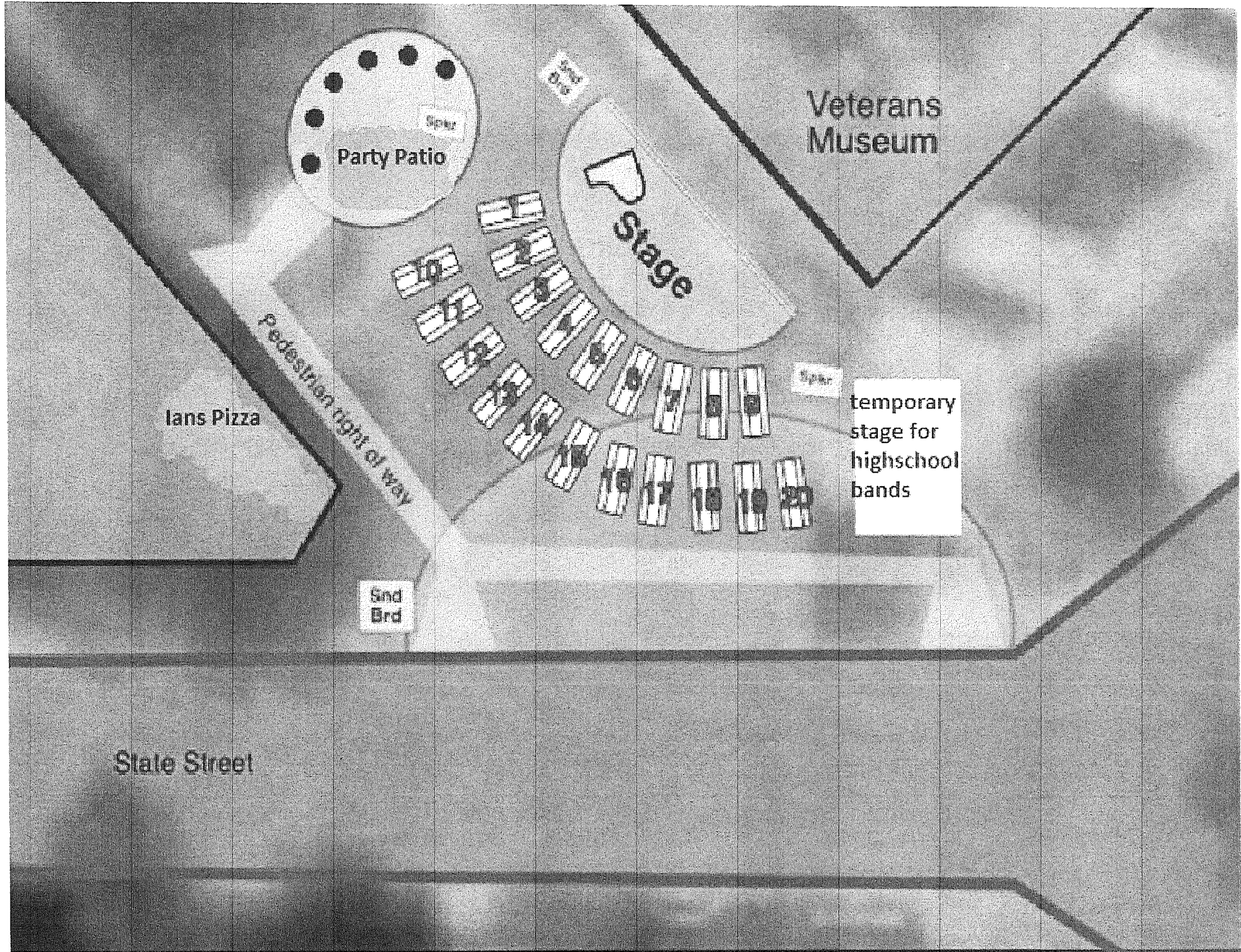
- Jazz at Five plans for 13 volunteers, minimum each night.
- 7 volunteers are assigned to the perimeters (top of State 100 blk, bottom of State 100 blk, Carroll Street cul-de-sac & Mifflin cul-de-sac.) They are there to greet, assist and answer questions and also to ensure that no alcohol is carried past the event perimeter.
- 7 city barricades are set. 3 top of 100 blk. of State, 2 bottom of State, 2 on either side of the Mifflin Street cul-de-sac.
- Signs are posted on these barricades – no carry-in alcohol, no alcohol past this point, please walk your bike. Pre-show, intermission and post-show announcements are made w/reminders of these rules.
- Our information booth serves as location for anyone to report a problem and houses a first aid kit.
- Jazz at Five has never had to call upon City authorities or medical personnel, but would do so if needed and will ensure that the 21' access is maintained within our event set-up should they need to access the 100 blk. of State by vehicle.

Notification Schedule: beginning mid-July our poster and ad campaign begins.

Recycling Plan: Enough barrels will be ordered so that audience and volunteers can recycle appropriately. Barrels are placed close to beer and food vendors and other optimal and easily accessible places.

Certificate of Insurance: Will forward when we receive from insurance company.

Temporary Class B license: submitted



Party Patio

Stage

Veterans Museum

Ians Pizza

pedestrian right of way

temporary stage for highschool bands

State Street

5nd Brd

