

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Regent Neighborhood Annual 4th of July Parade

Event Organizer/Sponsor Regent Neighborhood Association

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address PO Box 5655

City/State/Zip Madison, WI 53705

Primary Contact David Hughes FAX _____

Work Phone 608-695-8707 Phone During Event 608-695-8707

E-mail hubiehughes@sbcglobal.net

Website 608-695-8707

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 300 (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 Annual Parade

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: 2600 block of Park Place to 10 block of Farley to 2600 block of Mason Street (and 10 block of Grand)

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/4/15
Event Start Date(s)/Time(s) 7/4/15 12:00PM
Event End Date(s)/Time(s) 7/4/15 12:30

Rain Date(s) _____
Set-Up Date(s)/Time for Event 7/4/15 11:45
Take-Down Time 7/4/15 12:20-12:30
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, statutes and laws.

Signature _____ Date _____

STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up on sidewalks, terraces or parking and ends when the street is re-opened for normal use. The schedule should encompass all activities planned for the event, such as:

- Vending – Food, Beverages and/or Merchandise
- Music/Performances (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

PROVIDE DETAILED EVENT SCHEDULE:

July 4

9am - 12pm: Set up (tents, tables, games and grilling area) in West High School practice field.

12pm - 12:20: parade around block (2600 block Park Place, 10 block Farley, 2600 block Mason Street) ending at the West High School practice field.

12:20 - 2:30: Festival at West High School practice field (games, hotdogs, brats and soda sold).

2:30 - 3:30: Clean up.

