

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Coop Connection

Event Organizer/Sponsor Summit Credit Union

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 4800 American Parkway

City/State/Zip Madison, WI 53705

Primary Contact Sara Fisher FAX _____

Work Phone 608-243-5000 ext 4621 Phone During Event 608-622-8040

E-mail sara.fisher@summitcreditunion.com

Website _____

Secondary Contact _____ Phone During Event _____

Work Phone _____

E-mail _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8:30 to 1:00 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: Martha Luther King Blvd 100 & 200 block

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/5/13 Rain Date(s) _____

Event Start Date(s)/Time(s) 6:30a 10/5/13 Set-Up Date(s)/Time for Event _____

Event End Date(s)/Time(s) 3:00p 10/5/13 Take-Down Time _____

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

SA I/We waive the 21-day decision requirement.

SA (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 Sara Fisher Date 3/20/13

Detailed Event Schedule

- 6:30 A to Z rental arrives to set up tables, tents, stage, vendor booths
- 8:00 David Dill productions arrives to set up children's activities
- 8:00-8:30 Vendors arrive and set up displays at designated booths
- 8:30 - 1:00 Event is open
- 8:30 - 1:00 We will have musicians and an Emcee on stage *Amplification*
- 9:00 Caterer arrives and sets up food
- 1:00 David Dill productions will tear down the children's area
- 1:30 A to Z rental will tear down booths, stage, tents etc.
- 3:00 The street will be clear and open for public use/ cars to drive on

Legend

- Trash Cans 
- Vendors X
- Kids area 
- Stage 
- Round tables 
- Lamppost 


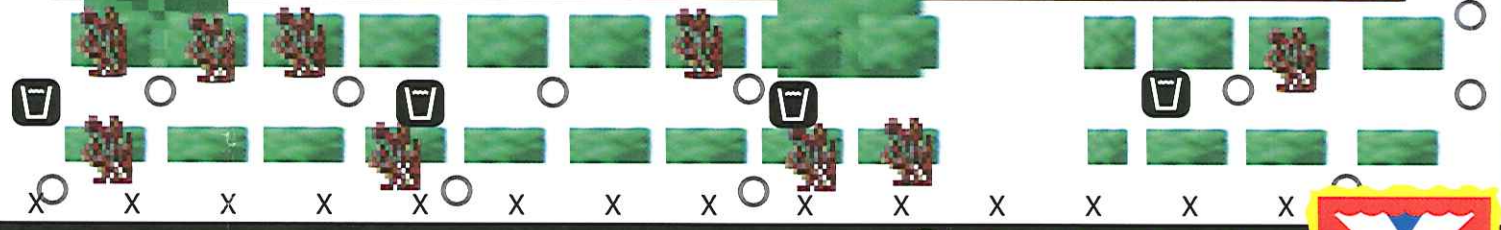
Capital Building



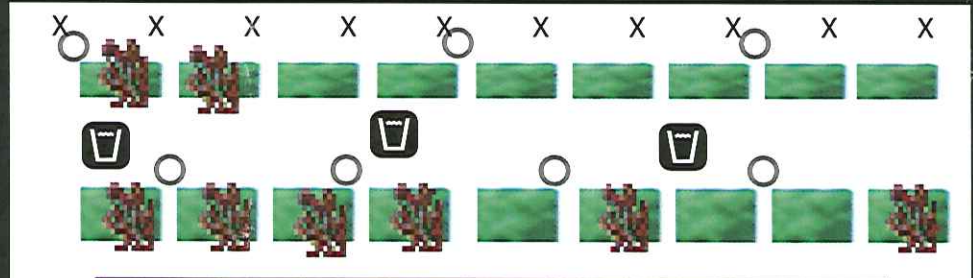




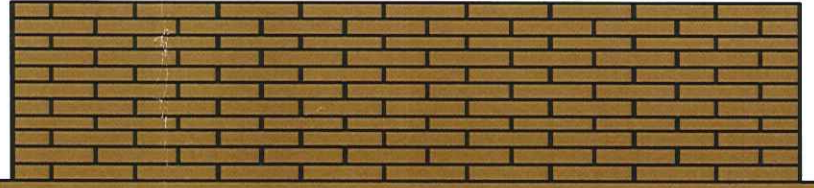
Starbucks Orange Shoe DLux
Fitness

Hand Wash Station Food Station Hand Wash Station

BMO Harris



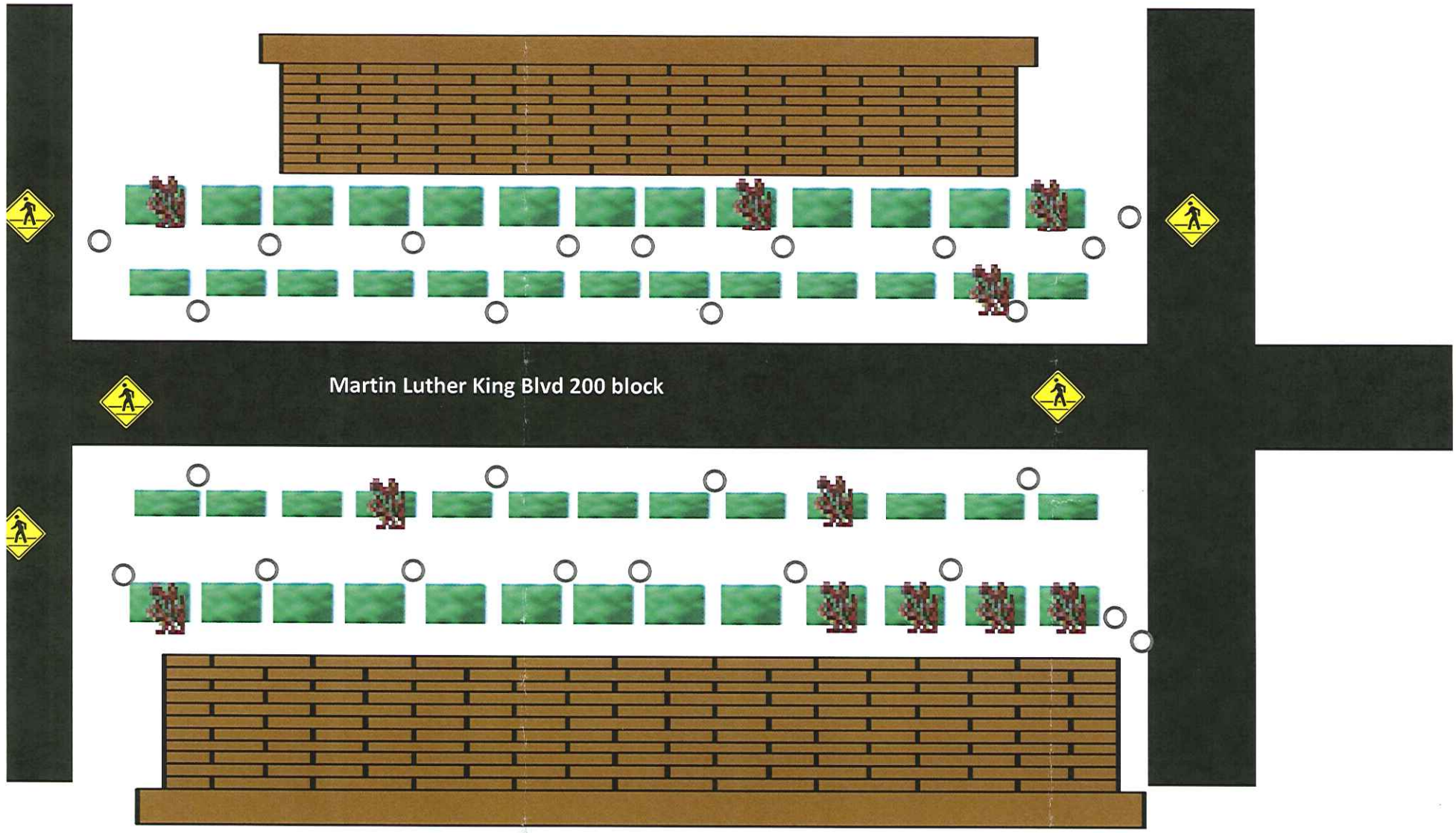
Hand Wash Station



Johnson Bank







Martin Luther King Blvd 200 block

Street Use Amplication

We will have an Emcee and a Band on stage between the times of 8:30-1:00 p

Route Map

Not needed, we will not have any moving parts to our events (parades, runs etc)

Safety and Security Plans

We will have staff on hand, if an emergency arises we will call 9-1-1

Trash and Recycling Plan

I will be receiving recycling bins from George Dreckmann and have filled out a Clear Stream Bin Check Out and Return Form with him. I will need 8 trash bins from the City of Madison, and will receive 8 recycling bins from George. We will need the trash picked up, and were told we could place the recycling bags on the ground next to the trash bins for pick up.

Notification Schedule

Not needed, the event is only 2 blocks, and the largest crowd we expect is 1,000 people. No buses will need to be rerouted.

Vending License

We are setting a deadline of June 1st to have 20 cooperatives sign up for the event, at the time we do not have any confirmed vendors

Break down of check

\$50 application fee for one day event

\$50 exclusive use of the MLK Blvd 100 block (do not mind the Starbucks café, or if Dlux has one)

\$350 for the vendor license for 1-25 vendors

\$100 Amplification fee

\$80 Trash bin fee (8)

Total: \$630