

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Senior Party

Event Organizer/Sponsor Wisconsin Alumni Association

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

If Yes, provide State of Wisconsin Tax Exempt Number 23-7125279

Address 650 N. Lake Street

City/State/Zip Madison, WI 53703

Primary Contact Emily Schield

Work Phone 715-937-2289

E-mail eschield@gmail.com

Website _____

FAX _____
Phone During Event 715-937-2289

Secondary Contact Amy Maneckle

Work Phone 608-242-7445

E-mail _____

Phone During Event 608-242-7445

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Estimated Attendance 500

Public Amplification (not allowed after 11 p.m.) Hours 3pm to 6pm Yes No

EVENT CATEGORY

- Run/Walk
- Music/Concert
- Festival
- Rally
- Parking (i.e., bagging meters)
- Other ~~Block Party~~ Street Party

LOCATION REQUESTED

- Capitol Square (note specific blocks below)
 - 30 on the Square (a.k.a. top of 100 block of State Street)
 - Podium/700-800 State Street
 - Other (specific blocks/streets requested below)
- Street Names and Block Numbers: Turn around in front of 650 N. Lake Street

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____

Event Start Date(s)/Time(s) 3pm 4/14/2011

Event End Date(s)/Time(s) 6pm 4/14/2011

Rain Date(s) _____

Set-Up Date(s)/Time for Event _____

Take-Down Time _____

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

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

ES (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.

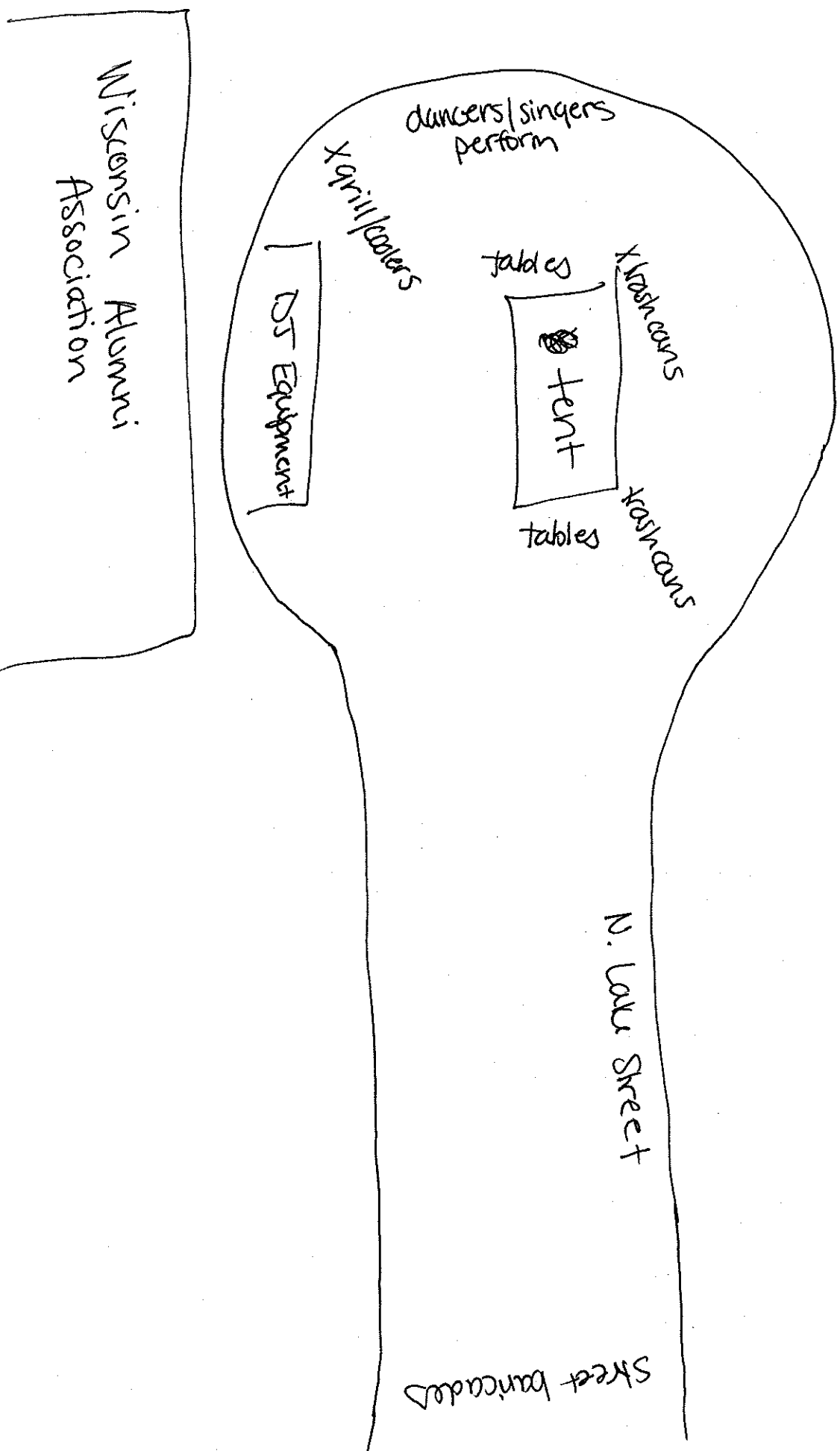
In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature Emily Schield

Date 2/21/11

Lake Mendota

Site Map of Event



Wisconsin Alumni
Association

N. Lake Street

Street barricades

Event Schedule

2:00pm: Start Set up. Close streets, bag parking meters.

2:30pm: Set up tent in street, set up grill and coolers for food on sidewalk.

3:00pm: Set up DJ equipment, tables, trash cans.

3:30pm: Event starts

3:30-5:30: Event takes place with food/drink being served, performances by dance and singing groups in street, speakers, DJ.

5:30: Start Clean up. Take down tent, grill, coolers, tables, trash cans, DJ equipment.

5:00 Take down street barricades and bags on parking meters. Street open.

*In terms of food and grilling, the Wisconsin Alumni Association will either by contracting UW-Housing to cater the event, or will work with them to get a food permit in order to do the grilling ourselves.

Recycling Plan

The Wisconsin Alumni Association will be receiving recycling and trash bins from the UW Physical Plant. They will be delivering and picking up the recycling and trash bins for the event.