

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Monroe Street Festival

Event Organizer/Sponsor: Monroe Street Merchants Association

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☐ Yes ☒ No

MANDATORY: State Sales Tax Exemption Number:

ES#: _____

OPTIONAL: Federal Tax Exempt Number:

Address: c/o Orange Tree Imports, 1721 Monroe Street

City/State/Zip: Madison, WI 53711

Primary Contact: Carol "Orange" Schroeder

Work Phone: 608-255-8211

Email: monroestreet@mac.com

Phone During Event: 608-255-8211

Website: www.monroestreetmadison.com

FAX: 608-255-8404

Secondary Contact: Laura Strickland

Work Phone: 920-540-8957

Email: monroestreetcoordinator@gmail.com

Phone During Event: 920-540-8957

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 1500

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☒ Yes ☐ No

Hours: 10 to 5

EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☒ Festival ☐ Rally ☐ Parking (i.e., bagging meters)

☐ Other: _____

LOCATION REQUESTED

☐ Capitol Square (note specific blocks below)

☐ State St. Mall/800 State Street

☐ 30 on the Square (aka top of 100 block of State Street)

☐ Other (specific blocks/streets requested below)

Street Names and Block Numbers: 1500-3500 blocks of Monroe Street – no impact on parking or traffic due to construction this year

EVENT DATE(S)/SCHEDULE

Date(s) of Event: September 22

Event Start and End Times: 10:00-5:00

Rain Date (if any): _____

Set-Up Start Time: 8:00 am

Take-Down Start Time and End Times: 6:00 pm

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?

☐ Yes ☒ No

If class B license is denied, will the event(s) occur?

☐ Yes ☒ No

_____ By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature Carol L. Schroeder

Date 7/24/2018