

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Badgers' Night Out
Event Organizer/Sponsor Wisconsin Alumni Student Board/WI Alumni Association

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 650 N. Lake Street

City/State/Zip Madison, WI 53703

Primary Contact Ali Khaleel FAX _____

Work Phone (414) 755-9260 Phone During Event (414) 755-9260

E-mail alikhaleel44@gmail.com

Website _____

Secondary Contact Evan Eising

Work Phone (507) 271-7191 Phone During Event (507) 271-7191

E-mail evaneising@gmail.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance _____ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 12:00PM to 8:00PM (breaks in between) 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) 4/30 Rain Date(s) _____
Event Start Date(s)/Time(s) 4/30 12:00PM Set-Up Date(s)/Time for Event 4/30 10:30 AM
Event End Date(s)/Time(s) 4/30 8:00PM Take-Down Time 4/30 8:00PM
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 Ali Khaleel Date 3/16/15

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:

10:30 AM: Setup begins

- Inflatables company sets up
- DJ stand setup(Union area)
- Trash and recycling bins arrive
- set up Bucky inflatable
- set up lawn games(Union area)

12:00 PM: Event start

- Inflatables are open to students(Union area)
- Music playing
- Art wall is open
- Giveaways at DJ booth(Union area)

3:30 PM: First portion of event ends

- Removal of inflatables, lawn games, DJ stand

5:00 PM: Prepare Library Mall for movie viewing(Union area)

5:30 PM: Begin playing Revelry trailer and hyping the week's events

6:15 PM: Start movie

8:00 PM: End movie, take down

STREET USE PERMIT APPLICATION – EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable to your event:

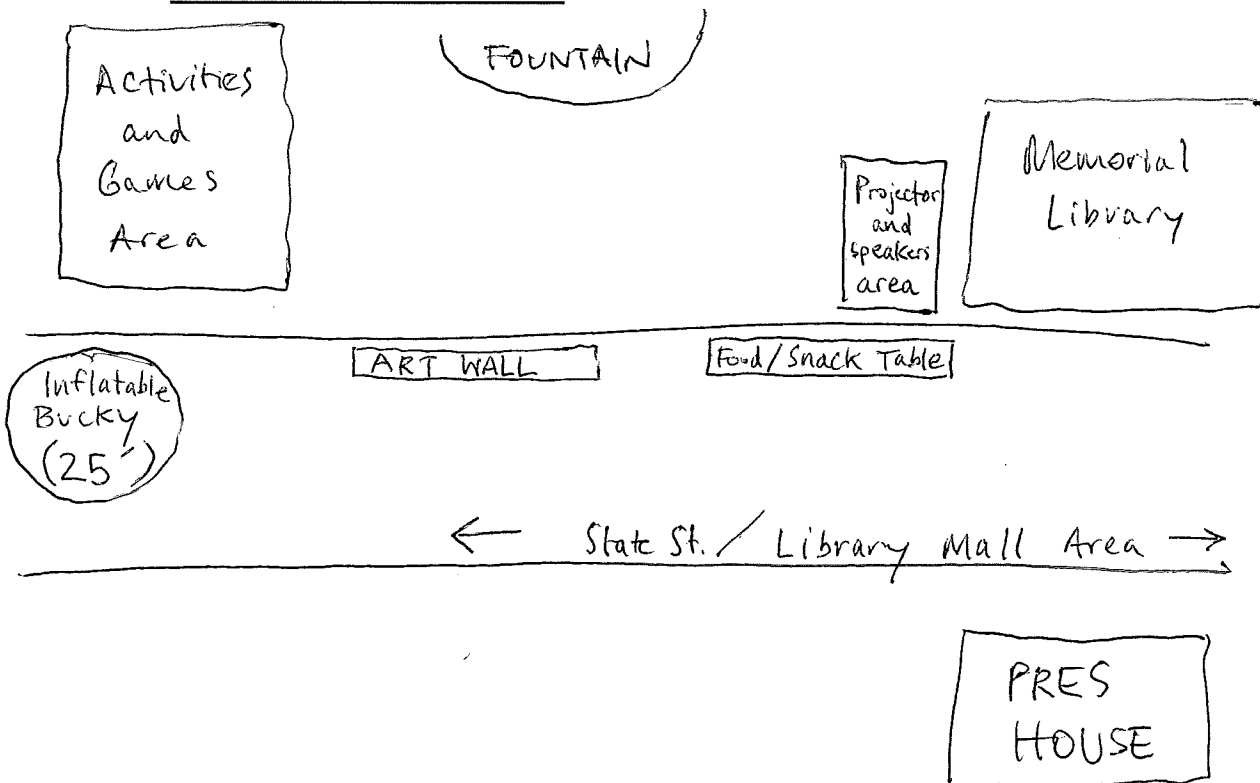
- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas
- Remember to include:
 - Emergency vehicle access lanes (minimum of 20').
 - Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

PROVIDE EVENT SITE MAP:



STREET USE PERMIT APPLICATION – TRASH AND RECYCLING PLAN

Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

DETAIL TRASH AND RECYCLING PLAN:

Trash and recycling bins will be supplied by the WE Conserve organization at UW. In addition to the existing trash bins in Library Mall, WE Conserve will set up additional bins in the UW area in the grass square near Memorial Library.