

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Art Walk / Open House for the Art Walk

Event Organizer/Sponsor Art Walk / Open House for the Art Walk

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 3000 N. Monona Way, Madison, WI 53705

City/State/Zip Madison, WI 53705

Primary Contact Art Walk / Open House for the Art Walk FAX _____

Work Phone 608 261 1111 Phone During Event 608 261 1111

E-mail artwalk@cityofmadison.com

Website _____

Secondary Contact Art Walk / Open House for the Art Walk

Work Phone 608 261 1111 Phone During Event _____

E-mail artwalk@cityofmadison.com

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

If Yes, name of charity to receive donations: _____

Estimated Attendance 975 (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 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: Staging 100 Block N Dickinson, Parade 1300 to 900 block of E Mifflin Street

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) U&A@ Rain Date(s) { } ^

Event Start Date(s)/Time(s) U&A@Fí Á KÍE { } ^ Set-Up Date(s)/Time for Event U&A@Fí Á KÍE { } ^

Event End Date(s)/Time(s) U&A@Fí Á KÍE { } ^ Take-Down Time U&A@Fí Á KÍE { } ^

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

Y I/We waive the 21-day decision requirement. SX (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 S@A@Fí Á KÍE { } ^ Date U&A@Fí Á KÍE { } ^

STREET USE FEE SCHEDULE

The cost to have a community event on Madison streets varies. All events must pay a non-refundable application fee. Other fees and charges may apply to your event depending on the need for equipment and/or City services. A final event billing will be prepared by City staff. This schedule is subject to change without notice. NT = Non-Taxed Item

NOTE: Equipment rental is only available for Mall/Concourse area.

Required Fees

Street Use Permit Application Fee - non-refundable, must be submitted with the application.

- Neighborhood Block Party, \$50 (NT)
- One Time/one day Event, \$100 (NT)
- One Time/two or more day Event, \$200 (NT)
- Series Event, \$300.00 (NT)

Cash/Bond Deposit Capitol Square Events, \$3,000 (NT)

Past Deadline Application fee

- Street Use Event Permit less than 30 days before event, \$250 (NT)
- Street Use Event Permit with Beer / Wine Sales Permit or a Special Event
- Resolution less than 60 days before event, \$250 (NT)

By Permit Fees

Exclusive Use resolution, per block requested, \$50 (NT)

Commercial shoots; video, still, catalog, film

- \$150/day
- \$100/half day

Street Use Event Vending License

- 1-25 vendors, \$400
- 26-100 vendors, \$675
- 101-300 vendors, \$975
- 301 or more vendors, \$1700

Amplification Permit, \$100 (NT)

Beer / Wine Selling Permit, \$700 (NT)

Bus Route Disruption per route, \$75 (NT)

Equipment Rental Fees

Barrels - trash or recycle: minimum 8 @ \$12.50 each = \$100

Delivery Charges for Equipment: One-hour minimum at hourly rate (Overtime rates apply for evening and weekends)

Dumpsters per tip, \$284.36

Street Closing Supplies from City Traffic Engineering, (608) 266-4761

Traffic Barricades,* (608) 266-4767 first 8 no charge; each additional, \$5.00

Traffic Cones, (608) 266-4767 each \$1.00

Traffic Signs (e.g. Road Closed) first 4 no charge; each additional \$5.00

Staff Fees

Special Duty Police Officers (608) 266-4022 2 Hour minimum at hourly rate

Electrician, (608) 266-4767 at hourly rate (Overtime rates apply for evening and weekends)

Parking Meter Bags, call 2 days in advance, (608) 267-8756

For meters on streets closed with permit \$1.50/bag

For meters on streets that are NOT closed \$1.50/bag + daily revenue fee

Cardboard No Parking Signs Call (608) 267-8756 \$0.50/each

Equipment rental (Only available for Mall/Concourse area)

Chairs \$2.00 each, \$100 per rack of 50 (maximum of 100 available)

Electrical Adapter, \$94.50

Clean-up charges:

Groups who leave the street(s) in a condition that requires clean up by City staff will be charged full cost of clean-up.

*The contact person is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Contact Traffic Engineering Field Operations, 1120 Sayle Street, phone (608) 266-4767, Monday-Friday, 8:30 a.m.-3:00 p.m. to make arrangements. For weekend events, equipment pick will be on Fridays between 8:30 a.m.-3:00 p.m. and returned during the same hours the following Monday. You will need a vehicle that can accommodate 12' long barricades.