STREET USE PERMIT APPLICATION

EVENT INFORMATION Name of Event: <u>Downtown Madison Family Halloween-Hayrides around the Capitol Square with Madison Parks Division</u> Event Organizer/Sponsor: Tracey Hartley, Recreation Services Coordinator - City of Madison Parks Division Is Organizer/Sponsor a 501(c)3 non-profit agency? **MANDATORY: State Sales Tax Exemption Number:** ES#: _____ OPTIONAL: Federal Tax Exempt Number: Address:1402 Wingra Creek Pkwy City/State/Zip: Madison, WI 53713 Primary Contact: Tracey Hartley Work Phone: 608-267-4919 Email: thartley@cityofmadison.com Phone During Event: 608-209-7980 Website: https://www.cityofmadison.com/calendar/halloween-hayrides-around-the-capitol-square-0_____ Secondary Contact: Michelle Morrison Work Phone: 608-512-1342 Email: programs@visitdowntownmadison.com Phone During Event: Annual Event? X Yes □ No Charitable Event? ☐ Yes X☐ No If Yes, Name of charity to receive donations: Estimated Attendance: 300+ (CERTIFICATE OF INSURANCE MAY BE REQUIRED) Public Amplification? (not allowed after 11 p.m.): ☐ Yes X☐ No Hours:_____ to ____ **EVENT CATEGORY** ☐ Run/Walk ☐ Music/Concert ☐ Festival Rally $X\square$ Parking (i.e., bagging meters) XOther: Hayrides around the square Request 4 Parking spots -2 tractors and 2 hay wagons will need a place to park **LOCATION REQUESTED** X 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: in front of Grace Episcopal Church 10 N. Carroll St. –request to bag meters at 12pm **EVENT DATE(S)/SCHEDULE** Date(s) of Event:Wed. Oct. 26, 2022 Event Start and End Times: 3-6pm Rain Date (if any): None Set-Up Start Time: 1pm setup Take-Down Start Time and End Times: 6-7pm 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 X No If class B license is denied, will the event(s) occur? 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.

Date

Applicant Signature

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup 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
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

IF REQUESTING STREET(S) CLOSURE:

YOU MUST SPECIFY WHEN THE STREET(S) WILL BE CLOSED AND WHEN STREET(S) WILL REOPEN

Provide Detailed Event Schedule:

PATERING Detailed Event Schedule.	
DATE/TIME	ACTIVITY DETAILS FOR EACH DAY (SETUP, EVENT AND TAKE-DOWN)
	Make sure your times match the times given on the general information page.
10 21 22 1000	Cabia
10-26-22 Ipm	Setup
3 _{em}	English iday Paris
J/m	Event (Hayrides) Begin
5:40pm	last hayride goes
Lapro	Hayrides conclude
1. 7	
U-Ipm	Event take down Starts + ends
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