

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Woodland Montessori School 40th Birthday Party

Event Organizer/Sponsor Woodland Montessori School

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

☒ Yes ☐ No

If Yes, provide State of Wisconsin Tax Exempt Number ES12579

Address 1124 Colby St.

City/State/Zip Madison, WI 53715-2008

Primary Contact Tara Cordes FAX 608-256-5423

Work Phone 608-669-8272 Phone During Event same as work

E-mail tara.cordes@yahoo.com

Website www.woodland-montessori.org

Secondary Contact Erin Trondson Phone During Event same as work

Work Phone 608-256-8076

E-mail director@woodland-montessori.org

Annual Event?

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ 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.) Hours _____ to _____ ☐ 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: Colby street between 1124 & 1123/1117 school & residence to Van Derssen intersection

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/4/11 1-6 pm Rain Date(s) N/A

Event Start Date(s)/Time(s) 2-5 pm Set-Up Date(s)/Time for Event 1-2 pm

Event End Date(s)/Time(s) 6/4/11 Take-Down Time 5-6 pm

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 Tara Cordes Date 5/4/11

Woodland Montessori School 40th Birthday Party

Event Schedule

On the street, the schedule of events is as follows:

1:00-2:00	Set up porta-potties and tables for cake, popcorn, and water
2:00-2:15	Current students display flags and walk onto playground from street
2:15-5:00	Guests may use porta-potties and have birthday snacks
5:00-6:00	Clean up

On school playground, the schedule of events includes:

2:15	Opening remarks
2:30	Juggling with the Truly Remarkable Loon
3:00	Alumni tours
4:00	Drumming with Wadoma

Site Map

Traffic barrier across Colby St. perpendicular to East facing fence of school playground
Porta-potties just inside barriers facing South
Tables for cake, popcorn, and water on East side of Colby street
Tables and chairs in middle of street for guests to eat with children's tables in the center
Traffic barrier before Van Deusen intersection

Please note a double gated opening and a single gate door exist between the street and the school playground. We plan to use the single door as the entrance to the playground.

Safety and Security Plan

A table on the playground between the two access points between the street and the playground will be labeled as and serve as the first aid and lost child area. We plan to follow school Emergency Policy including lock-down procedure, suspicious visitor, tornado/severe weather, fire/emergency evacuation, bomb threat, and medical emergency for serious and minor injuries. Claude Greene visited 5/3 to review fire evacuation routes for the expected numbers of people.

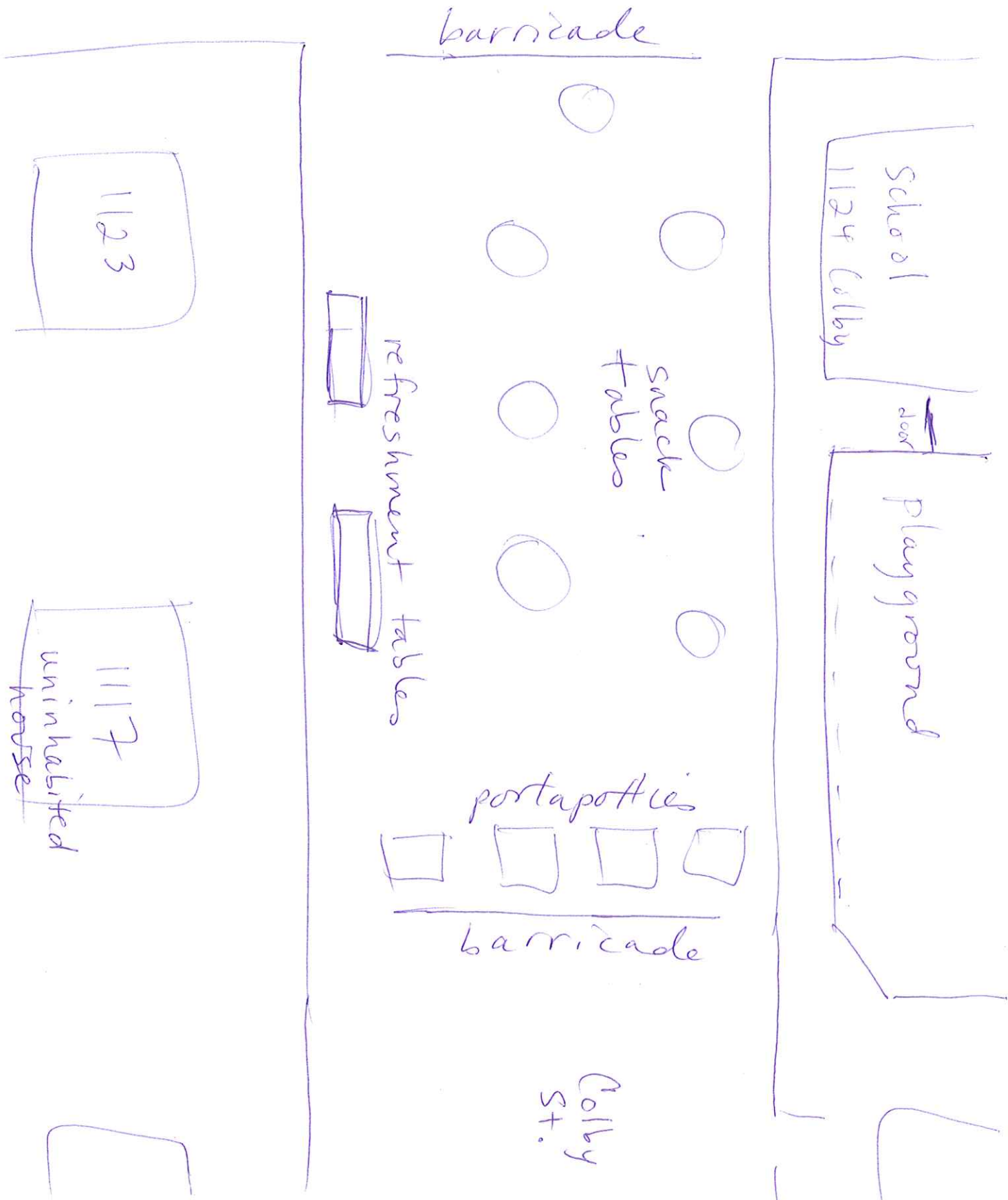
Clean up and Recycling Plan

Waste, compost, and recycling receptacles are available near tables with school dumpsters between building and playground on school grounds.

Notification Schedule

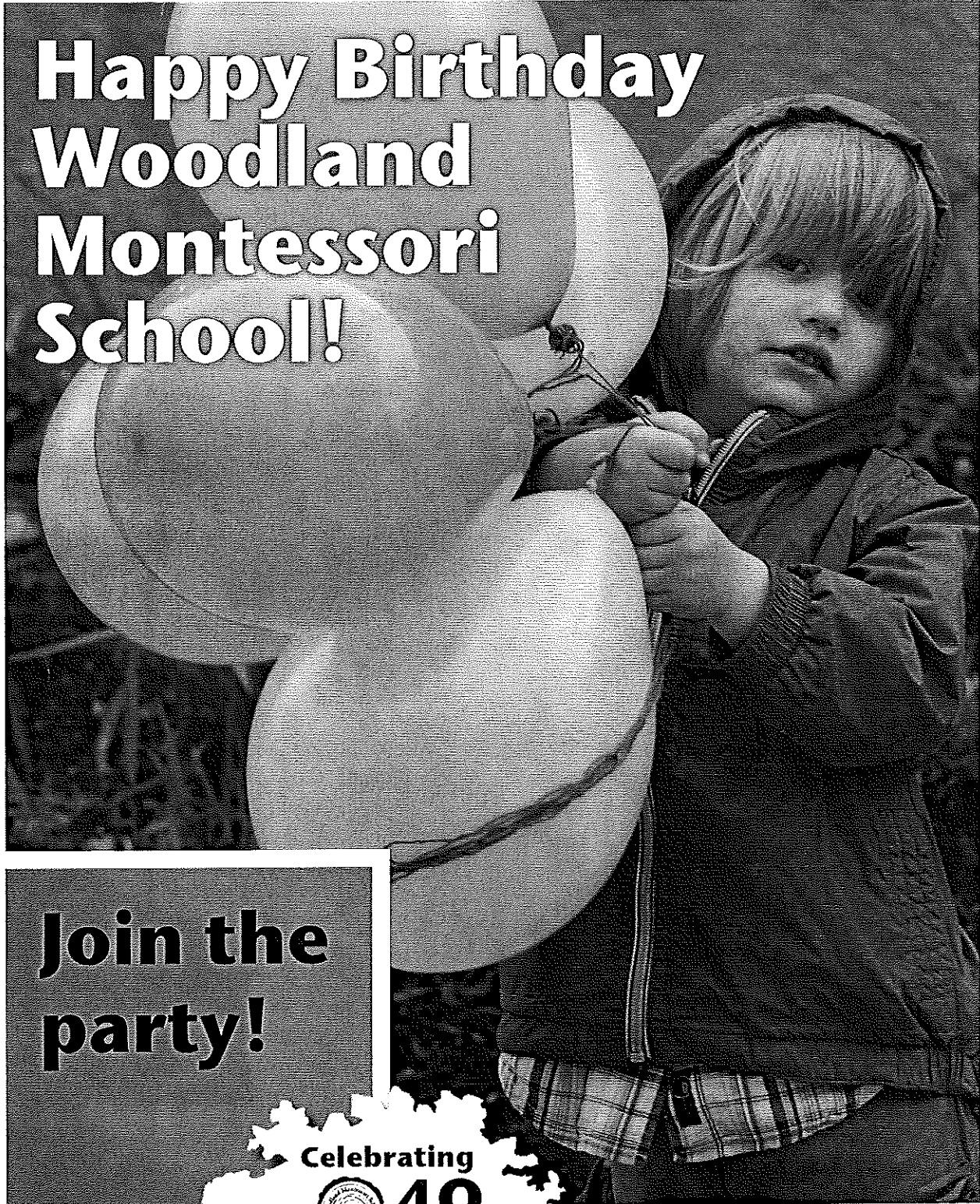
5/2/2011 *Neighborhood Block Party for Street Use Permit Application for residents*

← Van Densen →



draft 5/4/11

Happy Birthday Woodland Montessori School!



**Join the
party!**



- Juggling
- Drumming
- Refreshments

• *Tours...and more!*

You're invited to celebrate with us

June 4, 2011

2:00 — 5:00 pm

1124 Colby Street | Madison, WI