

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Anniversary Block Party

Event Organizer/Sponsor Oak Park Place

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

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address 718 Jupiter Dr.

City/State/Zip Madison, WI 53718

Primary Contact Katie Lowe FAX 222-7410

Work Phone 395-2494 Phone During Event \_\_\_\_\_

E-mail klowe@oakparkplace.com

Website oakparkplace.com

Secondary Contact Jasmine Rogness

Work Phone 663-8755 Phone During Event 279-7162

E-mail jrogness@oakparkplace.com

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: 718 - 618 Jupiter Dr.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/28/12 Rain Date(s) X

Event Start Date(s)/Time(s) 1:00 PM Set-Up Date(s)/Time for Event 10:00 AM

Event End Date(s)/Time(s) 3:00 PM Take-Down Time 5:00 PM

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

Kjl I/We waive the 21-day decision requirement.

Kjl (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.

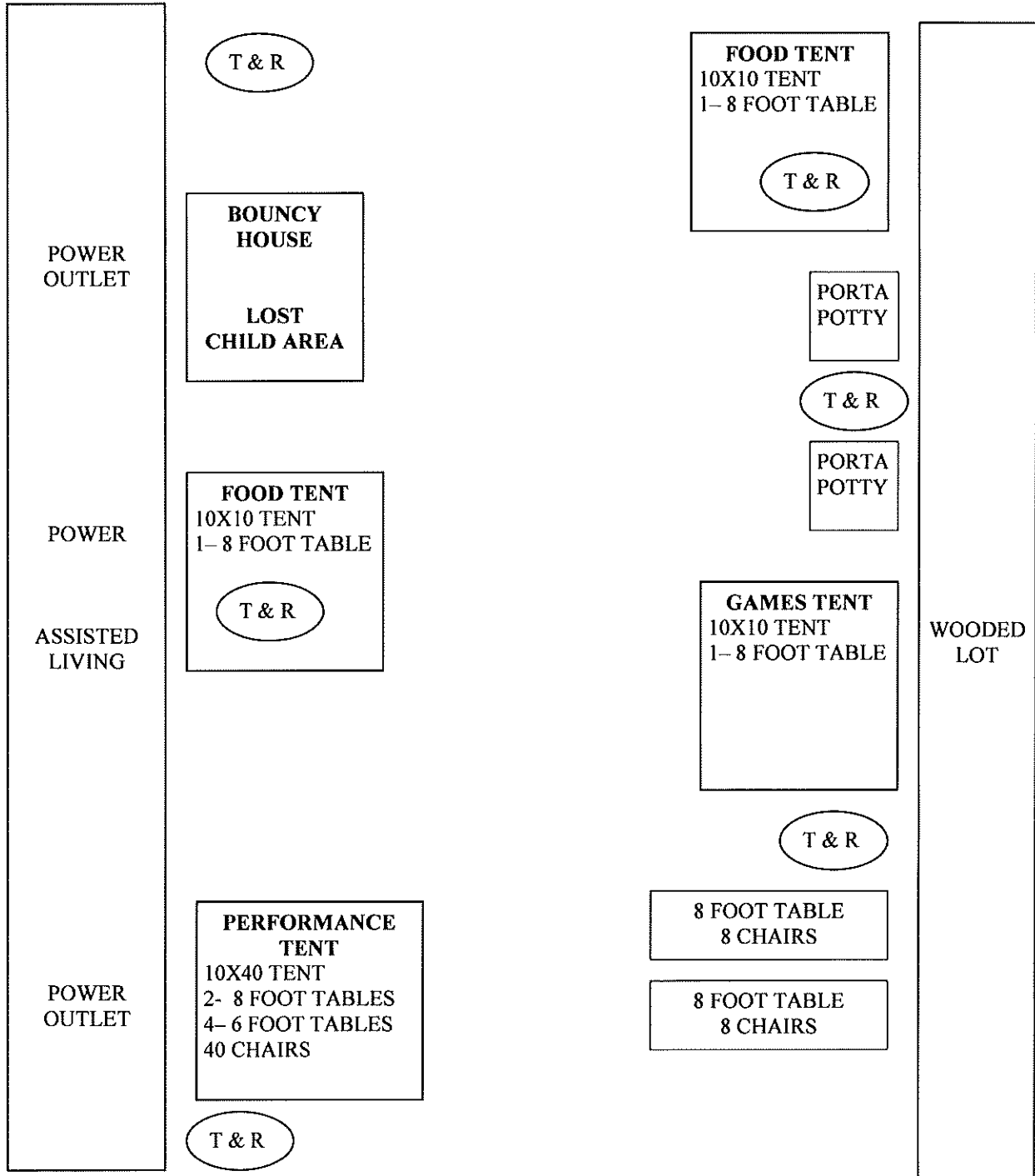
Signature Katie Lowe Date \_\_\_\_\_

OAK PARK PLACE BLOCK PARTY  
JUNE 28, 2012  
SITE MAP

ARBORS  
618 JUPITER DR  
CIRCLE DRIVEWAY

CHARON LANE

PARKING



OAK PARK PLACE  
718 JUPITER DR  
CIRCLE DRIVEWAY

HALLEY WAY

PARKING

## Oak Park Place Block Party

### A. Event Schedule

Thursday, June 28th, 2012

1-3pm

(Alternate location: 718 Jupiter Dr. in Grandview Hall)

8am Porta Potties & trash & recycling bins delivered

9am Pick up barricades (4 total, 12' long)

10am set up of tents, tables & chairs; 718-618 Jupiter Dr. closed

12:30pm set up of food items; musicians arrive to set up

1pm event begins featuring:

Live Music

Games

Bouncy House

Food tents

3pm event ends

3:30pm rental items picked up

5pm Jupiter Dr. reopened

Return barricades

C. Emergency vehicles and traffic can enter both Oak Park Place and the Arbors via Charon Lane & Halley Way throughout the entire event. Visitor parking available on Charon Ln. & Halley Way. All staff will be asked to park behind the building. Bucky's will deliver 2 handicap accessible porta potties on 6/28/12 with pick up on 6/29/12. Our trained caregiving staff & nurses will be available in case of a medical emergency. Our local police department will be informed of the event as well.

D. Pellitteri's will provide 6 trash & 6 recycling barrels on 6/28/12, with pick up on 6/29/12. Oak Park Place staff will empty them prior to pick up.