

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Busking for Books

Event Organizer/Sponsor Literacy Network

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

If Yes, provide State of Wisconsin Tax Exempt Number 015411

Address 1118 South Park St.

City/State/Zip Madison, WI 53715

Primary Contact Jen Davie

FAX (608) 244-3819

Work Phone (608) 244-3911

Phone During Event 630-967-4397

E-mail Jdavie@litnetwork.org

Website www.litnetwork.org

Secondary Contact Jessie Steinhauer

Phone During Event 608-434-2702

Work Phone (608) 434-2702

E-mail Steinhau.jess@gmail.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: Literacy Network

Estimated Attendance People walking along State Street (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 (acoustic) street performers on every corner

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: 600 Block: State/Lake, State/Francois 400 Block: State/Gorham

500 Block: State/Francis, State/Broom, State/Gilman 300 Block: State/Johnson, State/Henry

200 Block: State/Johnson, State/Fairchild State/Daughton State/Martin

Event Date(s)/Schedule 4/25/15 Rain Date(s) _____

Date(s) of Event (including set-up and take-down) _____ Set-Up Date(s)/Time for Event 12:30 pm

Event Start Date(s)/Time(s) April 25th 1:00 pm Take-Down Time 3:30 pm

Event End Date(s)/Time(s) April 25th 3:00 pm Take-Down Time: start to streets reopened

(no street closure)

APPLICATION SIGNATURE Jen Davie (PLEASE INITIAL) _____

I/We waive the 21-day decision requirement.

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 Jen Davie Date _____

PAGE 25 CITY OF MADISON PARKS DIVISION: COMMUNITY EVENTS

STREET USE PERMIT APPLICATION CHECKLIST

STREET USE PERMIT APPLICATION CHECKLIST

Please check below to indicate that you have attached the following, as applicable, to the completed application:

- Complete Event Schedule
- Event Site Map
- Route Map
- Safety and Security Plan
- Notification Schedule

Indicate here the date(s) the alder, businesses and residents will be notified of the event.

April 16

- Yes, I have attached a copy of the notification flyer, letter or poster.
- Certificate of Insurance (if required by City Risk Manager)
- Recycling Plan
- Application fee of \$50 for Neighborhood Block Party; \$100 for one-time/one-day events, \$200 for one-time/two plus day events; and \$300 for series events - made payable to 'City Treasurer.'

STREET USE EVENT PERMITS

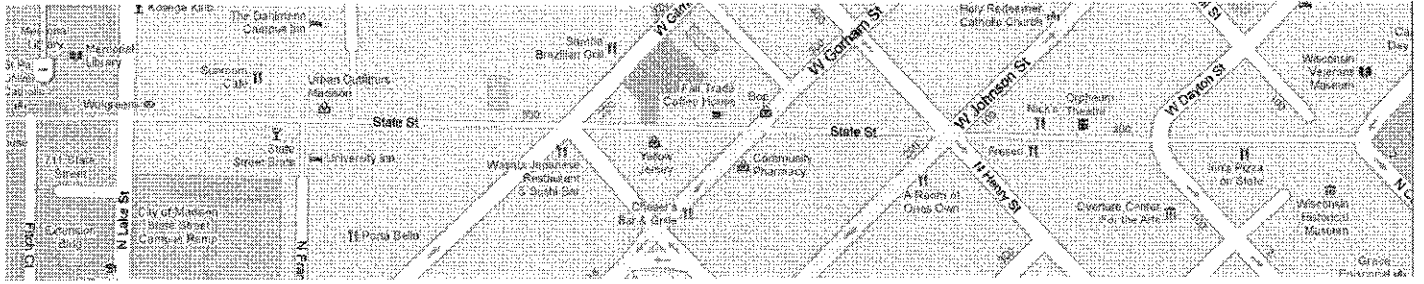
Applications included in this packet and at www.cityofmadison.com/parks

- Amplification Permit
- Beer/Alcohol Selling Permit
- Street Use Event Vending License

ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for Community events. You must include all pertinent information before this application will be reviewed by staff. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at <http://www.publichealthmdc.com/environmental/food/documents/TempRestApp.pdf> or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted _____
- Parade Permit** - may be required of a run, walk or bike ride event. From Traffic Engineering & the Police Department, <https://www.cityofmadison.com/transportation/forms/paradePermit.cfm>
Date Parade Permit Application Submitted _____
- Temporary Class "B" Retailers License** - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, www.cityofmadison.com/clerk.
Date Class "B" Permit Application Submitted _____



Busking for Books musician locations:

1. Podium (Library Mall)
2. State/Lake in front of Digital Outpost
3. State/Lake in front of Walgreen's
4. State/Francis at State St. Brats
5. State/Francis at Potbelly
6. State/Gilman at Stop & Shop
7. State/Broom at Tropical Jewel/Dobra Tea
8. State/Broom at Reprise Hair Studio
9. State/Gilman at American Apparel
10. State/Gilman at Chocolate Shoppe
11. Lisa Link Park entrance
12. State/Gorham at Jamba Juice
13. State/Gorham at Casa de Lara
14. State/Gorham at Badger Liquor
15. State/Gorham at Optometrist
16. State/Johnson at Tutto Pasta
17. State/Henry at Triangle Market
18. State/Johnson at Cosi
19. State/Johnson at old Fontana
20. State/Johnson at Noodles
21. State Johnson at MMoCA
22. State/Fairchild at Overture main entrance
23. State/Dayton at Associated Bank
24. State/Fairchild at old Dunkin' Donuts
25. State/Dayton at Mary's Tailors
26. State/Mifflin at Teddy Wedgers
27. 30 on the Square stage

Wednesday April 16: Flyers sent to local businesses; press release sent out.

Saturday April 25

12:30-1:00pm

*Volunteers meet at Lisa Link Peace Park to pick up flyers/donation buckets and verify location assignments

*Musicians start setting up at their assigned locations

1:00-3:00

*Buskers perform. If a musician is unable to perform for two hours, a location may be split between two musicians, each playing an hour. It is not REQUIRED that musicians play the entire 2 hour block, just preferable. We ask each musician to play *at least* one hour.

*Acoustic music ONLY because we do not have a license for amplified music. City of Madison yaps about rules [here](#).

*The volunteer for each location is responsible for donation collection at the end of the musician's performance, to be handed off to the Volunteer Coordinator at the end of the event.

*Each busker will have at least 1 volunteer handing out flyers and sharing information about Literacy Network with passerby.

3:00-3:30pm

*Pack it up!

*High-five each other.

*Meet up at our post-event gathering (location tba) to talk about the great time you had raising money for Literacy Network.



Literacy Network™

Improving Lives Through Literacy

Mission: Literacy Network teaches reading, writing and speaking skills to Dane County adults and families so they can achieve financial independence, good health and greater involvement in community life.

**1118 S Park Street
Madison, WI 53715
608-244-3911
www.litnetwork.org**

January 15, 2015

To Whom It May Concern,

Enclosed please find our Street Use Permit Application for our Busking for Books event on Saturday, April 25. We understand and accept the following conditions:

- We indemnify, defend, and hold the city and its 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 any property caused by or resulting from the activities for which the permit is granted.
- Certificate of Insurance should be on file with the City of Madison.
- We will maintain an 8' pedestrian pathway on sidewalks throughout the event area, and maintain access to all Metro stops.
- We are responsible for clean-up of event area.
- No street closure requested; request is for sidewalk space only.

I've attached our event schedule, map, and flyer. If there are any questions or concerns please contact me at (608) 244-3911. Thank you for your consideration.

Warm Wishes,

Jen Davie
Development Director
jdavie@litnetwork.org
(608) 244-3911