

LWS

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Downtown Trick or Treat Hayrides

Event Organizer/Sponsor Madison Parks

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 210 MLK Jr. Blvd

City/State/Zip Madison, WI 53703

Primary Contact Laura Whitmore

FAX _____

Work Phone 266-5949

Phone During Event 608-576-5093

E-mail lwhitmore@cityofmadison.com

Website _____

Secondary Contact _____

Work Phone _____

Phone During Event _____

E-mail _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 600 (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 Hayrides around the Capitol Square - as part of Downtown Family Halloween

Event

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: 4 parking spaces in front of Capitol Kids Store,
at 8 S. Carroll Street

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____

Rain Date(s) _____

Event Start Date(s)/Time(s) 10/28/11 2pm

Set-Up Date(s)/Time for Event 1pm to 5:30pm

Event End Date(s)/Time(s) 10/28/11 5pm

Take-Down Time 5:30pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

LW (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 Laura Whitmore Date 8/5/11