

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

Mr. Curtis Wittwer
201 Frost Woods Rd Apt 300
Monona, WI 53716-3571

EVENT INFORMATION

Name of Event Art Fair Off the Square
Event Organizer/Sponsor Wisconsin Alliance of Artists and Craftspeople, Inc.
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No

If Yes, provide State of Wisconsin Tax Exempt Number ES 24228 / FEIN 39-1413464

Address 201 FROST WOOD DR #300
City/State/Zip MONONA WI 53716

Primary Contact Curtis Wittwer FAX NA
Work Phone 250-9990 Phone During Event _____
E-mail c.wittwer@charter.net
Website www.artcraftwis.org
Secondary Contact LEZLIE BLANTON
Work Phone 204-9129 Phone During Event 204-9129
E-mail WIARTCRAFT@GMAIL.COM

Annual Event? ☒ Yes ☐ No
Charitable Event? ☐ Yes ☒ No
If Yes, name of charity to receive donations: 0
Estimated Attendance 75,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification (not allowed after 11 p.m.) Hours 0 to _____ ☐ Yes ☐ No

EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)
☒ Other Art Fair

LOCATION REQUESTED

☐ Capitol Square (note specific blocks below)
☐ 30 on the Square (a.k.a. top of 100 block of State Street)
☐ Podium/700-800 State Street
☒ Other (specific blocks/streets requested below)
Street Names and Block Numbers: 200 Block of MLK plus Monroe Terrace Walkway
45 yard buffer zone on East + West Doty & Wilson. Also closing Wilson from
EVENT DATE(S)/SCHEDULE Parkway to Carroll only during show hours

Date(s) of Event (including set-up and take-down) _____
Event Start Date(s)/Time(s) 9 AM on 7/11
Event End Date(s)/Time(s) 5 PM on 7/12
Rain Date(s) 0
Set-Up Date(s)/Time for Event 6 PM on 7/10
Take-Down Time 8 PM on 7/12
Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

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

CW (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 [Signature] 4/21/15

Permits

As the Event Organizer, you are responsible for obtaining all permits that the City of Madison requires for special 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.

☒ **Special Event Vendors License** - If vendors will be selling merchandise at your event, you must have a Special Event Vending License. This is different than a vending license for a park. After you receive approval for your Street Use Permit, you will need to contact the City Clerk Office to request an application. On the application you will need to list each of your vendors and their State of WI Tax ID # (a.k.a. State Sellers Permit #). The fee for this license is dependent on the number of vendors at your event: 1-50 vendors \$100.00, 51-200 vendors \$200.00, or over 201 vendors \$300.00

☐ **Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at the event. A permit application is available on-line at www.cityofmadison.com/health or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, phone 266-4601. Please indicate date you submitted Temporary Restaurant Permit application _____.

☐ **Parade Permit** - may be required of a run, walk or bike ride event. Contact the Madison Police Department or submit application via their website at www.cityofmadison.com/police/parade.htm. Please indicate date you submitted Parade Permit application _____.

☐ **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, phone 266-4601 or www.cityofmadison.com/clerk. Please indicate date you submitted Temporary Class 'B' Retailers application _____.

☐ **Fireworks Permit** - From the Fire Dept., 266-4457 or on-line: www.cityofmadison.com/fire

☐ **Tents and Canopies Permit** - Required for tents in excess of 200 sq feet or a canopy in excess of 400 sq ft. From the Fire Dept., 266-4457 or on-line: www.cityofmadison.com/fire

Note - Food vendors take care of their own temporary restaurant permits

Application Requirements

As the Event Organizer, it is your responsibility to review all of the requirements indicated in the Street Use Permit Instruction Packet.

Please check here to indicate that you have read, understand and have ATTACHED the following:
You may attach additional sheets if necessary.

☒ A Complete Event Schedule

☒ An Event Site Map and Route Plan

☒ Safety and Security Plan

Security present during show and at night

☐ Notification Schedule

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

☐ 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 one time events and \$150 for serial events. Made payable to 'City Treasurer.'

NEW LOCATION OF BIKE RACKS ART FAIR OF THE SQUARE

