

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Equinox / 420 West Gorham Move Ins

Event Organizer/Sponsor Madison Property Management

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

☐ Yes ☒ No

If Yes, provide State of Wisconsin Tax Exempt Number N/A

Address 1202 Regent St

City/State/Zip Madison, WI 53715

Primary Contact Lindsey Scheidte

Work Phone 608-268-4981

E-mail lindsey@madisonproperty.com

Website _____

Secondary Contact Kelsie Subers

Work Phone 608-628-4964

E-mail kelsies@madisonproperty.com

FAX 608-255-9656

Phone During Event 608-212-7866

Phone During Event 608-628-4964

Annual Event?

☒ Yes

☐ No

Charitable Event?

☐ Yes

☒ No

If Yes, name of charity to receive donations: N/A

Estimated Attendance 300-400 people

(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 Lane Blockage for campus move-in

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: 400 Block W. Gorham / 300 Block Brown St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8/15/15

Event Start Date(s)/Time(s) 8/15/15, 10 AM

Event End Date(s)/Time(s) 8/15/15, 4:30 PM

Rain Date(s) N/A

Set-Up Date(s)/Time for Event 8/15/15 @ 9:30 AM

Take-Down Time _____

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____/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 Lindsey Scheidte

Date 4/28/15

Equinox Move-In Schedule and Plan
Saturday 8/15/2015

8:00am: Set up key stations in the rear of the Equinox for incoming residents to pick up keys

8:30am: Set up signs in and around 1st floor of the building as well as the underground parking garage directing incoming residents to key stations.

9:00am: Inspect parking garage for illegal parkers; ensure maximum parking availability for move in.

9:30 am: Begin directing and monitoring traffic into and out of parking garage.

9:30am: Set up ""LEFT LANE ENDS: Equinox Move-In Only"" caution signs at 300 block of N Broom & 400 block of W. Gotham St.

11:00am: Set up parking barrels and cones. The cones will run the length of W. Gorham's southern lane starting 20 ft. east of light pole (see map) along the W. Gorham St. property line, with gaps for Equinox driveway, LaVille driveway and Aberdeen driveway. The cones will end 20 ft. west of the N. Bassett St. corner.

11:30am: Place a member of our staff on Broom St where parking meters are bagged. There will be an "Equinox & 420 West Move-In ONLY" sign here. Our staff will be responsible for directing movers in and out of this area.

A member of our staff will be in front of the 420 West building. There will be a "420 West Move-In ONLY" sign where the bagged meters are. They will be responsible for directing movers in and out of the parking area, and another member of our staff will be at the 420 West garage driveway, directing vehicles in and out of parking garage.

Another member of our staff will be placed in front of the Equinox building. Their responsibility will be to allow incoming resident vehicles in to the coned off merge lane. There will be another member of our staff at the Equinox driveway, whose responsibility is to direct cars in and out of the garage, and also to direct larger vehicles where to park along the closed off lane as needed (when the garage is full and/or inaccessible to them).

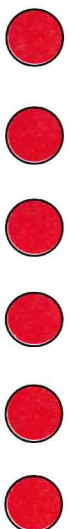
12:00pm: Start officially handing out keys to incoming residents.

12:00pm-3:30pm: Monitor parking garage and street lane heavily at all times to maintain control and utmost safety during move-in.

4:00pm: Take down cones and signs, begin allowing traffic through on left lane of W. Gorham where cones and barrels were. Street to be cleared by **4:30pm sharp**.

6:00pm: Start taking down key stations

7:00pm: Move-in day complete.



N. Broom St.

Brick
House
BBQ

420 West
Gorham

W. Gorham St.

Equinox
409 W.
Gorham

La Ville

Aberdeen

Bagged Meters

Starting: 8/14/15 at

Bags Removed: 8/15/15 at

Light Pole

Parking Barrels and Cones

Starting 20 ft. East of pole
Ending 20 ft. West of N. Bassett corner

N. Bassett St.



Address **409 W Gorham St**
Madison, WI 53703

Get Google Maps on your phone



Text the word "GMAPS" to 466453

