

## STREET USE PERMIT APPLICATION

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

### EVENT INFORMATION

Name of Event Art Fair on the Square - 2015

Event Organizer/Sponsor Madison Museum of Contemporary Art

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

☒ Yes ☐ No

If Yes, provide State of Wisconsin Tax Exempt Number Fed ID #: 39-1133513, CES #: 005628

Address 227 State Street

City/State/Zip Madison / Wisconsin / 53703

Primary Contact Annik Dupaty, Director of Events

FAX 608-257-5722

Work Phone 608-257-0158 ext 229

Phone During Event 608-332-4706

E-mail artfair@mmoca.org

Website www.mmoca.org

Secondary Contact Elizabeth Tucker

Work Phone 608-257-0158 ext 245

Phone During Event 608-257-0158 ext 245

E-mail elizabeth@mmoca.org

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, name of charity to receive donations: Madison Museum of Contemporary Art

Estimated Attendance 150,000 to 200,000

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 9:00 am to 6:00 pm

☒ Yes ☐ No

### EVENT CATEGORY

☐ Run/Walk

☐ Music/Concert

☐ Festival

☐ Rally

☐ Parking (i.e., bagging meters)

☒ Other Art Fair with entertainment and food vendors

### 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: Capitol square, 30 of the square (top 100 block of State Street). Capitol Square and the 100 blocks of: East and West Washington, MLK Jr. Blvd, N & S Hamilton, E & W Mifflin, State street, King Street, N & S Pinckney, E & W Main Street, N & S Carroll & Wisconsin Avenue.

### EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) July 10-12, 2015

Rain Date(s) N/A

Event Start Date(s)/Time(s) 7/11/15 9 am & 7/12/2015 10am

Set-Up Date(s)/Time for Event 7/10/2015 3:00- all night

Event End Date(s)/Time(s) 7/11/15 6pm & 7/12/2015 5pm

Take-Down Time 5:00 pm - 9:30 pm 7/12/2015

Take-Down Time: start to streets reopened

\*\*Streets open at 9:30 pm on

7/12/2015\*\*

### APPLICATION SIGNATURE

\_\_\_\_\_/I/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 \_\_\_\_\_

Date 5/1/2015

# STREET USE PERMIT APPLICATION

## Conditions and Approval

### OFFICE USE ONLY

#### Conditions:

- ☐ **Indemnification**
- ☐ Per Attached
- ☐ Certificate of insurance listing the City of Madison as additional insured is required – on file.
- ☐ Special-duty officer(s) required for event. Call 266-4022 to arrange.
- ☐ 20' emergency access lane must be maintained throughout event area.
- ☐ 8' pedestrian pathway must be maintained on sidewalks throughout event area.
- ☐ Metro rerouted to outer loop. Standard rerouting fee applies.
- ☐ Metro route(s) detoured by event. Fee/route detoured applies. # routes detoured: \_\_\_\_\_
- ☐ Maintain access to Metro stops.
- ☐ Barricade placement as per plan on file with traffic Engineering (TE).
- ☐ The Capitol Square will be closed by: ☐ Traffic Engineering OR ☐ Approved Private Contractor.
- ☐ Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
- ☐ Call 267-8756 to arrange for: ☐ meter bags and/or ☐ street signs.
- ☐ Event cannot displace licensed city vendors.
- ☐ Licensed city vendors relocated outside of event area.
- ☐ City vendor licenses are invalidated for this event.
- ☐ Coordinate activities and schedule with: ☐ Street Vending Coordinator, 261-9171 and/or ☐ Dane County Farmers' Market Manager, 455-1999.
- ☐ Provide and maintain access:
  - ☐ BMO Harris drive through customers during hours of operation.
  - ☐ Inn on the Park during the event.
  - ☐ Parking ramp on East Main and Webster.
  - ☐ Parking lot on East Washington and Webster.
  - ☐ Alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.
- ☐ No permanent markings, including spray chalk and stickers, of streets, sidewalks, paths or city landscaping is allowed.
- ☐ No inflatables.
- ☐ Event organizer/sponsor responsible for clean-up of event area. Charges will be assessed for any City staff time or resources required for clean-up.
- ☐ Noise must be kept at reasonable levels at all times.
- ☐ No Amplification before 12:30pm.
- ☐ Addendum and/or contract providing additional event details and conditions.
- ☐ No street closure, request for parking/sidewalk space only.
- ☐ Resident petition on file.
- ☐ Other:

☐ Approved

☐ Denied Per MGO 10.056 \_\_\_\_\_

Date: \_\_\_\_\_

WILL SPONSOR APPLY FOR TEMPORARY CLASS B LICENSE TO SERVE OR SELL BEER/WINE FOR THIS EVENT?  
IF CLASS B LICENSE IS DENIED, WILL THE EVENT(S) OCCUR?

☐ YES ☐ NO  
☐ YES ☐ NO

### OFFICE USE ONLY

Capitol Police		Parks	
City Police		Parking	
City Engineering		Risk Manager	
Event Coordinator		Streets	
Fire		Traffic Engineering	
Metro			
Insurance	REQ Y N RCVD _____	SU MTG DATE	



## **Complete Event Schedule Art Fair on the Square 2015**

### Set up

Friday, July 10

- Set up begins at 3:00 pm and continues throughout the night.

### Event

Saturday July 11

- Event/vending begins at 9:00 am
- Music begins at 9:00 am
- Music ends at 6:00 pm
- Event/vending ends at 6:00 pm

Sunday July 12

- Event/vending begins at 10:00 am
- Music begins at 10:00 am
- Music ends at 5:00 pm
- Event/vending ends at 5:00 pm

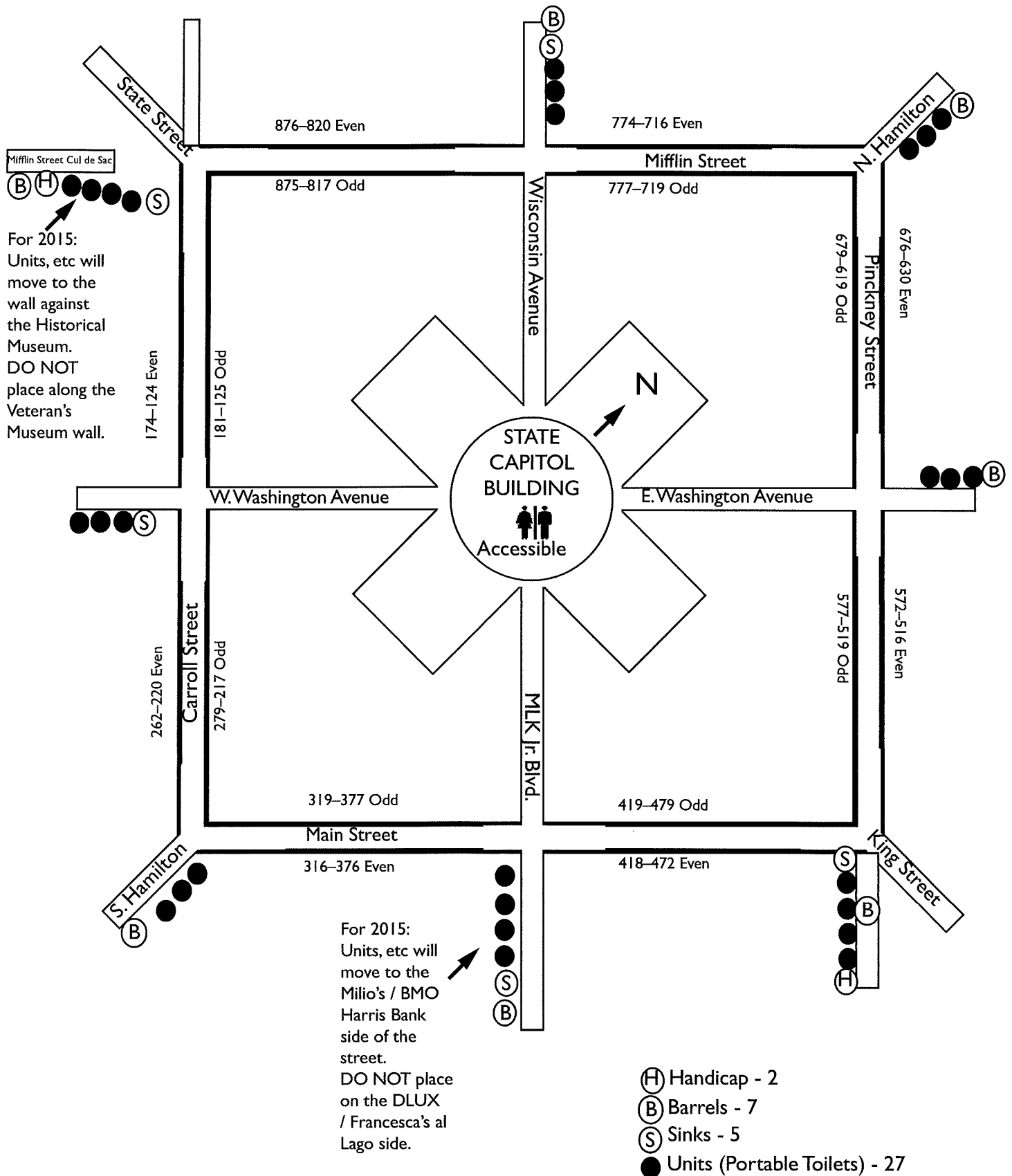
### Take-down/strike

Sunday, July 12

- Take-down begins at 5:00 pm, and is expected to be finished by 9:30 pm.

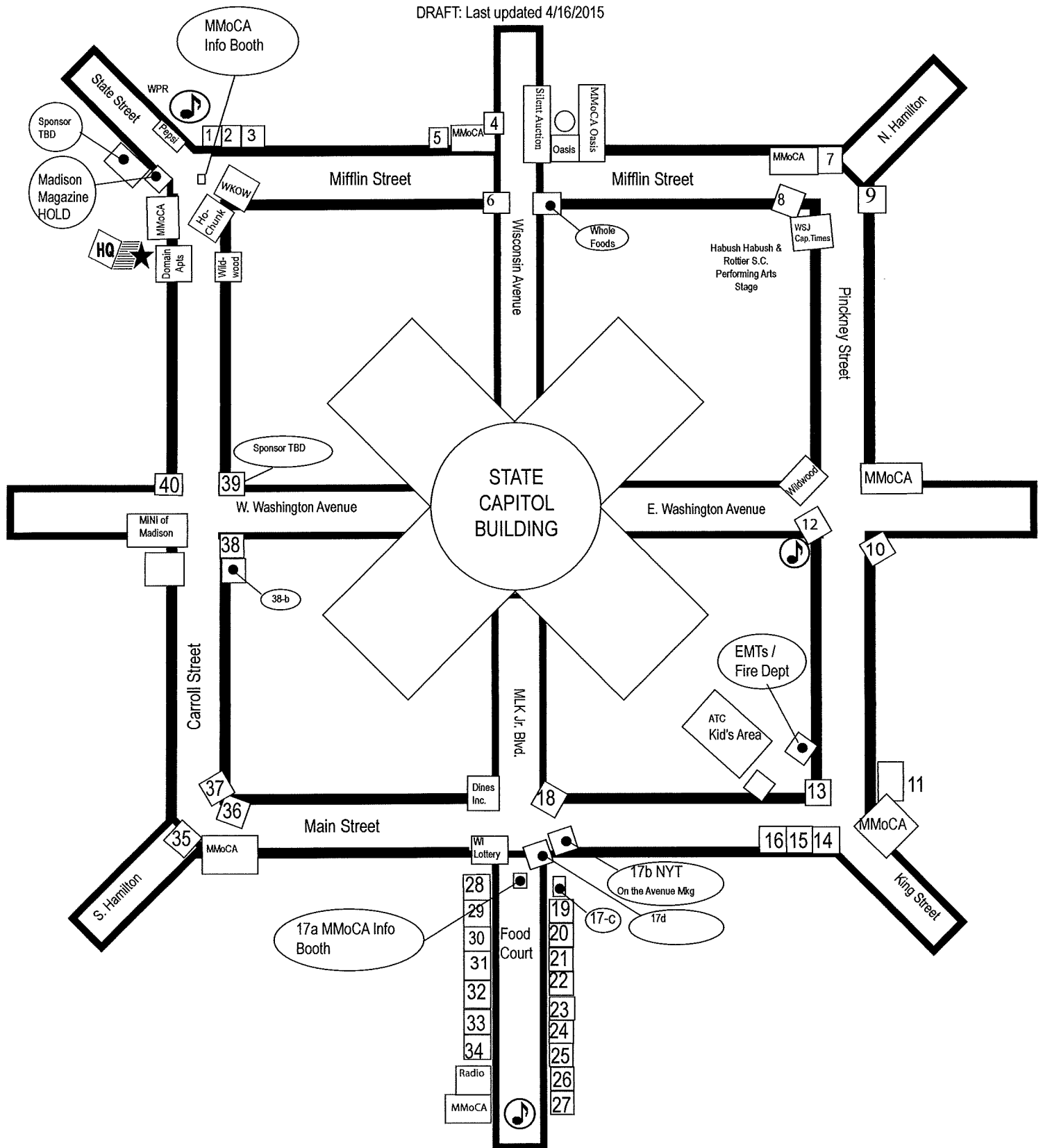
# Art Fair on the Square Map

Last updated April 16, 2015 2:39 p.m.



# ART FAIR ON THE SQUARE 2015 SPONSOR & FOOD VENDOR MAP

DRAFT: Last updated 4/16/2015



**City of Madison  
Community Event Recycling Plan**

Event Date: July 11 and 12, 2015

Event Title: Art Fair on the Square

Event Location: Capitol Concourse

Event Sponsor/Contact information:

Name Annik Dupaty, Director of Events and Volunteers

Phone 608-257-0158 x 229

email artfair@mmoca.org

Recyclables Generated at the Event (Check all that apply.)

- ☐ Aluminum Cans
- ☒ **Cardboard** ✓
- ☐ Glass Bottles/Jars
- ☒ **Paper (Does not include napkins, towels or tissues)** ✓
- ☒ **Plastic Bottles** ✓
- ☐ Steel/Tin Cans

Collection Service

- ☒ **City** ✓
- ☐ Private Hauler

If using a private hauler which hauler will provide service? \_\_\_\_\_

Will you need City supplied recycling containers? yes

If yes, how many? 50

See the container use agreement for information on the container loan program or call 267-2626 for more information.

It is your responsibility to provide notification of the recycling requirements to any outside vendors who will be attending the event. A copy of your letter/notification must be submitted with this form.

This form and any required attachments must be submitted with your Street Use Permit application materials and to the Streets Division, 1501 W. Badger Rd., Madison, WI, 53713 or FAX to 608-267-1120.