

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event School Shows at Overture Application for 2015 Permit

Event Organizer/Sponsor Overture Center for the Arts

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

☒ Yes ☐ No

If Yes, provide State of Wisconsin Tax Exempt Number 045764

Address 201 State St.

City/State/Zip Madison, WI 53703

Primary Contact RICHARD BERTRAND

FAX N/A

Work Phone (608) 258-4972

Phone During Event _____

E-mail richard@overturecenter.org

Website _____

Secondary Contact Command Center

Work Phone 258-4972

Phone During Event (608) 258-4972

E-mail _____

Annual Event?

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ No

If Yes, name of charity to receive donations: _____

Estimated Attendance 2200 to 5200 inside Overture (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 School Theater Shows

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: 100 block Fairchild, 200 & 300 block West Milton,

100 & D blocks Henry St, 300 block West Washington, 100 block Brown St,

EVENT DATE(S)/SCHEDULE 100 block Brown St, 300 block West Dayton, 300 BIK West T.H.S.

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

Rain Date(s) N/A Events are inside

Event Start Date(s)/Time(s) See attached specific dates

Set-Up Date(s)/Time for Event Street not closed - MPD

Event End Date(s)/Time(s) See attached specific dates

Take-Down Time Street not closed Police Traffic

Take-Down Time: start to streets reopened entire

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 Richard Bertrand

Date 9/30/15

STREET USE PERMIT APPLICATION CHECKLIST

STREET USE PERMIT APPLICATION CHECKLIST *Application for 2016 Permit*

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

- ☒ Complete Event Schedule
- ☒ Event Site Map *see attached w/ meter bags*
- N/A* ☐ Route Map
- ☒ Safety and Security Plan *Overview of SPD Workings*
- N/A* ☐ Notification Schedule

N/A Indicate here the date(s) the alder, businesses and residents will be notified of the event.
Events are inside Overlook

- no* ☒ Yes, I have attached a copy of the notification flyer, letter or poster.
- no* ☒ Certificate of Insurance (if required by City Risk Manager)
- no* ☐ Recycling Plan *Events inside Overlook*
- yes* ☒ Application fee of \$50 for one-time/one-day events, \$100 for one-time/two plus day events and \$150 for serial events
 - made payable to 'City Treasurer.'

Receipt #

STREET USE EVENT PERMITS

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

- N/A* ☐ Amplification Permit
- N/A* ☐ Beer/Alcohol Selling Permit
- N/A* ☐ 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.

- N/A* ☒ 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 _____

- N/A* ☒ 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 _____

- N/A* ☒ 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 _____

Meter Bag Map

1-Jan-14

OVT

CAP

PHSE

OTHER

100V

2485 2484 2483 2482 2481

Fairchild

2480 2479 2478 2477 2476

1635
1636
1637
1638
1639
1640

MMoCA

Overture

MMoCA

Overture

1816 1815 1814 1813 1812 1811 1810

Henry Street

sign 1807 1806 1805 1804 1803 1802 1801

2060
sign

2063
2064
2065
2066
2067
2068

West Johnson

West Dayton

Courthouse

Parking Ramp

606

601 N.P. 7-11AM

Courthouse

Parking Ramp

606

601 N.P. 7-11AM

1946 1945 1944 1943 1942 1941 1940 1939 (H)

Broom Street

100V

1628
1629
1630
1631
1632
1633
1634

Library

Parking Ramp Entrance

1778 1777 1776 N.P. 7-11AM

1642
1643
1644
1645
1646
1647
1648
1649
1650
1651
1652
1653
1654
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1657
1658
1659
1660

1774 1773 1772 1771 1770 1769 1768 1767 1766 1765

No Parking 3:30-5:30
Phone Co. driveway
No Parking 3:30-5:30
Apartment driveway

1594
1595
1596
1597
1598
1599
1600
1601
1602
1603
1604
1605
1606

West Mifflin St

West Wash.

8 Block

No Parking 3:30-5:30
Phone Co. driveway
No Parking 3:30-5:30
Apartment driveway

300

300

1

From: Richard Bertrang [mailto:RBertrang@overturecenter.org]
Sent: Wednesday, September 30, 2015 7:49 PM
To: 'klamberty@cityofmadison.com'
Subject: Overture Street Use Permit Application - 2016

Hi Kelly,

I've filled out the street use permit application for 2016 and the permit check list. I've also included a map. I scanned the copy's and attached them. I noticed that some of the items do not appear to pertain to Overture and as such, marked them n/a or no accordingly. Please let me know if you need any additional information and I will certainly send it to you.

As you already know, we don't actually close any of the streets and typically hire Madison police to control traffic (unless bus count is really low). Please see below specific dates for Winter/Spring 2016. I will need to send the rest of the dates (fall 2016) as soon as I get the information but I won't get fall information until August 2016.

I will call to pay with a credit card. I appreciate your all your help with the permit process.

Thanks,

Richard

Richard Bertrang Jr.
Chief of Security
Overture Center for the Arts
201 State St. Madison, WI 53703
608.258.4146
rbertrang@overturecenter.com

Overture Spring 2016					
Event #	Time	Date	Performance		

15305	11:00	Fri, Jan 29	Vocalosity		
15308	10:00	Tue, Feb 09	Walk On: The Story of Rosa Parks		
	12:30				
15308	10:00	Wed, Feb 10	Walk On: The Story of Rosa Parks		
	12:30				
15575	11:00	Fri, Feb 12	Stomp		
15513	9:30	Fri, Feb 19	Theatre Lila's The Mojo and the Sayso		
15309	10:00	Mon, Feb 22	Mummenchanz		
15513	9:30	Tue, Feb 23	Theatre Lila's The Mojo and the Sayso		
15513	9:30	Wed, Feb 24	Theatre Lila's The Mojo and the Sayso		
15409	10:00	Thu, Feb 25	UW Varsity Band		
15409	10:00	Fri, Feb 26	UW Varsity Band		
15606	10:00	Mon, Mar 07	Daniel Tiger's Neighborhood Live!		
	12:30				
15533	10:00	Tue, Mar 08	Zuzu African Acrobats		
	12:30				
15517	11:00	Fri, Mar 11	Ahn-Core Ahn Trio!		
15358	10:00	Tue, Mar 15	The BFG (Big Friendly Giant)		
	12:30				
15716	10:00	Tue, Mar 29	The Cat in the Hat		
	12:30				
15708	10:00	Mon, Apr 18	Moon Mouse: A Space Odyssey		
	12:30				
15315	10:00	Thu, Apr 28	Compahnia Urbana De Dança		
	12:30				