

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Art Fair Farmers' Market

Event Organizer/Sponsor: Dane County Farmers' Market

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 456-567732-06

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: P.O. Box 1485

City/State/Zip: Madison, WI 53701

Primary Contact: Bill Lubing Work Phone: 608-455-1999

Email: bill@dcmf.org Phone During Event: 608-455-1999

Website: www.dcmf.org FAX: n/a

Secondary Contact: Tom Murphy Work Phone: 608-606-0172

Email: tomsal@countyspeed.com Phone During Event: 608-606-0172

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 1,100 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: \_\_\_\_\_ to \_\_\_\_\_

## EVENT CATEGORY

Run/Walk     Music/Concert     Festival     Rally     Parking (i.e., bagging meters)

Other: Farmers' Market

## LOCATION REQUESTED

Capitol Square (note specific blocks below)     State St. Mall/800 State Street

30 on the Square (aka top of 100 block of State Street)     Other (specific blocks/streets requested below)

Street Names and Block Numbers: 10 block of East and West Wilson Streets at MLK, Jr. Blvd.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: Saturday, July 9, 2016 Event Start and End Times: 6:30 am – 2:00 pm

Rain Date (if any): n/a Set-Up Start Time: 5:00 am

Take-Down Start Time and End Times: 2:00 pm

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No

**If class B license is denied, will the event(s) occur?**  Yes  No

\_\_\_\_\_ By initialing, I/we waive the 21-day decision requirement.

## APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature 2/10/16 [Signature] Date 2/10/16

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Wednesday Farmers' Market

Event Organizer/Sponsor: Dane County Farmers' Market

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 456-567732-06

OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_

Address: P.O. Box 1485

City/State/Zip: Madison, WI 53701

Primary Contact: Bill Lubing Work Phone: 608-455-1999

Email: bill@dcmf.org Phone During Event: 608-455-1999

Website: www.dcmf.org FAX: n/a

Secondary Contact: Tom Murphy Work Phone: 608-606-0172

Email: tomsal@countyspeed.com Phone During Event: 608-606-0172

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 1,100 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: \_\_\_\_\_ to \_\_\_\_\_

## EVENT CATEGORY

Run/Walk     Music/Concert     Festival     Rally     Parking (i.e., bagging meters)

Other: Farmers' Market

## LOCATION REQUESTED

Capitol Square (note specific blocks below)     State St. Mall/800 State Street

30 on the Square (aka top of 100 block of State Street)     Other (specific blocks/streets requested below)

Street Names and Block Numbers: 200 Block, MLK, Jr. Blvd.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: Wed. April 20, 2016 through Nov. 2, 201 Event Start and End Times: 8:30 am – 2:00 pm

Rain Date (if any): n/a Set-Up Start Time: 8:00 am

Take-Down Start Time and End Times: 1:30 – 2:00 pm

TAKE-DOWN TIME: START TO STREETS REOPENED

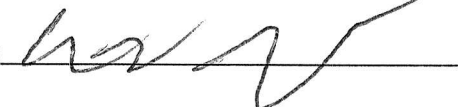
Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No

**If class B license is denied, will the event(s) occur?**  Yes  No

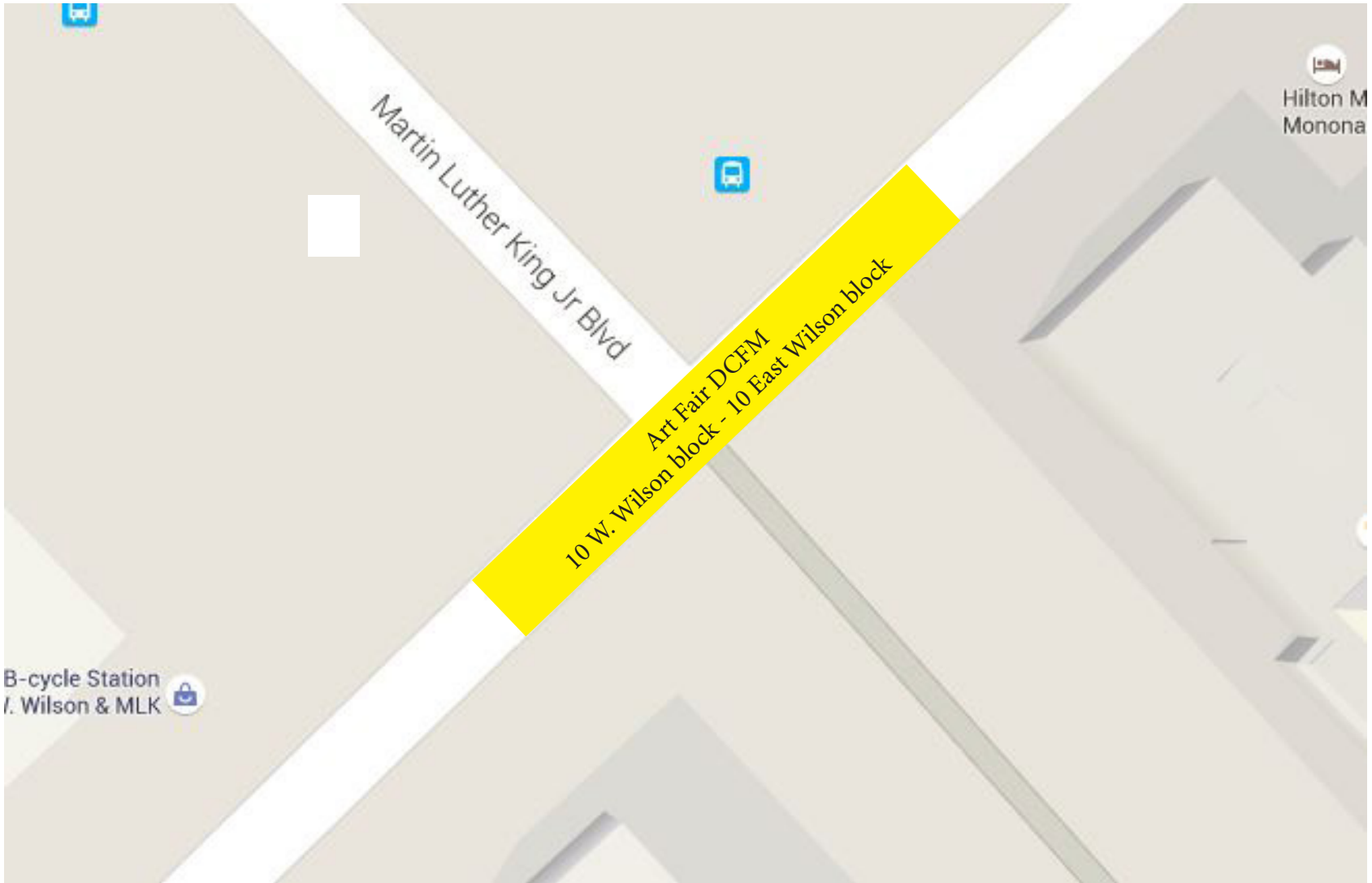
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Applicant Signature 

Date 2/10/16

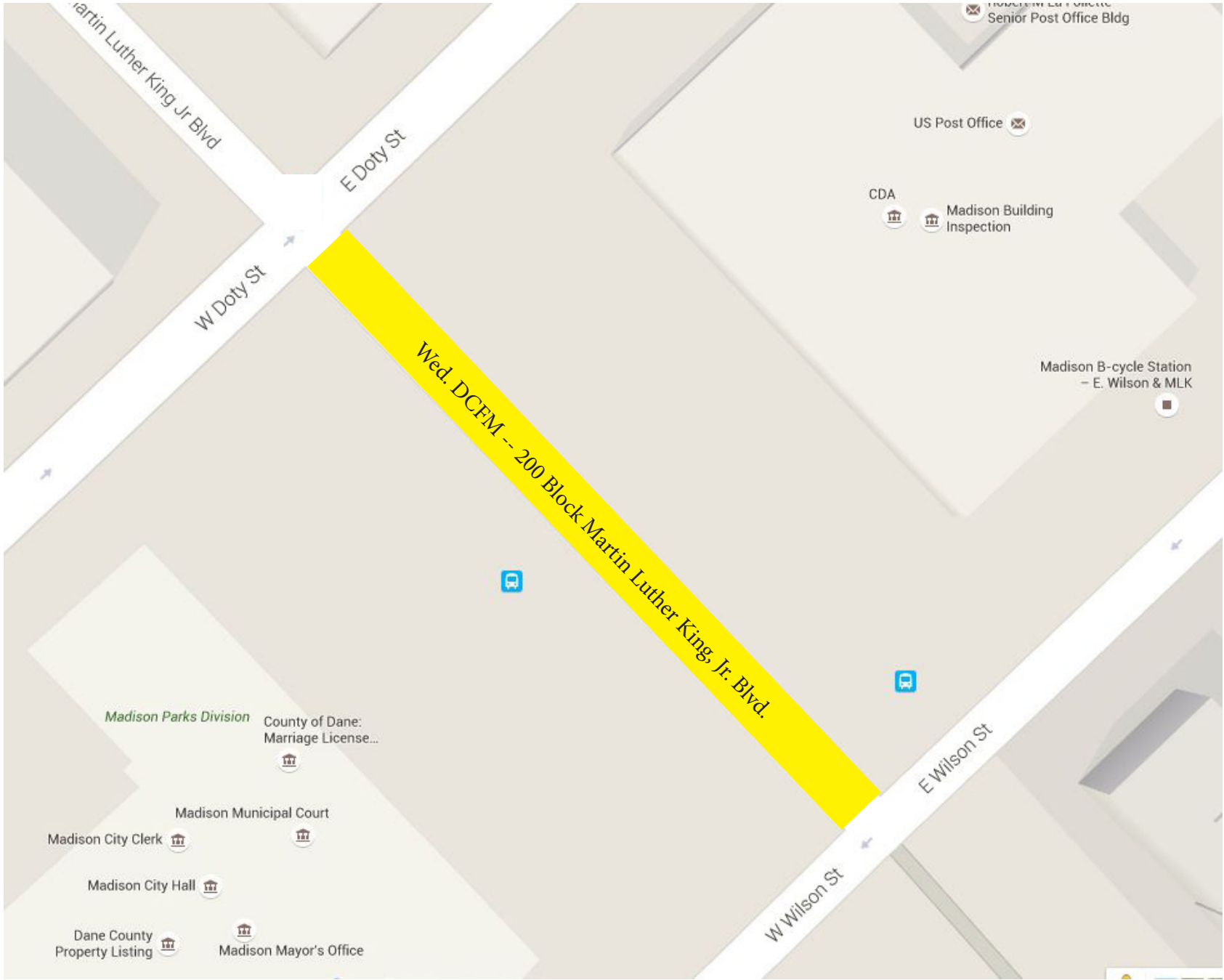


Martin Luther King Jr Blvd

Art Fair DCFM  
10 W. Wilson block - 10 East Wilson block

Hilton M  
Monona

B-cycle Station  
W. Wilson & MLK



Martin Luther King Jr Blvd

E Doty St

W Doty St

Wed. DCCEM -- 200 Block Martin Luther King, Jr. Blvd.

US Post Office

CDA

Madison Building Inspection

Madison B-cycle Station - E. Wilson & MLK

Madison Parks Division

County of Dane: Marriage License...

Madison Municipal Court

Madison City Clerk

Madison City Hall

Dane County Property Listing

Madison Mayor's Office

E Wilson St

W Wilson St



P.O. Box 1485  
Madison, WI 53701  
608-455-1999  
[www.dcfm.org](http://www.dcfm.org)  
[info@dcfm.org](mailto:info@dcfm.org)

Date: February 4, 2016

To: Kelli Lamberty  
City of Madison

From: Bill Lubing  
Dane County Farmers' Market

Re: Safety & Security Plan

Wednesday Markets – 200 blk of MLK, Jr. Blvd.

Art Fair Market – 10 blk of East and West Wilson St.

### **Safety Plan**

First Aid and Emergency Response – Call 911

Primary Contact: Bill Lubing, Manager Office: 608-455-1999

Cell: 608-455-1999

Alternative Contact Tom Murphy Cell: 608-606-0172

“Lost Child” area Murphy Farms tent – middle of Market

Vendors receive written instructions before the events. Key people are also verbally briefed.

### **Security Plan**

Streets will be closed to vehicles. Private security is not necessary.

No alcohol allowed. No cooking allowed.

Vendors will be at or near their vehicles if they need to be moved.

Approved fire lanes will be maintained.