

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Doors Open Madison

Event Organizer/Sponsor: Madison's Central BID in partnership with DMI

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 122 W Washington Ave, Ste 250

City/State/Zip: Madison, WI 53703

Primary Contact: Tiffany Kenney Work Phone: 608-512-1340

Email: tkenney@visitdowntownmadison.com Phone During Event: 608-843-7079

Website: doorsopenmadison.com FAX: _____

Secondary Contact: Tim Jenquin Work Phone: _____

Email: tjenquin@visitdowntownmadison.com Phone During Event: _____

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 100 – 200 people at a variety of times, never all at once (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 11am to 4pm

EVENT CATEGORY

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

☐ Other: _____

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: Peace Park

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 4/24 Event Start and End Times: 11am

Rain Date (if any): _____ Set-Up Start Time: 10am

Take-Down Start Time and End Times: 4pm

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 _____ Date _____

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

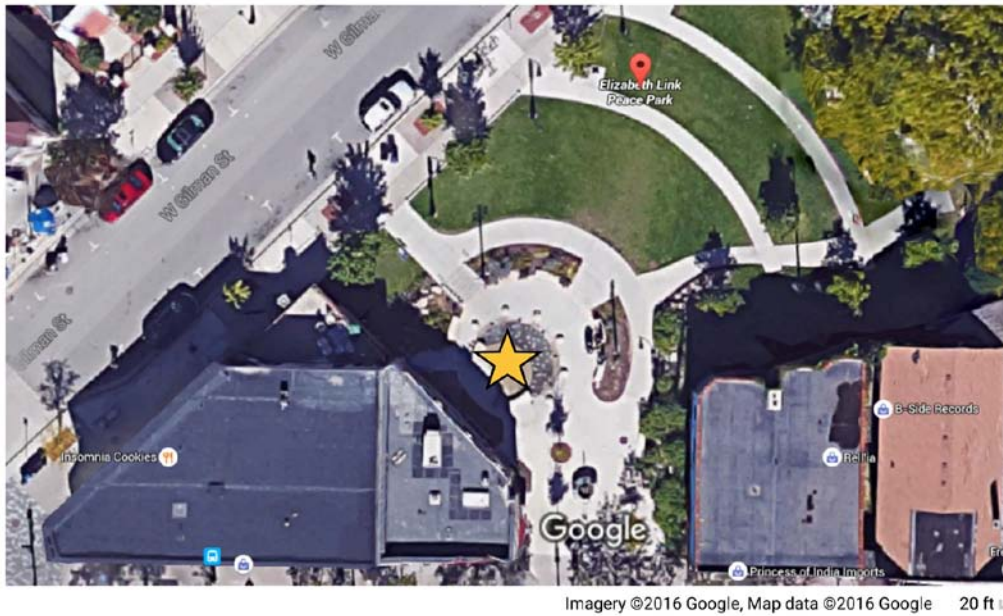
If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

Provide Detailed Event Site Map:

PICTURE OF WHERE THE PIANOS WOULD BE PLACED MARKED BY A STAR



PICTURE OF WHERE WE WANT TO PLACE THE PIANOS



STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

This small event is part of a larger event called Doors Open Madison that highlights behind the scenes tours of unique building and venues downtown. The event runs 11 – 4 on Sunday, April 24. We would have our two guest piano players set up around 10am and then play in the approved time slots up until 4pm. We would be done at 4pm and should be moved out completely by 5pm.

SCHEDULE

10AM	Pianos move in.
11 – 4PM	Musicians play during approved amplification times for Peace Park.
4PM	Pianos move out.