

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: St Mary's Sign Unveiling
Event Organizer/Sponsor: St. Mary's Hospital
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No
MANDATORY: State Sales Tax Exemption Number: ES#: 056685
OPTIONAL: Federal Tax Exempt Number: _____
Address: 703 S. Brooks St.
City/State/Zip: Madison, WI 53715
Primary Contact: Stacey Wendt-Kaisler Work Phone: 608-294-3964
Email: Stacey_Wendt-Kaisler@ssmhc.com Phone During Event: 608-395-7514
Website: _____ FAX: _____
Secondary Contact: Paul Huemmer Work Phone: 608-258-6115
Email: paul_huemmer@ssmhc.com Phone During Event: 608-446-6700
Annual Event? ☐ Yes ☒ No
Charitable Event? ☐ Yes ☒ No
If Yes, Name of charity to receive donations: _____
Estimated Attendance: 50-100 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No
Hours: Noon to 12:45pm

EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)
☒ Other: Special Public Announcement Event

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: 703 S Brooks St. (See Map)

EVENT DATE(S)/SCHEDULE

Date(s) of Event: August 31 Event Start and End Times: 12pm-12:45pm
Rain Date (if any): N/A Set-Up Start Time: 11:30am
Take-Down Start Time and End Times: 1pm
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: Stacey Wendt-Kaisler

Date: 7/29/2016

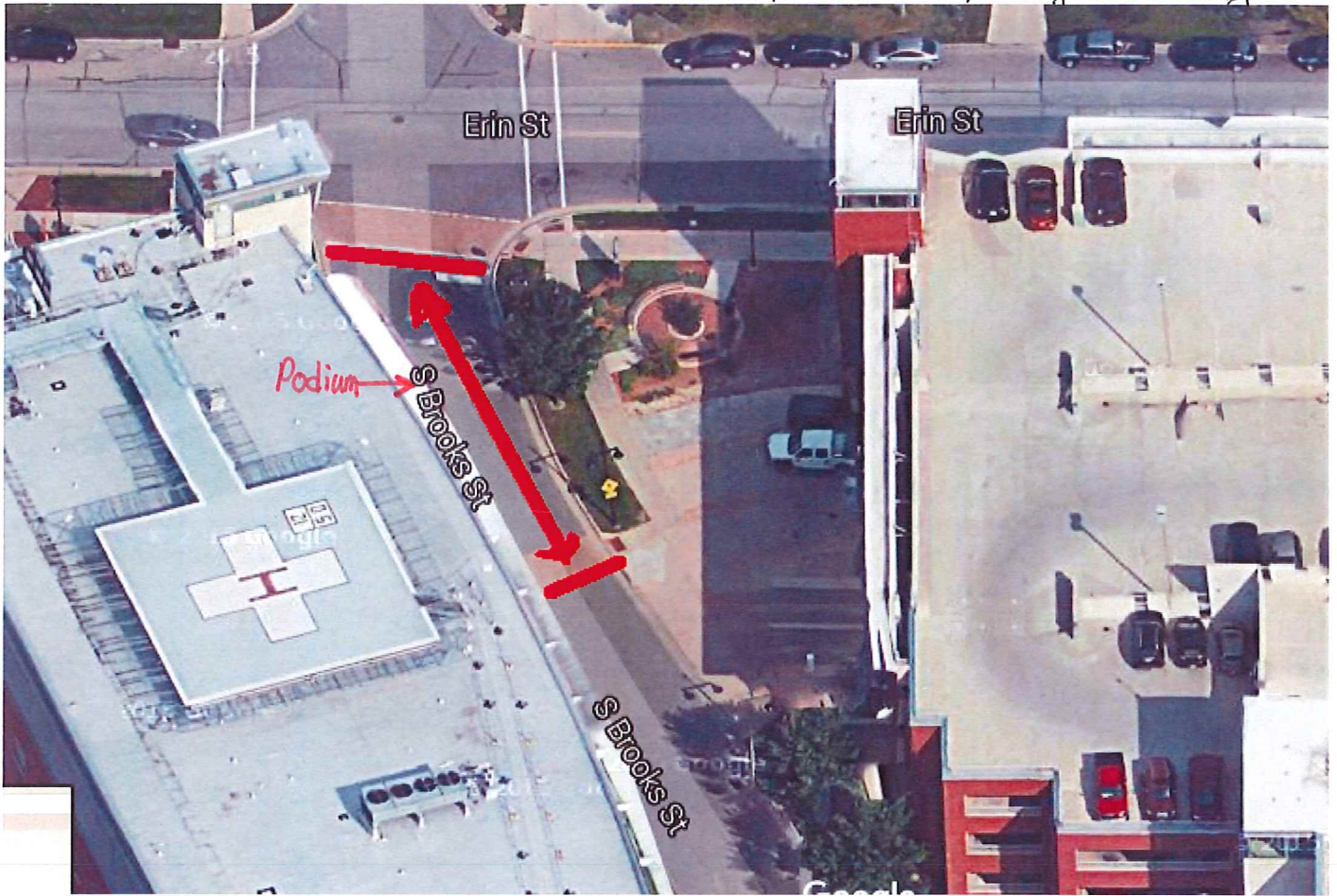
Street Event Schedule – Wednesday, August 31

St. Mary's Hospital

703 S. Brooks St. (Between Valet Parking and Erin St.)

Setup	11:30 a.m.
Event Opens/Staff Gathers	Noon
Speeches	12:15-12:35 p.m.
Official Sign Unveiling	12:35 p.m.
Leadership Photos/Media	12:40 p.m.
Tear down	12:45-1 p.m.

8/31/2016 - Street Event Site Map - St. Mary's Sign Unveiling



STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?
If Yes, please continue. If No, skip this form.

☒ Yes ☐ No

EVENT INFORMATION

Name of Event: St. Mary's Sign Unveiling

Contact Person: Stacey Wendt-Keisler

Location: St. Mary's Hospital Date: 8/31/2016

Type of Amplified Sound:

☐ Band ☐ DJ ☐ Sound System ☒ Speeches/Announcements ☐ Karaoke

☐ Other (please specify): _____

Hours of Amplification:

Date: 8/31/2016 Time: Noon - 12:45 p.m.



700 South Park Street | Madison, Wisconsin 53715 | (608) 251-6100 | www.stmarysmadison.com

July 29, 2016

City of Madison Parks Division
210 Martin Luther King, Jr. Blvd, Room 104
Madison, WI 53703

To Whom It May Concern:

On Wednesday, August 31, 2016, St. Mary's Hospital will be unveiling its new sign on the Brooks Street side of the hospital to staff and the community. We will be hosting a media event that day, from noon – 12:45 p.m.

Because of the location of the sign, we are requesting a permit to block off a small portion of Brooks Street, directly in front of the hospital, between 11:30 a.m. and 1 p.m. We will have a few speakers that day, and will have a podium set up with a microphone and speakers. I have enclosed the Street Use Permit Application, a Street Event Schedule, Street Event Site Map, Amplification Permit Application, and a check for the \$200 application fee. Because this will be a brief event where no food or drinks will be served, I have not included a Street Event Cleanup and Recycling Plan or an Emergency Action Plan.

Please feel free to contact me with any questions or concerns. My phone number is 294-3964, and my email is stacey_wendt-kaisler@ssmhc.com.

Sincerely,

A handwritten signature in black ink that reads "Stacey Wendt-Kaisler". The signature is written in a cursive, flowing style.

Stacey Wendt-Kaisler
Communications Specialist
St. Mary's Hospital

Enclosures: 5