

#47200
4/27/16

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Capitol View Farmers Market

Event Organizer/Sponsor: CVFM Board

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: 5218 Kevins Way

City/State/Zip: Madison WI 53714

WI

Primary Contact: Krista Massian

Work Phone: 608-218-4732

Email: Krista.gullick@gmail.com

Phone During Event: 608-218-4732

Website: capitolviewfarmersmarket.com

FAX: n/a

Secondary Contact: Lauren Cnare

Work Phone: 608-235-9179

Email: speckson@charter.net

Phone During Event: 608-218-4732

Annual Event?

x Yes ☒ No ☐

Charitable Event?

Yes ☐ No ☒

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 150

(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)

x 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) x Other (specific blocks/streets requested below)

Street Names and Block Numbers: Sharpsburg Dr. block between Northstar and Gemini

EVENT DATE(S)/SCHEDULE

Date(s) of Event: May 31, 2017 – October 17, 2017

Event Start and End Times: 3 pm – 7 pm

Rain Date (if any): n/a

Set-Up Start Time: 2 pm

Take-Down Start Time and End Times: 7 pm – 7:30 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.

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:

Capitol View Farmers Market will be held on Wednesdays, from 2 – 7:30 pm, starting Wednesday, May 31, 2017, until the last day, Wednesday, October 17, 2017.

From 3 to 7 pm, 15 to 20 fresh food vendors and licensed food carts will sell their wares. Each of them is licensed for his/her product.

Periodically, acoustic musicians play.

Farmers Market Area
10 12 ft x 10 ft. stalls, in a pull-off paved portion designed for angle parking. Vendors will pull in and sell off the back of vehicle and there is sufficient room to set up a 10 ft. x 10 ft. tent with table.
10 stalls along the south side of Sharpburg Dr. from the corner of Northstar Dr. to Gemini Dr.
The street is 32' wide, not including the parking spaces, leaving the 22' for emergency access.
Manager's table at corner.

