

2017

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Monroe Street Festival
Event Organizer/Sponsor: Monroe St. Merchants Assoc.
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: 40 Orange Tree Imports, 1721 Monroe St
City/State/Zip: Madison, WI 53711
Primary Contact: Carol "Orange" Schroeder Work Phone: 255-8211
Email: monroestreet@mac.com Phone During Event: _____
Website: www.monroestreetmadison.com FAX: 255-8404
Secondary Contact: Peg Brewer Beckman Work Phone: 256-8172
Email: p.brewer@wisc.edu Phone During Event: same
Annual Event? ☒ Yes ☐ No
Charitable Event? ☐ Yes ☒ No
If Yes, Name of charity to receive donations: _____
Estimated Attendance: 2000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No
Hours: 10 to 5 limited area

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: See attached

EVENT DATE(S)/SCHEDULE

Date(s) of Event: Sat., Sept. 16, 2017 Event Start and End Times: 10:00 - 5:00
Rain Date (if any): none Set-Up Start Time: 8:00 am
Take-Down Start Time and End Times: 6:30 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.

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 Carol Schroeder

Date 7-1-17

Monroe Street Festival street requests

Harrison Street at Monroe Street blocked (south side only)

parking lanes:

Odd (south side) of 1700 - 1900 block

First two meters on Even (north) in 1900 block (at Harrison Street)

Odd (north) side of 2600 block