

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Stop the Violence! Save Our! Children! Parade

Event Organizer/Sponsor: Neighborhood Connectors/Meadowood Health Partnership/ Meadowood Association/Good Shepherd Church

Is Organizer/Sponsor a 501(c)3 non-profit agency?

X Yes ☐ No

**MANDATORY: State Sales Tax Exemption Number:** ES#: \_\_\_\_\_

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

065916

Address: 2102 Leland Dr

City/State/Zip: Madison WI

Primary Contact: Sheray Wallace

Work Phone: \_\_\_\_\_

Email: sherayw@yahoo.com

Phone During Event: 608-622-2355

Website: www.meadowoodneighborhood.org

FAX: \_\_\_\_\_

Secondary Contact: Joe Brosious

Work Phone: 608-271-633

Email: jbrosious@gslcwi.com

Phone During Event: 608-622-2355

Annual Event?

☐ Yes ☒ No

Charitable Event?

☐ Yes ☒ No

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

Estimated Attendance: 200 in parade

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☐ Yes ☒ No

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

## EVENT CATEGORY

X Run/Walk

☐ Music/Concert

☐ Festival

☐ Rally

☐ Parking (i.e., bagging meters)

☐ Other: Parade

## 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: \_\_\_\_\_

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: July 14, 2018

Event Start and End Times: 11 am and estimated to 12 noon

Rain Date (if any): \_\_\_\_\_

Set-Up Start Time: Staging at 10 am

Take-Down Start Time and End Times: 12 noon

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.

## 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:***

Stop the Violence! Save our Children! Parade  
Saturday July 14, 2018

Gathering at 9:00 am at Good Shepherd Lutheran Church Raymond Road. Good Shepherd will be serving breakfast to parade participants.

Parade Staging at Good Shepherd 10:00 am

Parade to begin at 11:00 am

Route is from Good Shepherd Parking lot, east on Raymond Road to Our Redeemer Church on McKenna Blvd.

There will be dance group participating in the parade.

Banners and signs will be carried.

It is estimated that the parade will be no longer than 1 hour

## 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](mailto: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:***

Stop the Violence! Save our Children! Parade! Parade  
July 14, 2018 Saturday

Gathering 9:00 am at Good Shepherd Lutheran Church Raymond Road. Good Shepherd will be serving breakfast to parade participants.

Parade Staging at Good Shepherd 10:00 am.

Parade to begin at 11:00 am.

Route's from Good Shepherd Parking lot east on Raymond Road to Our Redeemer Church on McKenna Blvd.

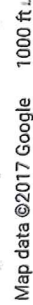
There are no vendors or merchandise associated with the parade.

There will be dance group participating in the parade.

Banners and signs will be carried.

It is estimated that the parade will last no longer than 1 hour.

Google Maps





## STREET EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you have marketing information?

☐ X Yes ☐ No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Flyers, word of mouth radio announcements and television promotion

Will there be live media coverage during the event and where will the media vehicles be parked?

Yes, there will not be a designated media area as there are access point along the parade route

### PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: Stop the Violence! Save our Children Parade

Location: Parade route is Raymond Road S. Whitney to McKenna Blvd

Public Contact Phone: 608-622-2355

Website: Meadowood neighborhood.org

Admission Cost: No cost

Date of Event: July 14, 2018

Beginning/End Time of Event: Parade kick of at 11 am

Two sentence description of event (for internet calendar):

Stop the Violence! Save our Children Parade is an awareness event to highlight the incidences of violence in the community. It is held to rally to stand together to seek solutions on a united front.

## STREET EVENT CLEANUP AND RECYCLING PLAN

- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

### ***Provide Detailed Trash/Recycling/Cleanup Plans:***

This event is a parade only event and there will be no need for collection and disposal of refuse.  
There are no street vendors associated with this event along the designated parade route.

## STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

☐ Yes ☒ X No

If Yes, please continue. If No, skip this form.

### EVENT ORGANIZER INFORMATION

Name of Group: Meadowood Health Partnership / Neighborhood Connectors, Meadowood Ass.  
Good Shepherd Church

Contact Person: Sheray Wallace

Address: 2102 Leland Dr. Madison WI 53711

Work Phone: 608-243-7693

Phone During Event: 608-622-2355

Today's Date: 5/29/2018

### BEER SALES PERMIT INFORMATION

**Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.**

Name of the Licensed Bartender: N/A

Security Company: N/A

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

☐ Yes ☒ X No

Indicate Application Date: \_\_\_\_\_

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

☐ Yes ☒ X No

Indicate Application Date: \_\_\_\_\_

## STREET USE PERMIT APPLICATION CHECKLIST

### REQUIRED STREET EVENT DOCUMENTS

Please check below to indicate that you have attached the following to the completed application:

- ☒ X Street Event Schedule (Step 3)
- ☒ X Street Event Site Map (Step 4)
- ☒ X Emergency Action Plan (Step 5)
- ☒ X Street Event Cleanup and Recycling Plan (Step 6)
- ☒ Street Use Permit Application (Final Step)
- ☒ Application Fee (Final Step)

Date(s) the alder, businesses and residents will be notified of the event:

Alder MattPhair and Alder Barbar McKinney have already been notified. Some residents have already have been notified as part of the event planning.

### ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- ☒ X Route Map (Step 4)
- ☒ X Certificate of Insurance (Step 8)
- ☒ X Street Event Marketing Information (Step 10)
- ☒ Amplification Permit Application (Step 11)
- ☒ X Street Event Vending License Application (Step 12)
- ☒ Beer/Wine Sales Permit Application (Step 13)

### ADDITIONAL CITY OF MADISON PERMITS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- ☐ **Temporary Restaurant Permit** - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: [www.publichealthmdc.com/environmental/food/tempfood.cfm](http://www.publichealthmdc.com/environmental/food/tempfood.cfm) or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.

Date Temporary Restaurant Permit Application Submitted: \_\_\_\_\_

- ☐ **Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: [www.cityofmadison.com/clerk/licensingliquor.cfm](http://www.cityofmadison.com/clerk/licensingliquor.cfm) or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Date Temporary Class "B" Retailers Permit Application Submitted: \_\_\_\_\_

- ☐ **Fireworks Permit** - An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Date Fireworks Permit Application Submitted: \_\_\_\_\_

- ☐ **Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: \_\_\_\_\_