

## STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

### EVENT INFORMATION

Name of Event AFRICA FEST

Event Organizer/Sponsor AFRICAN ASSOCIATION OF MADISON, INC

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

If Yes, provide State of Wisconsin Tax Exempt Number 39-1756313

Address P.O. BOX 1016

City/State/Zip MADISON, WI 53701-1016

Primary Contact RAY KUMAPAYI FAX \_\_\_\_\_  
Work Phone (608) 258-0261 Phone During Event (608) 658-8264

E-mail info@afrikanassociationofmadison.org

Website www.afrikanassociationofmadison.org

Secondary Contact RICHARD YARL

Work Phone (608) 258-0261 Phone During Event (608) 239-7012

E-mail ezryarl@sbglobal.net

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, name of charity to receive donations: AFRICAN ASSOCIATION OF MADISON INC

Estimated Attendance 4000-5000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 5PM to 10PM 8/17/18 ☐ Yes ☐ No

1PM - 10PM 8/18/18

### EVENT CATEGORY

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

### LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ Podium/700-800 State Street  
☐ 30 on the Square (a.k.a. top of 100 block of State Street) ☐ Other (specific blocks/streets requested below)

Street Names and Block Numbers: \_\_\_\_\_

### EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) \_\_\_\_\_ Rain Date(s) \_\_\_\_\_  
Event Start Date(s)/Time(s) AUGUST 17, 2018 5PM Set-Up Date(s)/Time for Event AUGUST 17, 2018 12PM  
Event End Date(s)/Time(s) AUGUST 18, 2018 10PM Take-Down Time AUGUST 19, 2018 2PM  
Take-Down Time: start to streets reopened

### APPLICATION SIGNATURE

\_\_\_\_\_/I/We waive the 21-day decision requirement.

RCY (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

Signature [Signature] Date 8/01/18

## 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:**

