

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madison's Favorite Night

Event Organizer/Sponsor: Isthmus (in collaboration w/ BID)

ISTHMUS PUBLISHING

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: 100 State St. Ste. 301

City/State/Zip: Madison WI 53703

Primary Contact: Courtney Lovaas

Work Phone: (608) 308-4180

Email: events@isthmus.com

Phone During Event: (414) 712-4263

Website: —

FAX: —

Secondary Contact: Jeff Haupt

Work Phone: (608) 251-5627

Email: —

Phone During Event: (303) 819-7195

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: TBD

Estimated Attendance: 2500

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

☒ Yes ☐ No

Hours: 5pm to 10pm

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: 100 block of State St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 9/13/18

Event Start and End Times: 5-11 PM

Rain Date (if any): N/A

Set-Up Start Time: 12 PM

Take-Down Start Time and End Times: 12 AM

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

Courtney Lovaas

Date

5/31/18

4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by City of Madison Police & CSC security
6. Parking for vendor and staff vehicles will be street & City lots
7. Parking for attendee vehicles will be street & City lots

V. Contact Information

Primary Contact	Jeff Haupt	(303) 819-7195
Secondary Contact	Tiffany Kenney	(608) 843-7079
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector

(608) 266-4420

Division Chief

(608) 266-4420

Madison Police Department

Non-Emergency

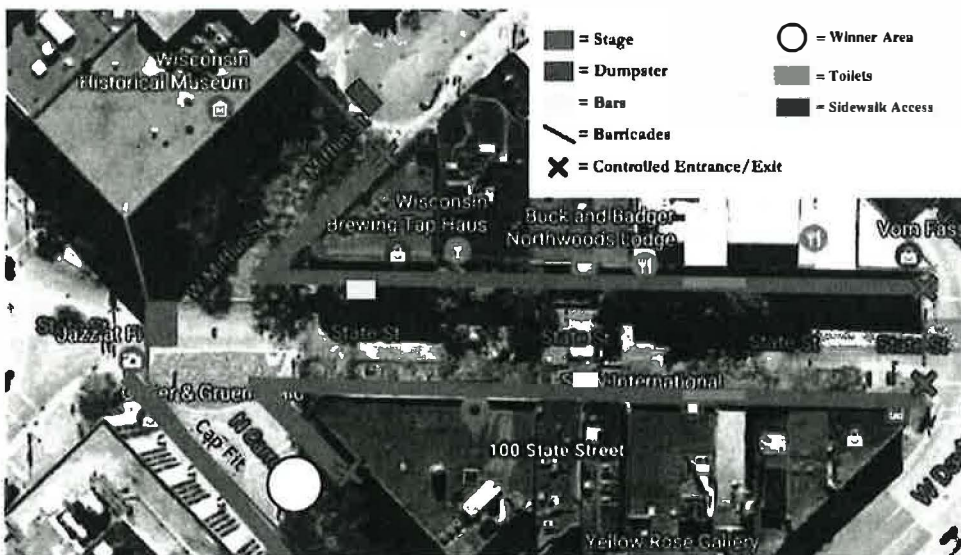
Field Lieutenant

(608) 261-9694

Executive Captain

(608) 261-9694

VI. Event Area Map (attached next page)



STREET USE PERMIT APPLICATION – EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable 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.

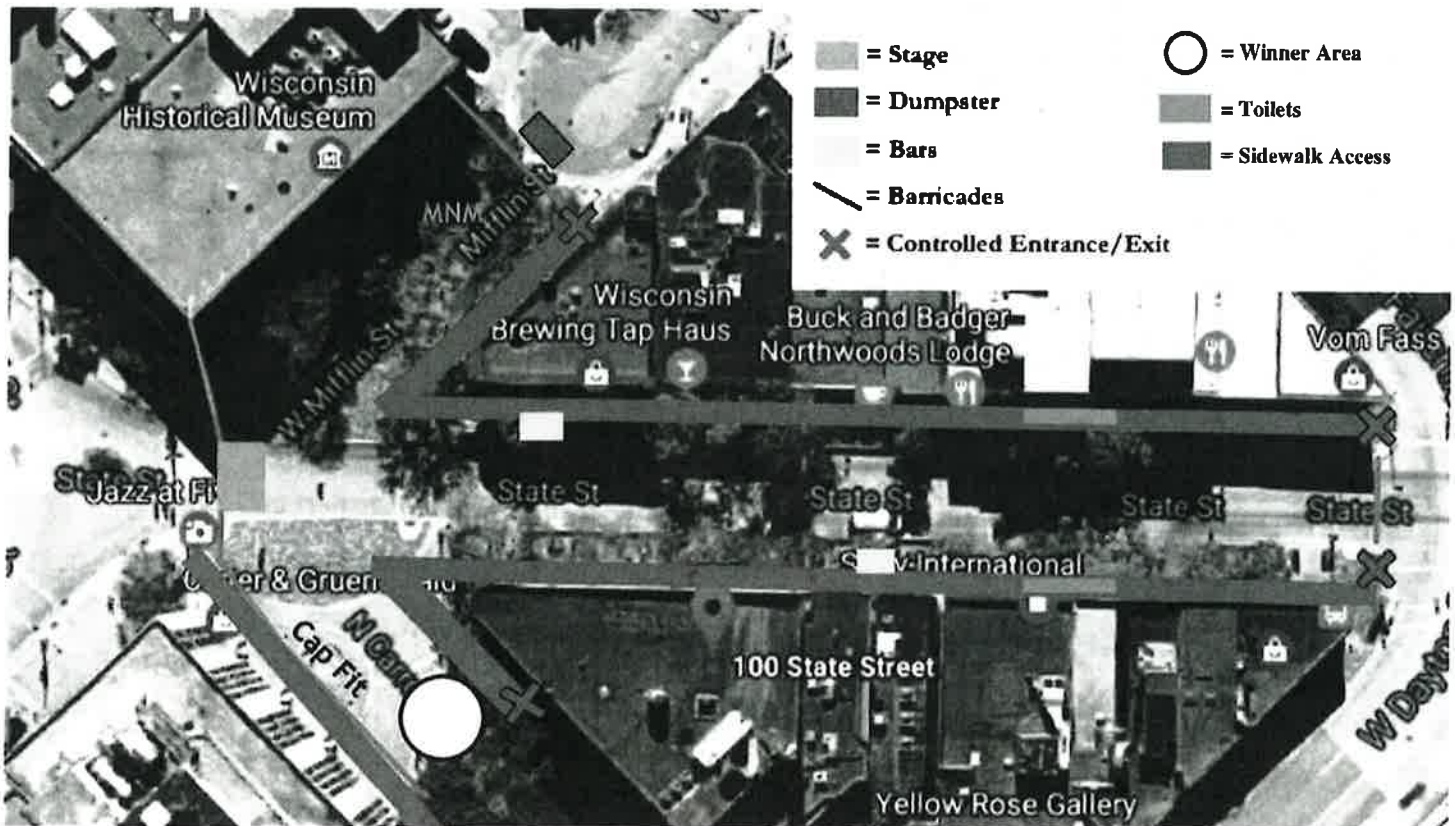
EVENTS INCLUDING A RUN, WALK OR PARADE

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

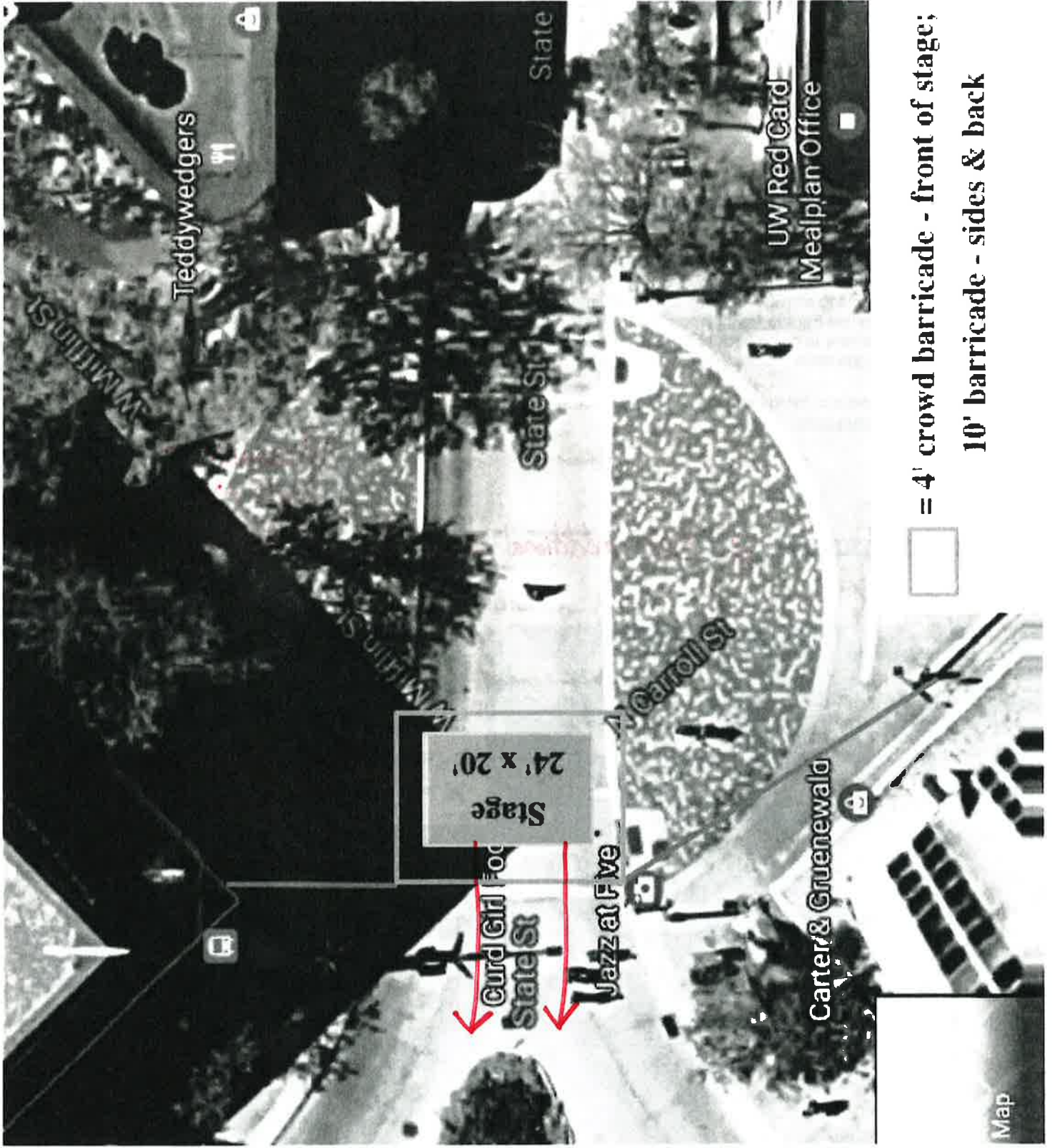
A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

PROVIDE EVENT SITE MAP:

*Wisconsin →
State →
* See additional map for W. Washington closures*



* Stage moves back



STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE

The schedule begins when event set-up starts, including set-up 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 (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

EVENTS WITH AMPLIFICATION

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

Wisconsin to State and
+ State to West Wash.

PROVIDE DETAILED EVENT SCHEDULE:

- 12 PM - 100 block of State St. closes to traffic, barricades put into place, foot traffic still available, businesses remain open
- 12:30 PM - Intelliasound begins stage construction
- 3 PM - Sound check
- 4 PM - Bars assembled, security arrives
- 5 PM - Concert begins w/ local DJ, beer sales begin
- 6 PM - Local Act, MNM opens
- 7 PM - Local Act
- 8 PM - Main Act
- 9 PM - Beer sales end
- 10 PM - Concert Ends, stage deconstruction begins
- 11 PM - crowd has dispersed, MNM ends, Clean up begins from concert area
- 12 AM - Clean up ends, Roads reopen