STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Summer in Your City 2019 Event Organizer/Sponsor: Madison's Central Business Improvement District Is Organizer/Sponsor a 501(c)3 non-profit agency? MANDATORY: State Sales Tax Exemption Number: ES#: _____ OPTIONAL: Federal Tax Exempt Number: Address: 122 W Washington Ave, Ste 250 City/State/Zip: Madison, WI 53703 Work Phone: 608-512-<u>1340</u> Primary Contact: Tiffany Kenney Phone During Event: 608-843-7079 Email: tkenney@visitdowntownmadison.com Website: visitdowntownmadison.com Secondary Contact: Tim Jenguin Work Phone: Phone During Event:____ Email: tjenguin@visitdowntownmadison.com Annual Event? ☐ Yes ⊠ No Charitable Event? ⊠ No Yes If Yes, Name of charity to receive donations: Estimated Attendance: 10 – 500 people depending on event (CERTIFICATE OF INSURANCE MAY BE REQUIRED) Public Amplification? (not allowed after 11 p.m.): Hours: Varied, See preliminary schedule included in the "Scope of Services", Attachment A **EVENT CATEGORY** ☐ Run/Walk Music/Concert ☐ Festival ☐ Rally Parking (i.e., bagging meters) Other: Varied, See details included in the "Scope of Services;" Attachment A **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 maps **EVENT DATE(S)/SCHEDULE** Date(s) of Event: 5/1 - 9/30Event Start and End Times: Varied, See Attachment A Rain Date (if any): NA Set-Up Start Time: Varied, See Attachment A Take-Down Start Time and End Times: Varied, See Attachment A TAKE-DOWN TIME: START TO STREETS REOPENED Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? \square No | Yes 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___

SPECIAL STREET EVENT DETAILS & SITE MAP

Details

For a Summer in YOUR City special partner event we would like to close the 100 Block of State Street and activate both The Grove and The Forum with a national partner.

Layout Timeline

July 10:		
·	5:00 PM	BEGIN Set up - Close Mifflin Street Cul-de-sac, begin load into Forum & Grove. Note: we do not need State Street closed at this time and access to HOVDE parking lot can be maintained.
	9:00 PM	END Load in for night – Partner to supply overnight security to monitor set up.
July 11:	12:00 AM	100 Block of State Street closed to thru traffic
	7:00 AM	END Load-in and set up
	11:00 AM	Activation opens to the public
	8:00 PM	Activation wraps up & load-out begins
July 12:	12:01 AM	Load-out is complete

Layout Needs

- 2 barricades at State Street and the square near Mifflin and Carroll and
- 2 barricades near State Street and Dayton St.

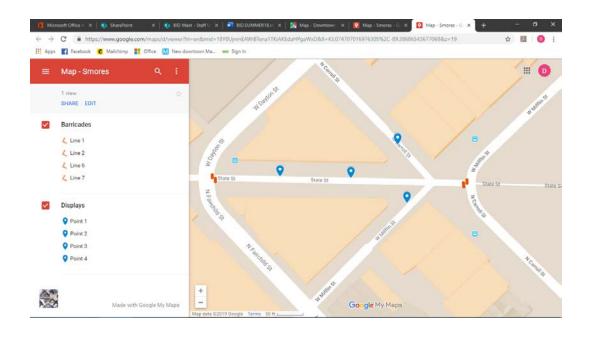
Removing parking on the Mifflin St. Cul-de-sac from 3pm on 7/10 until 12:01am and 7/12.

Special Notes

We would be roasting marshmallows with open sterno cans. Fire extinguishers will be onsite.

Layout Details

See images attached.



Wed May 1, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu May 2, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park
Created by: Downtown Madison

Fri May 3, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Mon May 6, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue May 7, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Wed May 8, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

11am Summer in YOUR City Kickoff Celebration

Thu May 9, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

6pm Madison Night Market

Fri May 10, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Mon May 13, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Tue May 14, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Wed May 15, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu May 16, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Fri May 17, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Mon May 20, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue May 21, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Wed May 22, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu May 23, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Fri May 24, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Mon May 27, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Tue May 28, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Wed May 29, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu May 30, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri May 31, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Sat Jun 1, 2019

All day Cars on State

9am Cars on State Music & Partner Table

Calendar: Lisa Link Peace Park Created by: Downtown Madison

3pm Art Unveiling w/MAC

Calendar: The Confluence Created by: Downtown Madison

Mon Jun 3, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue Jun 4, 2019

11am Lunchtime Live

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

4pm The Jeffrey James Show

Calendar: The Forum

Created by: Downtown Madison

Wed Jun 5, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Thu Jun 6, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Jun 7, 2019

11am Kids Create at the Top of State

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Mon Jun 10, 2019

All day Hip Hop History

Calendar: The Confluence Created by: Downtown Madison

10am Artist in YOUR City

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue Jun 11, 2019

11am Lunchtime Live

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

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Created by: Downtown Madison

Wed Jun 12, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu Jun 13, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

6pm Madison Night Market

Fri Jun 14, 2019

11am Kids Create at the Top of State

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

6 pm Classical Guitar Concerts

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Mon Jun 17, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue Jun 18, 2019

11am Lunchtime Live

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

4pm The Jeffrey James Show

Calendar: The Forum

Created by: Downtown Madison

Wed Jun 19, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu Jun 20, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Jun 21, 2019

11am Kids Create at the Top of State

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Mon Jun 24, 2019

All day Hip Hop History

Calendar: The Forum

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue Jun 25, 2019

11am Lunchtime Live

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

4pm The Jeffrey James Show

Calendar: The Forum

Created by: Downtown Madison

Wed Jun 26, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu Jun 27, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Jun 28, 2019

11am Kids Create at the Top of State

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

6pm Classical Guitar Concerts

Calendar: Lisa Link Peace Park
Created by: Downtown Madison

Mon Jul 1, 2019

11am Summer in YOUR City Cafe

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Created by: Downtown Madison

Tue Jul 2, 2019

11am Lunchtime Live

11am Summer in YOUR City Cafe

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4pm The Jeffrey James Show

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11am Summer in YOUR City Cafe

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Thu Jul 4, 2019

11am Summer in YOUR City Cafe

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Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Jul 5, 2019

11am Kids Create at the Top of State

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Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

6 pm Classical Guitar Concerts

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Mon Jul 8, 2019

All day Hip Hop Workshop

Calendar: The Confluence Created by: Downtown Madison

10am Artist in YOUR City

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue Jul 9, 2019

11am Lunchtime Live

11am Summer in YOUR City Cafe

Calendar: The Forum

4pm The Jeffrey James Show

Calendar: The Forum

Created by: Downtown Madison

Wed Jul 10, 2019

All day Have S'more Fun!

Where: Top of State Street, 100 Block

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu Jul 11, 2019

All day Have S'more Fun!

Where: Top of State Street, 100 Block

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Jul 12, 2019

11am Kids Create at the Top of State

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Mon Jul 15, 2019

11am Summer in YOUR City Cafe

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Created by: Downtown Madison

Tue Jul 16, 2019

11am Lunchtime Live

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

4pm The Jeffrey James Show

Calendar: The Forum

Created by: Downtown Madison

Wed Jul 17, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Thu Jul 18, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Jul 19, 2019

All day Maxwell Music & Partner Tables

Where: Lisa Link Peace Park, 452 State St, Madison, WI 53703, USA

Calendar: Lisa Link Peace Park Created by: Downtown Madison

All day Maxwell Street Days

11am Kids Create at the Top of State

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

6pm Classical Guitar Concerts

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Sat Jul 20, 2019

All day Maxwell Street Days

All day Maxwell Music & Partner Tables

Where: Lisa Link Peace Park, 452 State St, Madison, WI 53703, USA

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Sun Jul 21, 2019

All day Maxwell Street Days

All day Maxwell Music & Partner Tables

Where: Lisa Link Peace Park, 452 State St, Madison, WI 53703, USA

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Mon Jul 22, 2019

All day Hip Hop Workshop

Calendar: The Forum

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue Jul 23, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

4pm The Jeffrey James Show

Calendar: The Forum

Created by: Downtown Madison

Wed Jul 24, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu Jul 25, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

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Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Jul 26, 2019

11am Kids Create at the Top of State

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11am Summer in YOUR City Cafe

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Mon Jul 29, 2019

11am Summer in YOUR City Cafe

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Tue Jul 30, 2019

11am Lunchtime Live

11am Summer in YOUR City Cafe

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Created by: Downtown Madison

4pm The Jeffrey James Show

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Wed Jul 31, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu Aug 1, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Aug 2, 2019

11am Kids Create at the Top of State

Calendar: The Grove

Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Downtown Movie Night

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Sat Aug 3, 2019

3pm Sweet Delta Circus

Calendar: Lisa Link Peace Park
Created by: Downtown Madison

Mon Aug 5, 2019

All day Hip Hop

Calendar: The Confluence Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

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11am Summer in YOUR City Cafe

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11am Summer in YOUR City Cafe

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Calendar: Lisa Link Peace Park Created by: Downtown Madison

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11am Summer in YOUR City Cafe

Calendar: The Forum

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Tue Aug 27, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

4pm The Jeffrey James Show

Calendar: The Forum

Created by: Downtown Madison

Wed Aug 28, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Thu Aug 29, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Live & Local

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Fri Aug 30, 2019

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11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

6pm Classical Guitar Concerts

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Sat Aug 31, 2019

3pm Sweet Delta Circus

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Mon Sep 2, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue Sep 3, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Wed Sep 4, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

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Thu Sep 5, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Fri Sep 6, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

5pm Downtown Movie Night

Calendar: Lisa Link Peace Park Created by: Downtown Madison

Mon Sep 9, 2019

10am Artist in YOUR City

Calendar: The Grove Created by: Downtown Madison

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Tue Sep 10, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

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Wed Sep 11, 2019

11am Summer in YOUR City Cafe

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Wed Sep 18, 2019

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Fri Sep 20, 2019

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5pm Downtown Movie Night

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Mon Sep 23, 2019

11am Summer in YOUR City Cafe

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Tue Sep 24, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

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Wed Sep 25, 2019

11am Summer in YOUR City Cafe

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Thu Sep 26, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

Created by: Downtown Madison

Fri Sep 27, 2019

11am Summer in YOUR City Cafe

Calendar: The Forum

PARK EVENT CLEANUP AND RECYCLING PLAN

- Each organization is responsible for cleanup of the event area. In accordance with Park Commission policies, a cleanup deposit of \$1,000 - \$3,000 may be required.
- 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.
- 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 <u>City of Madison's Recycling Office</u>, via email or at (608) 267-2626.

Provide Detailed Trash/Recycling/Cleanup Plans:

We plan to generate as little waste as possible at these events and should not generate any other clean up needs other than those already in place.