

LISA LINK PEACE PARK

Program permitting options

There are two types of permits that can be issued for use of this space. One type is an “**Amplification Permit**”. By ordinance (MGO 24.04(3)(b)2), the Amplification permit is available on a daily basis for two separate time periods, 12:30-1:30pm OR 5-7pm. Typically, this permit is issued for music groups and/or rallies. Activities that have an Amplification permit are **strictly limited to those hours**.

1) Amplification Permit

- Available Daily:
 - 12:30-1:30pm OR 5:00-7:00pm
- Cost: \$12.00 permit fee + .25/hour electrical

Process:

- Complete short application – in-person, on-line, telephone, mail
 - submit to Parks Office/210 MLK Jr. Blvd., Rm. 104/ 266-4711/
madisonevents@cityofmadison.com
- Staff review/approval if requested time available
- Permit issued

Amplification Permit Restrictions (from Madison General Ordinance 24.04(3))

No permit for the use of the designated performance areas shall be granted earlier than three (3) weeks ahead of the date of the performance.

A person, firm, corporation or other entity shall not be eligible for a permit for the use of designated performance areas for more than one (1) performance within any one (1) week period, except on a space-available basis. No person, firm, corporation or other entity may reserve more than one (1) available time period at any designated performance area within a 24-hour time period.

The second type of permit is a “**Street Use Permit**”. This is typically issued to groups that are planning an event outside of the hours available with an amplification permit and/or for daylong events. If an event is being planned during regular business hours (M-F, 8am-5pm) organizers must notify the agencies surrounding the Podium area. Organizers are advised that email notification is preferred. Shortly, this preference will also be included with the on-line and paper versions of the Street Use Permit application information. The signatures are not required for a permit to be issued, but the street use staff team looks favorably on applications that consider their “neighbors” in their event planning.

2) Street Use Permit

- For activities/amplification outside above time frames
- Cost: Application Fee
 - \$50 – 1 day/time event
 - \$100 – 2+ day event
 - \$150 – serial event
- Other fees may apply dependent on activities
 - vending (resolution required) \$300-\$1500
 - amplification
 - equipment

Process:

- complete/submit street use permit application and materials at least 30 days prior to event
 - submit to Parks Office/210 MLK Jr. Blvd., Rm. 104/ 266-6033/
madisonevents@cityofmadison.com
- review at a street use meeting – decision/conditions determined
- issue permit

Neither permit exempts groups from any ordinances, including the City’s noise ordinance. If a group gets too loud, or goes beyond the permitted time limits, or is in violation of any ordinances or statutes, it is entirely appropriate to contact them and request that they abide by the conditions of their permit. If this communication is ineffective, the police can be contacted to address the situation.

FAQ's regarding events/activities on State St.

"I want to distribute information about my student group, important cause, public event . . . "

- OK to do and no permit is required as long as
 - o Nothing is set on public property
 - o there is NO amplification
 - o City vendors are not displaced

"I want to set up a table to distribute this information."

- A permit is required to set up a table (or anything else) on public property

"I want to have a food cart or sell crafts on State St."

- You'll need to contact the vending coordinator Warren Hansen, 261-9171

"I want to sell non-homemade, non-handcrafted goods on State St."

- essentially, the answer is "No, you cant." per MGO 9.13
- an exception is if merchandise is sold in conjunction with a street use permit where the staff team has authorized this activity or the event has gone through the resolution process to suspend the vending requirements

"We want to have a fundraising event on State St. ."

- this will require a Street Use Permit

"We want to accept donations for a good cause."

- generally OK to do with guidelines similar to information distribution, and the added caveat that they have to accept any amount donated; no "suggested amount" and no hassling people if they don't give enough

"We want to hand out free food or beverages."

- recommend they contact the Public Health Department, 266-4821, for specific information/requirements regarding distribution of food.
- probably OK to do without a street use permit and with guidelines similar to information distribution

"I want to do an outdoor art installation for my final art project."

- this will require a street use permit and/or direct to CitiArts, 261-9134

"We want to rally at Library Mall and march to the Capitol."

to reserve the actual Library Mall you need to contact Central Reservations at UW, 262-2511 or <http://www.union.wisc.edu/conferenceservices/activities/#outdoor>

- this area is only available for events/activities sponsored by UW groups or departments
- An individual or group interested in having an event that moves; a parade, march, walk or run, will need to apply for a **Parade Permit**, <https://www.cityofmadison.com/transportation/forms/paradePermit.cfm?>
- An individual or group interested in reserving space at the Capitol will need to complete a "Facility Use Request" <http://doa.wi.gov/index.asp?locid=163>