



STREET USE PERMIT APPLICATION



STREET USE EVENT VENDING LICENSE FORM

Will you be having vending at your event? ☐ Yes ☐ No
If No, you can skip this form.
If Yes, you must complete this form.

Name of Event: _____
Event Organizer / Sponsor: _____
Contact Person: _____ Phone: _____ Email: _____

Event organizers/sponsors are responsible for submitting a list of event vendors at least two weeks prior to the event to the City of Madison.

NEW EVENTS requesting to have vending in the Mall Concourse, may need to get a Special Event Resolution. If your event needs a Special Event Resolution, you must submit this form and your full application at least 60 days in advance. Contact madisonevents@cityofmadison.com to see if you need to go through this process.

Events on City of Madison property are also required to submit event and food vendor information to [Public Health of Madison and Dane County](#). Food vendors are required to have a [Transient Food Stand License](#) or [Mobile Food Establishment License](#) from PHMDC, contact leadadmin@publichealthmdc.org for requirements or questions.

Events with vendors, in the State of Wisconsin, are also required to submit a [S-240](#) form to the [WI Department of Revenue](#).

VENDOR LIST

(Submit separate list as needed – include all info below for each vendor)

Legal Business Name	Address	Contact (name)	Email	WI sellers permit #	Food OR Merchandise	Nonprofit
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No
					☐ Food ☐ Merchandise	☐ Yes ☐ No

SELECT THE APPROPRIATE # OF VENDORS

- ☐ 1-25 Vendors \$400.00
☐ 26-100 Vendors \$675.00
☐ 101-300 Vendors \$975.00
☐ 301 or more Vendors \$1,700.00