FOR IMMEDIATE RELEASE 6/17/19

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2019 Broadway District PARK(ing) Day

GREEN BAY, WI – On Broadway is participating in PARK(ing) Day on Friday, September 20, 2019 in the Broadway District. PARK(ing) Day is an annual open-source global event where individuals collaborate to temporarily transform parking spaces into “PARK(ing)” spaces: temporary public places. The mission of PARK(ing) Day is to call attention to the need for more urban open space and to improve the quality of urban human habitat.

On Broadway has released a Call for Proposals for the 2019 PARK(ing) Day in the Broadway District. The public is encouraged to submit their favorite design for PARK(ing) Day for consideration. The community will vote on the designs throughout July. The design with the most votes will be implemented on PARK(ing) Day, and that designer will win $300. Information on how to submit a design can be found at downtowngreenbay.com or On Broadway’s Facebook page.

The deadline for proposal submissions is June 30. Voting will take place online from July 8-29. The design winner will be announced August 1, and the design will be installed in the Broadway District for the duration of September 20.

“PARK(ing) Day is a perfect opportunity to test out new amenities that the community wants to see in the Broadway District,” said Samantha Maass, On Broadway Program Manager.

For more information about On Broadway, Inc. please visit: downtowngreenbay.com

For more information about PARK(ing) Day please contact: samantha@onbroadway.org or visit downtowngreenbay.com

About On Broadway, Inc.
On Broadway, Inc. is a non-profit, community-based organization dedicated to strengthening the Green Bay community through economic development, historic preservation and promotion of downtown Green Bay’s Broadway District and the overall downtown community.
2019 PARK(ing) Day
Proposal Form
Submission Deadline: June 30, 2019
Please submit completed form along with any supporting pictures or drawings to help showcase the design. Refer to Call for Proposals flyer for additional guidelines, site information, and timetable.
Designer’s Name _______________________________________________________________________
Address _____________________________________________________________________________
City _____________________________ State _______________________ Zip ____________________
Phone _____________________________________ Email _____________________________________
Title of Design _________________________________________________________________________
Description of Design (must fit in 21’x6’ parking space) ______________________________________
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List of Materials Needed for Design ________________________________________________________
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Estimated Cost of Design _________________________________________________________
Person Constructing Design ______________________________________________________________
Include drawings and/or images to showcase your PARK(ing) Day design proposal with submission.
Submit Proposals and drawings/images to:
On Broadway
340 N Broadway, Suite 165
Green Bay, WI 54303
samantha@onbroadway.org
Questions: Samantha Maass | 920-569-3436 | samantha@onbroadway.org
CITY OF GREEN BAY
APPLICATION FOR SPECIAL EVENT PERMIT
City of Green Bay, 100 North Jefferson St. Room 500, Green Bay, WI 54301
Answer all questions completely. Please print clearly.

Link to Special Events Booklet: http://greenbaywi.gov/humanresources/risk-management/
This application must be on file in the Risk Management Division at least 60 days prior to the event.

1.) Request is for:  □ Parade  □ Run/Walk  □ Exhibition  □ Other
2.) Name of Event: PARK(ing) Day
   Date of: 9/20/19  Rain Date: N/A
3.) Name of Sponsoring Organization: On Broadway, Inc.
   Address: 143 N Broadway
   City: Green Bay  State: WI  Zip Code: 54303
4.) Contact Person: Samantha Maass
   Phone: 920-569-3436  E-mail: samantha@onbroadway.org
   Address: 340 N Broadway, Suite 165
   City: Green Bay  State: WI  Zip Code: 54303
5.) Assembly Time: 7 A.M.  Start Time: 8 A.M.  End Time: 9 P.M.
   Specific location of event: in one parking space in front of Kavanra building
6.) Is a map of the event route attached: □ Yes  □ No
   Are street closures required: □ Yes  □ No
   List of streets that will need to be closed: no street closures-just one parking space closed to vehicles for the day
7.) Estimated number of Participants: 50  Spectators: Vehicles: Animals:
8.) Is the Event Requesting Police Assistance? □ Yes  □ No
9.) Food prepared/served at event? □ Yes  □ No  If so, contact Brown County Health Department (448-6400)
10.) Will alcoholic beverages be served? □ Yes  □ No  If so, what type(s):
11.) Will the event utilize any Green Bay Park Facilities? □ Yes  □ No  Park Rental: http://greenbaywi.gov/parks/parks/shelter-rental/
12.) Check which services are needed:  □ Cleanup  □ Barricading  □ Street Sweeping
     Please explain: Will work with city if they feel barricading is needed for safety-possibly similar to Better Block Project barricading
13.) Will any fireworks or other pyrotechnical devices be used during the event? □ Yes  □ No
     If yes, please explain:
14.) Will tents as described below or other temporary structures be erected? □ Yes  □ No  If Yes, you will need a permit from Community Services - Inspection Division 6th floor City Hall 448-3300
   You will be erecting a tent or other temporary structure is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air:
   1) You will be erecting a TENT over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet.
   2) You will be erecting a CANOPY over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.
15.) Will smaller tents or other temporary structures be erected? □ Yes  □ No
16.) Are inflatable's or bounce houses part of your event? □ Yes  □ No  If Yes, you must have a certificate of insurance on file. Contact Risk Mgmt. (448-3120) for more information.
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17.) Briefly Describe your Event:
On the third Friday in September the global open-sourced event, PARK(ing) Day, takes one parking space and transforms it into a public space. On Broadway wishes to participate in the event this year. The space will have seating, tables, activities, art, and greenery. This is a temporary demonstration that allows On Broadway to collect data and find out what types of more permanent public amenities the community would like to see in the Broadway District in the future.

18.) Is any other special assistance from the City needed: □ Yes □ No
If yes, please explain:
If city decides that safety precautions are necessary (ex. barricades), please let me know so we can work together to secure those needs.

19.) Will any animals be at the event? If so Type of Animal(s):
□ No
□ Other

Estimated Number of Animal(s):

I understand the filing of this application does not ensure the issuance of this license. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent and firework permits are in addition to the fees submitted for the Special Event Application. I further understand that an incomplete application may be cause for denial of the event.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE
FOR GOOD AND VALUABLE CONSIDERATION THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF GREEN BAY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENCE ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Samantha Maas

Signature of Applicant

Date of 5/6/19

Date

FOR OFFICE USE ONLY

Certificate of Insurance on file with required coverage: □ Yes □ No

Liquor License required: □ Yes □ No

City Departments to be Notified: □ GBPD □ GBFD □ PRF □ DPW □ Mayor □ Transit □ Other

Event Classification:
□ Low Hazard □ Medium Hazard □ High Hazard □ Special
Permit Fee: □ $25.00 □ $50.00 □ $250.00 □ $500.00

Comments:

Application: □ Approved □ Denied

Safety Manager

Date Approved

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