

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/11/2023

EVENT NAME: Spring Vendor Craft Fair

ORGANIZER: Lynn Lemberger - Friends of Citizen Park Rec Center

E-MAIL ADDRESS: lynnleberger@gmail.com

EVENT DATE: 4/15/2023

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: This annual spring craft fair serves as a fundraiser for the Friends of Citizen Park Rec Center for maintenance to the building. Requesting use of the building for the craft fair from 7am to 4pm.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Brock Wetenkamp /ec Eric Nycz /ec Todd Blaser /ec Jason Freiboth /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Friends of Citizen Park Rec Center

Name of Applicant Lynn Lemberger

Street Address 4315 County Road CR

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220-9263

Primary Phone (920) 973-5966

Cell Phone _____

Email lynnleberger@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact April Sieracki

On-Site Cell Phone # (920) 681-1391

On-Site Security Contact Name Barry Lemberger

On-Site Security Contact Phone # (920) 973-4135

EVENT INFORMATION

Missing Map/Drawing

Event Description and Map with Event Setup and Parking Required (Some maps available online)



The Friends of Citizen Park Rec Center would like to once again hold our annual Spring Vendor/Craft fair as a fundraising event. All proceeds from this event go directly to the Friends of Citizen Park Rec Center for maintenance/repairs/updates to the Citizen Park Center building. As in the past, we solicit vendors and crafters to set up booths to sell their invite, and we invite the public to shop.

In addition, we invite a local non-profit or charity group to set up a booth and hold a bake sale for the attendees during the event and that group retains their own profits.

*Attendance during the event varies as attendees come and go throughout the event. It is estimated there would be approximately 50-100 people in the building at any given time, with a cumulative total of 250-300 throughout the day (including vendors, attendees and members of the Friends of Citizen Park Rec Center).

Event Name Spring Vendor/Craft Show

Public Event YES NO

Location Citizen Park Recreation Center
930 North 18th Street
Manitowoc, WI 54220

Estimated Total Attendance *see above event information

Staging Area _____

Estimated Attendance *see above event information
from outside City of Manitowoc

Event Date(s) Saturday, April 15, 2023

Event Website Facebook-Friends of CP Rec Center

Event Start Time 10:00 AM PM

Event End Time 3:00 AM PM

Setup Date(s) 04/15/2023

Setup Start Time 7:00 AM PM

Teardown Date(s) 04/15/2023

Teardown End Time 4:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location Citizen Park
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- Timed Route
- Road Crossing
Describe where +
if assistance needed
- Course Marking
Describe type
- Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # _____
- Signs/Banners # _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 40-50
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue _____
- Revenue to be used for _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE _____ TIME _____ AM PM LOCATION _____

PICKUP DATE _____ TIME _____ AM PM Place Items in original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms
6" H _____ 12"H _____ 18"H _____
- Staging – 8'x12'
- Portable Bandwagon – 35'x8'

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40" _____
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden _____
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective _____
- Delineators – 42" reflective _____
- Parking posts with concrete base – 42"H (rope or tape not included) _____
- Traffic signs (sign only – typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket – portable _____
- Grill – 2' x 3' portable, outdoor _____
- P.A. system – microphone, sound board, 2 speakers with stands _____
- Post pounder / driver _____
- Power pedestal – portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 50-100

Where do you plan to park vehicles parking lot of Citizen Park Recreation Center

Are there any special parking considerations _____
(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe _____

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(If so, please attach)

ADDITIONAL QUESTIONS

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

LEGAL NOTICE

I understand the filing of this application does not ensure approval of a Special Event. 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. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 11 / 02 / 1970

Signature of Applicant: Lynn A. Lemberger Date: 01/06/2023

[E-MAIL](#)

[PRINT](#)