



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name _____

Name of Applicant _____

Street Address _____

Mailing Address _____
(If different)

City, State, Zip _____

Primary Phone _____

Cell Phone _____

Email _____

Wisconsin Tax Exempt _____

ON SITE CONTACT INFORMATION

During Event

On-Site Contact _____

On-Site Cell Phone # _____

On-Site Security Contact Name _____

On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Event Name _____

Public Event YES NO

Location _____

Estimated Total Attendance _____

Staging Area _____

Estimated Attendance _____
from outside City of Manitowoc

Event Date(s) _____

Event Website _____

Event Start Time _____ AM PM

Event End Time _____ AM PM

Setup Date(s) _____

Setup Start Time _____ AM PM

Teardown Date(s) _____

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

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 _____

Where do you plan to park vehicles _____

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 ___ / ___ / _____

Signature of Applicant: _____ Date: _____

City of Manitowoc

Stake Permit

A stake permit is required to erect any tent, canopy, bounce house/inflatables, fence, sign, or similar item that requires stakes or posts to be placed more than 6" deep in the ground on City property. Stakes may be placed in approved areas only. There is a **\$50 non-waivable fee** for a stake permit. The special event sponsor is responsible for contacting Diggers Hotline at least three (3) business days before any stakes and fence posts are driven into the ground. The sponsor must also contact the Manitowoc Fire Department for fire safety guidelines for tents. Tents must be secured with filled sand bags or water barrels. The City reserves the right to require additional insurance.

Event Name/Description: _____

Location (Park Name or Property Address): _____

Date(s) of Event: _____ Time: _____

What items will be erected or placed on City property or right-of-way?

Bounce House Yes, size _____ No

If electric, where will item be plugged in? _____

Tent or Canopy Yes, size _____ No

Fence Yes, size _____ No

Sign Yes, size _____ No

Other (describe) _____ Size _____

If electric, where will item be plugged in? _____

Permit holder MUST provide a diagram of where item(s) will be placed.

Name and address of event organizer:

Phone #: _____

Return form/diagram to:

City of Manitowoc – Parks Division
900 Quay St.
Manitowoc, WI 54220
Phone: 920-686-3580 • Fax: 920-686-6525
E-mail: parksadmin@manitowoc.org

