

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/21/2022

EVENT NAME: Trunk or Treat

ORGANIZER: Gracious Givers - Kimberly Rehme

E-MAIL ADDRESS: kimipribyl123@gmail.com

EVENT DATE: 10/29/2022

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Community Trunk or Treat at Citizen Park's parking lot near the Aquatic Center. Approx. 50 decorated trunks will be handing out candy to approx. 400 attendees from 4pm-6pm.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Jason Freiboth /ec Courtney Hansen /ec Todd Blaser /ec Dan Koski /ec Kim Lynch /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please remind participants that dogs are not allowed in Citizen Park.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Gracious Givers of Manitowoc
Name of Applicant Kimberly Rehme
Street Address 1020 S 12th street apt 301
Mailing Address _____
(If different)
City, State, Zip Manitowoc WI,, 54220
Primary Phone _____
Cell Phone 9209054675
Email kimipribyl123@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact _____

On-Site Cell Phone # 9209054675

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)

Missing Map/Drawing



This is a community even hosted by the manitowoc Facebook page Gracious Givers of manitowoc. We are looking to bring the community together and have fun passing out treats to kids and family who choose to participate. We have volunteers that are decorating the trunks of their vehicles to create excitement for the event. The only thing we need is a parking lot to host this at. And thought the silver creek parking lot outside of the field house would be a great place. We are looking to host this event on October 29th, 2022 from 4pm-6pm.

Event Name Trunk or Treat

Public Event YES NO

Location Field House Parking Lot 3001 South 10th street. Manitowoc.

Estimated Total Attendance 400

Estimated Attendance _____
from outside City of Manitowoc

Staging Area none

Event Website https://fb.me/e/4KRsb7a3Z

Event Date(s) October 29th, 2022

Event Start Time 4:00 AM PM

Event End Time 6:00pm AM PM

Setup Date(s) 10/29/2022

Setup Start Time 3:00pm AM PM

Teardown Date(s) 10/29/2022

Teardown End Time 6:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location
- 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 #

EVENT FEATURES

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

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
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue
- Revenue to be used for

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

Where do you plan to park vehicles Field house parking lot and side streets around the park.

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?

If I request someone for security/ safety does it cost anything?
I am planning on having a sign posted by the entrance of the park pointing to where to go and park for the event.

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 / 09 / 1997

Signature of Applicant: Kimberly Rehme Date: 09/12/2022

E-MAIL

PRINT