

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/1/2023

EVENT NAME: Special Event - Wisconsin Sand Sculpting Festival

ORGANIZER: Manitowoc Sunrise Rotary

E-MAIL ADDRESS: proekle@comcast.net

EVENT DATE: 7/11-16/2023

NEW OR RECURRING: new

LOCATION/DESCRIPTION: First annual Wisconsin Sand Sculpting Festival is a 3-day event of amazing sand sculptures, food, drink, and entertainment at Red Arrow Park. Est. attendance is 6000 people. Event serves as a fundraiser for the Rotary and will benefit other community projects. Requesting fencing, park, and other equipment.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Courtney Hansen /ec Todd Blaser /ec Jason Friebboth /ec	

COUNCIL ACTION REQUIRED:

Extension of park hours to accommodate overnight security

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Manitowoc Sunrise Rotary

Name of Applicant Paul Roekle

Street Address 2325 Victoria Drive

Mailing Address _____
(if different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-323-9811

Cell Phone 920-323-9811

Email proekle@comcast.net

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Pau I Roekle

On-Site Cell Phone # 920-323-9811

On-Site Security Contact Name Barry Bast

On-Site Security Contact Phone # 920-973-3089

EVENT INFORMATION

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

Missing Map/Drawing



Event description, Site Map & Safety Action Plan included in separate email with attachments.

Event Name Wisconsin Sand Sculpting Festival - Manitowoc

Public Event YES NO

Location Red Arrow Park including beach

Estimated Total Attendance 6,000

Estimated Attendance 3,000
from outside City of Manitowoc

Staging Area Red Arrow Park

Event Website manitowocsunriserotary.org

Event Date(s) July 11 - 16, 2023

Event Start Time 8:00 AM PM

Event End Time 8:00 AM PM

Setup Date(s) 07/10/2023

Setup Start Time 8:00AM AM PM

Teardown Date(s) 07/17/2023

Teardown End Time 10:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

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

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 _____ 20
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue \$30,000.

Revenue to be used for Event expenses and Manitowoc

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 # 5
- Signs/Banners # 15
- Carnival Rides # _____
- Dumpster # _____
- Stage # 1
- Tent # 3 Size 30 X60, 30X30, 20X2
- Other # _____ Describe _____

EVENT FEATURES

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

SOUND

- Amplified Sound
- Start Time 8:00 AM PM
- End Time 8:00 AM PM
- Type of Sound PA system & live entertainmen

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 7/10/2023 TIME 10:00 AM PM LOCATION Red Arrow Park, as per map
PICKUP DATE 7/17/2023 TIME 10:00 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" 10
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 40
- Picnic Tables – 8' wooden, ADA accessible 10

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type 1
- 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 1
 - 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 20
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 2000

Where do you plan to park vehicles Lincoln High School Parking Lot, UW Manitowoc Parking Lot

Are there any special parking considerations Shuttle provided from parking lots
(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?

Wooden Snow Fence as per Orange Line on Site Map
Snow Fence Posts as per Orange Line on Site Map

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 07 / 20 / 1944

Signature of Applicant: Paul Roekle Date: 01/27/2023

E-MAIL

PRINT



S. 9TH ST.

GREEN ST.

S. 9TH ST.

AYCEE DR.

9TH ST.

ROAD CLOSED SIGN

HANDICAP ONLY SIGNS

SHUTTLE DROP OFF

20 VENDORS

AMATEUR LESSONS

- 1
- 2
- 3
- 4
- 5

30 X 30 TENT

- 6
- 7
- 8
- 9
- 10

TENT

10 FOOD TRUCKS

30 X 60 TENT

TICKET TENT