

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/31/2022

EVENT NAME: Hoods and Hops Classic Car Show

ORGANIZER: Craft Creek Brewing - Brittney Hogan

E-MAIL ADDRESS: [craftcreek@craftcreekbrewing.com](mailto:craftcreek@craftcreekbrewing.com)

EVENT DATE: 10/9/2022

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Craft Creek Brewing is hosting a classic car show in front of their building on 9th St from York to Chicago St. They are requesting a road closure for this area on that Sunday from 10am-5pm.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Road closure on 10/9/22 for 9th Street from York St to Chicago St.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents. As part of the 2022 Mayor's budget, most fees for special events were waived. The 2023 budget has not been set. Non-waivable fees will be charged as set by policy.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Craft Creek Brewing Co.  
Name of Applicant Brittany Hogan  
Street Address 220 N. 9th Street  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Manitowoc WI 54220  
Primary Phone 920-627-0408  
Cell Phone 920-627-0408  
Email Craftcreek@craftcreekbrewing.com  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Brittany Hogan  
On-Site Cell Phone # 920-627-0408  
On-Site Security Contact Name Andrew Hogan  
On-Site Security Contact Phone # 920-676-8807

### EVENT INFORMATION

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

Document Attached



Craft Creek Brewing would like to host its first official block party and classic car show. This event would feature craft beer served by Craft Creek Brewing Co. and classic cars brought in by local patrons looking to show their car at the event. The event would be located on 9th street between the blocks of York St. to Chicago Street. Barricades would be placed at the end of York Street and Chicago Street, along with blocking off T-crossing at Buffalo St. The sides streets in parallel to the event would be utilized for guest parking.

Event Name Hoods and Hops Classic Car Show

Public Event YES  NO

Location Event Located on 9th street between the blocks fo York St. to Chicago St.

Estimated Total Attendance 150

Estimated Attendance 50  
from outside City of Manitowoc

Staging Area \_\_\_\_\_

Event Website https://www.facebook.com/craftcreekbrewing

Event Date(s) 10/09/22

Event Start Time 12:00 AM  PM

Event End Time 4:00 AM  PM

Setup Date(s) 10/09/2022

Setup Start Time 10:00 AM  PM

Teardown Date(s) 10/09/2022

Teardown End Time 5:00 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 \_\_\_\_\_

## VENDORS & MONEY EXCHANGE

- Alcohol Sales     Request for Extension of Premises  
 Class B License
- Alcohol Served End Time \_\_\_\_\_ 4:00 PM
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many \_\_\_\_\_ TBD for Food
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \$2,000
- Revenue to be used for Beer Sales from Event

## ROUTE

Route map must be submitted with application

- Road Closure  
Describe location(s) + time(s)  

We would be looking to close 9th Street from York St. to Chicago St. This would allow for the cars to park for the classic car show. The Car show would last from 12-4 PM, so we would be looking to close the streets from 11:30 AM-4:30PM to allow for set up and take down of the event.
- 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 # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

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

## SOUND

- Amplified Sound
- Start Time 11:30 AM  PM
- End Time 4:00 AM  PM
- Type of Sound DJ

## 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](http://www.manitowoc.org).

DELIVERY DATE 10/09/2022 TIME 8:00 AM  PM  LOCATION 220 N. 9th Street, Manitowoc Wi, 5422  
PICKUP DATE 10/09/2022 TIME 5:00 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" \_\_\_\_\_
- 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' 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 8 \_\_\_\_\_
  - 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 3 \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 150

Where do you plan to park vehicles Sides streets in parrallel to 9th Street

Are there any special parking considerations N/A  
(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 12 /29 / 1989

Signature of Applicant: Brittany Hogan Date: 08/29/2022

E-MAIL

PRINT