

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/1/2022

EVENT NAME: July 3rd Celebration

ORGANIZER: Brennen Seehafer

E-MAIL ADDRESS: brennan@brennanseehafer.com

EVENT DATE: 7/3/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Briess lot & Burger Boat Park for live music, food vendors, & refreshments; use of Parks equipment & traffic control items; extra portable toilet cleanings, electrical assistance; waiver of noise ordinance

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Closure of Quay St. from 6th to 8th, waiver of noise ordinance until 11:30 pm.

ITEMS TO INCLUDE IN LETTER:

Unless special parking requests were approved, all parking regulations will be enforced.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Brennan Seehafer Productions

Name of Applicant Brennan Seehafer

Street Address PO BOX 1113

Mailing Address _____
(if different)

City, State, Zip Manitowoc, WI 54221

Primary Phone 920-242-3450

Cell Phone _____

Email brennan@brennanseehafer.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Brennan Seehafer

On-Site Cell Phone # 920-242-3450

On-Site Security Contact Name Derek Stevenson

On-Site Security Contact Phone # 920-973-7332

EVENT INFORMATION

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

Missing Map/Drawing



July 3rd Celebration - 2022

Farmers Market Lot

Live music buy Vic Ferrari and The Glam Band

Quay Street from South 8th to South 6th to be closed on 7/3 from 8AM - 2 AM ON 7/4.

Event Name July 3rd Celebration

Public Event YES NO

Location Farmers Market Lot & Quay Street from South 8th to South 6th.

Estimated Total Attendance 4,000

Estimated Attendance 1,000
from outside City of Manitowoc

Staging Area _____

Event Website _____

Event Date(s) Sunday, July 3d, 2022

Event Start Time 4:00 AM PM

Event End Time 11:30 AM PM

Setup Date(s) Saturday, July 2nd, 2022

Setup Start Time After Market AM PM

Teardown Date(s) Following the show on 7-3

Teardown End Time 8 AM 7/4 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

JUN 01 2022

CITY OF MANITOWOC
ENGINEERING

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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 _____
- 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 _____

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

Quay st f s. 8th to s. 6th

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 _____ AM PM
- End Time 11:30 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 7/2 TIME 8 AM PM LOCATION Farmers Market Lot

PICKUP DATE 7/4 TIME 8 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" 12 in 2021
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden _____
- Picnic Tables – 8' wooden, ADA accessible > 24 total in 2021

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 6

Where do you plan to park vehicles Behind Stage / Bar

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?

Please feel free to reach out to Brennan Seehafer 920-242-3450 / brennan@brennanseehafer.com

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 7 / 22 / 1993

Signature of Applicant: Brennan Seehafer Date: 3/26/22

E-MAIL

PRINT

BRENNAN SEEHAFFER PRODUCTIONS JULY 3RD CELEBRATION - 2022

