

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/4/2022

EVENT NAME: Stake Permit: Birthday Party

ORGANIZER: Dimitra Kirchen

E-MAIL ADDRESS: dimitramae@gmail.com

EVENT DATE: 5/7/2022

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Stake permit for a bounce house by cabin 1

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED

MAY 03 2022

CITY OF MANITOWOC
ENGINEERING

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: Kids Birthday Party

Location (Park Name or Property Address): Lincoln Park Zoo cabin #1

Date(s) of Event: May 7th Time: 1:00pm - 6:00pm?

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

Bounce House Yes, size 15 x 15 ft. No

If electric, where will item be plugged in? extension cord to building

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:

Dimitra Kirchen
1215 S. 12th St. Manitowoc

dimitramae@
gmail.com

Phone #: 920-860-5987

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

