

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/9/2022

EVENT NAME: Jazz at the Pool

ORGANIZER: Manitowoc Family Aquatic Center - Katelin Dorow

E-MAIL ADDRESS: kndorow@manitowoc.org

EVENT DATE: 7/22/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Adults only event at the Manitowoc Family Aquatic Center featuring music from local jazz musicians; waiver of facility rules to allow alcohol (not an ordinance)

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Jason Freiboth/sr Jason Russ/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Participants should sign hold harmless agreements



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name MPRD

Name of Applicant Katelin Dorow

Street Address 3330 Custer ST

Mailing Address _____
(if different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-686-3064

Cell Phone 920-374-0474

Email kndorow@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Katelin Dorow

On-Site Cell Phone # 920-374-0474

On-Site Security Contact Name Katelin Dorow

On-Site Security Contact Phone # 920-374-0474

EVENT INFORMATION

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

Missing Map/Drawing

Annual Aquatic Center Event @ MFAC

- Jazz Band
- 2H (age)
- Alcohol served/Sold

Event Name Jazz at the Pool.

Public Event YES NO

Location MFAC

Estimated Total Attendance 20-70

Estimated Attendance 5-15
from outside City of Manitowoc

Staging Area N/A

Event Website manitowoc.org

Event Date(s) July 22, 2022

Event Start Time 5 AM PM

Event End Time 8 AM PM

Setup Date(s) 7/22

Setup Start Time 4 AM PM

Teardown Date(s) 7/22

Teardown End Time 9:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 03 2022

CITY OF MANITOWOC
ENGINEERING

A/N
6/3/22

FACILITY REQUESTS

- Facility Location MFAC
- 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 7:30 pm
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \$300 - \$500
- Revenue to be used for MFAC

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 # _____

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

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

SOUND

- Amplified Sound
- Start Time 5 AM PM
- End Time 8 AM PM
- Type of Sound Jazz Band

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 20-60

Where do you plan to park vehicles Parking Lot

Are there any special parking considerations NO
(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?

Thank you for your consideration

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 / 12 / 1994

Signature of Applicant: K. Doran

Date: 3.3.22

E-MAIL

PRINT