

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/22/2022

**EVENT NAME:** Manitowoc Marine Band Concerts

**ORGANIZER:** Manitowoc Marine Band - Christopher Burton

**E-MAIL ADDRESS:** cburton@manitowocmarineband.org

**EVENT DATE:** 6/24, 7/21, 7/28/22

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Marine Band Concerts (On 6/24/22, the Marine Band will play before the Book & A Movie in the Park in Washington Park, so there will not be a conflict.)

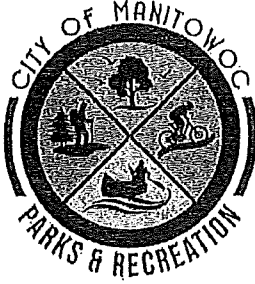
**COMMITTEE CONCERNS:** Must have insurance for the bounce house. As long as HP Enterprises or Marine Band has the insurance, we are okay.

**COMMITTEE DECISION:**

| APPROVE  | DENY |
|--|------|
| Todd Blaser /ec<br>Jason Freiboth /ec<br>Billy Hutterer /ec<br>Brock Wetenkamp /ec |      |

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Manitowoc Marine Band

Name of Applicant Christopher Burton

Street Address \_\_\_\_\_

Mailing Address PO Box 2224  
(if different)

City, State, Zip Manitowoc, WI, 54220

Primary Phone 920-901-5633

Cell Phone \_\_\_\_\_

Email manitowocmarineband.org

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Christopher Burton

On-Site Cell Phone # 920-901-5633

On-Site Security Contact Name \_\_\_\_\_

On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

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

Missing Map/Drawing



Event Name "Kids/Disney Concert"

Location Washington Park  
Manitowoc, WI 54200

Public Event YES  NO

Estimated Total Attendance 100 - 200

Estimated Attendance  
from outside City of Manitowoc

Event Website \_\_\_\_\_

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

Event Date(s) 6-24-22

Event Start Time 06:30 AM  PM

Event End Time 7:30 AM  PM

Setup Date(s) \_\_\_\_\_

Setup Start Time 6:00 AM  PM

Teardown Date(s) \_\_\_\_\_

Teardown End Time 7:45 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

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ENGINEERING

A/W  
6370



**FACILITY REQUESTS**

- Facility Location Washington Park
- Mariner's Trill 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

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Describe location(s)  
+ time(s)
- Timed Route
- Road Crossing  
Describe where +  
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- 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 6:30 AM PM
- End Time 7:45 AM PM
- Type of Sound Microphone/Speaker



## 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 \_\_\_\_\_ 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 .

Where do you plan to park vehicles .

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?

**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: 05/14/74

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_





# City of Manitowoc

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Name of Applicant Christopher Burton

Street Address \_\_\_\_\_

Mailing Address PO Box 2224  
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### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Christopher Burton

On-Site Cell Phone # 920-901-5633

On-Site Security Contact Name \_\_\_\_\_

On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

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

Missing Map/Drawing



Event Name Two Rivers Community Band

Public Event YES  NO

Location Washington Park  
Manitowoc, WI 54200

Estimated Total Attendance 100

Estimated Attendance  
from outside City of Manitowoc

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

Event Website \_\_\_\_\_

Event Date(s) 7-28-22

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Event Start Time 06:30 AM  PM

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Event End Time 7:30 AM  PM

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Setup Date(s) \_\_\_\_\_

Setup Start Time 6:00 AM  PM

Teardown Date(s) \_\_\_\_\_

Teardown End Time 7:45 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

*A/N*  
*6370*

**FACILITY REQUESTS**

- Facility Location Washington 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 \_\_\_\_\_
- Collecting Money Donations
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- Credit Card Sales/Transactions
- Expected Revenue \_\_\_\_\_
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**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 6:30 AM PM
- End Time 7:45 AM PM
- Type of Sound Microphone / Speakers



## EQUIPMENT REQUESTS

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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 \_\_\_\_\_
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- Picnic Tables – 6' wooden \_\_\_\_\_
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### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades – 2' \_\_\_\_\_
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- Other \_\_\_\_\_





**VEHICLES**

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Where do you plan to park vehicles .

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Do you need assistance from: Police Dept  Fire Dept/Ambulance

Describe .

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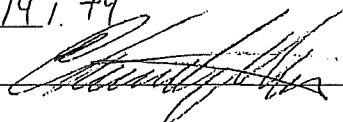
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Date of birth of applicant: 5.11.74

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_





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Missing Map/Drawing



Event Name "Decades of Music"

Location Washington Park  
Manitowoc, WI 54200

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

Event Date(s) 7-21-22

Event Start Time 06:30 AM  PM

Event End Time 7:30 AM  PM

Setup Date(s) \_\_\_\_\_

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Teardown End Time 7:45 AM  PM   
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Public Event YES  NO

Estimated Total Attendance 100

Estimated Attendance  
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Event Website \_\_\_\_\_

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CITY OF MANITOWOC  
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Date of birth of applicant: 5/14/74

Signature of Applicant: 

Date: .

