

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/6/2022

EVENT NAME: Unity Walk

ORGANIZER: Lakeshore United Visionaries

E-MAIL ADDRESS: lakeshoresunitedvisionaries@gmail.com

EVENT DATE: 9/18/2022

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Walk for unity from Farmers Market Lot to Washington Park. Kids activities, food trucks, booths, and speeches are expected at Washington Park

COMMITTEE CONCERNS: If a bounce house is present and needs stakes, a permit must be granted. No fixed signs along the walking route.

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Courtney Hansen /ec Jason Freiboth /ec Billy Hutterer /ec Kim Lynch /ec Jason Russ /ec	

COUNCIL ACTION REQUIRED:

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 Lakeshore's United Visionaries & PFLAG Manitowoc

Name of Applicant Natasha Khan

Street Address _____

Mailing Address P.O. Box 456
(If different)

City, State, Zip Manitowoc, WI, 54221

Primary Phone _____

Cell Phone 920-860-7615

Email lakeshoresunitedvisionaries@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Natasha Khan

On-Site Cell Phone # 920-860-7615

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

Check box to Attach Required Map/Drawing

This will be Lakeshore's United Visionaries' third annual Unity Walk co-hosted with PFLAG Manitowoc County. Some non-profits in the county will have booths at the event, along with a few food/drink trucks. We will walk from the Farmer's Market parking lot to Washington Park, where a few speeches will commence. The event is meant to bring the community together and to promote unity. There will also be some kids activities.

Event Name Unity Walk

Location Washington Park-1115 Washington St, Manitowoc, WI 54220

Staging Area _____

Event Date(s) Sunday, September 18th, 2022

Event Start Time 1 AM PM

Event End Time 6 AM PM

Setup Date(s) Sunday, September 18th, 2022

Setup Start Time 11 AM PM

Teardown Date(s) Sunday, September 18th, 2022

Teardown End Time 6:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 100-200

Estimated Attendance 10-15
from outside City of Manitowoc

Event Website _____

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

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 _____ 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 _____ 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 Parking lot and surrounding parking areas

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 01 /23 /1992

Signature of Applicant: Natasha F Khan

Date: 07/02/2022

E-MAIL

PRINT



Walkers Gather

720 Quay Street

S Water St

Manitowoc City Hall

Shades of Paradise Tanning Resort & Hair...

The Fat Seagull Takeout • Delivery

Manitowoc Public Library

Franklin St

S 11th St

Associated Bank

Al's Transmissions & Auto

Pizza Hut Takeout • Delivery

Jenn's Java Takeout • Delivery

Manitowoc City Police Department

Village Square Shopping mall

Graced Gift shop

Tokyo Sushi and Steak House Takeout • Delivery

Econo Lodge 3.2 (217) 2-star hotel

Mad Hatter Costume store

Stage Door Pub

Capitol Civic Centre

Moore's Irish Pub Takeout

Safe Harbor Insurance

B&B Off Road & Performance

Candy Apple Tattoo tattoo shop

Rose Thorn Community Church

Manitowoc Park & Recreation...

Washington Street

Lilith's Loos

Our Lady of Perpetual Help Church

10 min 0.5 miles

Manitowoc County Court House

Manitowoc Sheriff's Department-Jail Division

Courthouse Pub Takeout • Delivery

BMO Harris Bank

First German Church

Briess Malt & Ingredient Co

S 6th St

Franklin St

S 7th St

S 7th St

S 7th St

S 9th St

S 9th St

S 9th St

S 10th St

S 10th St

S 10th St

S 12th St

S 12th St

S 12th St

S 12th St

W Marshall St

W Marshall St

W Marshall St

Marshall St