

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/9/2022

EVENT NAME: Easter Sun Rise Service

ORGANIZER: Faith Church - Dawn Schroeder

E-MAIL ADDRESS: o2bamom@comcast.net

EVENT DATE: 4/17/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Easter church service in coned off area near parking lot with guitar players & singers with microphones; use of electricity

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Jason Freiboth/sr Jason Russ/sr Liz Majerus/sr <i>Email approval from:</i> Dan Koski/sr	

COUNCIL ACTION REQUIRED:

Waiver of noise ordinance from 6 am to 7 am

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Faith Church Sunrise Easter Sunday
 Name of Applicant Dawn M Schroeder (member of church)
 Street Address 5217 Sunsel Rd (Home)
 Mailing Address (if different) 2201 S. 42nd St (church)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 920 242-6266 (church)
 Cell Phone 920-901-8363 (Dawn)
 Email o2bamom@comcast.net

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Red Arrow Beach/Parking Lot area
 On-Site Cell Phone # 1-920-901-8363 (Dawn)
 On-Site Security Contact Name Dawn Schroeder
 On-Site Security Contact Phone # _____

EVENT INFORMATION

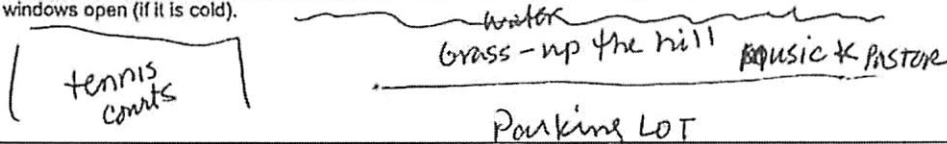
Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing

Our church would like to have a sunrise service on Easter morning from 6-7 am at the Red Arrow Beach location. An area will be coned off for the service to be with parking in the lot. There will be several guitar players/singers along with Pastor Jeremy Vane leading the service.

This will be the third year our church is offering this service so we are hoping for 100 participants.

The service is set up on top, by the parking lot by the tennis courts. We will not actually be on the beach. Some of the elder people may stay in their cars with the windows open (if it is cold).



Event Name Easter Sun Rise Service

Public Event YES NO

Location Red Arrow Beach Parking Lot and green space

Estimated Total Attendance 100

Staging Area on grass area, up on top of hill

Estimated Attendance _____
from outside City of Manitowoc

Event Website _____

Event Date(s) Sunday, 4-17-22

Event Start Time 6:00 AM PM

Event End Time 7:00 AM PM

Setup Date(s) 04/17/2022

Setup Start Time 5:30 AM PM

Teardown Date(s) 04/17/2022

Teardown End Time 7:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 04 2022

CITY OF MANITOWOC
ENGINEERING

A/N
12363



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 _____ 6 _____ AM PM
- End Time _____ 7 _____ AM PM
- Type of Sound guitars/singing/service

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 25

Where do you plan to park vehicles parking lot by tennis courts

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?

We would like electricity for microphones for the music and microphones

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 10 / 11 / 1961

Signature of Applicant: Dawn M Schroeder

Date: 3-3-22

E-MAIL

PRINT