

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/24/2022

EVENT NAME: Special Event Application- Human Trafficking Awareness Drive

ORGANIZER: Jason Johnston

E-MAIL ADDRESS: jasonjohnston@hotmail.com

EVENT DATE: 9/24/2022

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Motorcycle Ride ending at Washington Park with live music, food trucks, and speakers to raise awareness for Human Trafficking Awareness. Funds to go to Incourage. DATE CHANGED FROM 9/3 to 9/24

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Dan Koski /ec Jason Freiboth /ec Jason Russ /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

As part of the 2022 Mayor's budget, most fees for special events were waived. The 2023 budget has not been set. Non-waivable fees will be charged as set by policy.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name TBD
 Name of Applicant Jason Johnston
 Street Address 314 North 8th Street
 Mailing Address (If different) N/A
 City, State, Zip Manitowoc, WI 54220
 Primary Phone (920) 323-5399
 Cell Phone Same.
 Email jasoncjohnston@hotmail.com
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Jason Johnston
 On-Site Cell Phone # (920) 323-5399
 On-Site Security Contact Name N/A
 On-Site Security Contact Phone # N/A

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

Guest speakers, to include victims of human trafficking and local law enforcement.
 Live music is scheduled @ approx. 6:00 PM until quiet time, after guest speakers.
 Motorcycle ride from 310 to various places then 2 extremes to Wash. Park

Event Name HUMAN TRAFFICKING AWARENESS Public Event YES NO
 Location DRIVE Estimated Total Attendance 100 ±
Washington Park Estimated Attendance _____
 from outside City of Manitowoc
 Staging Area Washington Park Amphitheater Event Website TBD
 Event Date(s) 9/3/2022 September 24, 2022 -DATE CHANGE
 Event Start Time 10:00 AM PM
 Event End Time Quiet time AM PM
 Setup Date(s) 9/3/2022
 Setup Start Time 2:00 AM PM
 Teardown Date(s) 9/3/2022
 Teardown End Time 10:00 AM PM
 (Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAY 16 2022

CITY OF MANITOWOC
ENGINEERING

A/N
6594

FACILITY REQUESTS

Facility Location Washington Park

Mariner's Trail FROM _____ TO _____

Athletic Field(s) Request _____

Special Power Requirements Stage electric

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 Incurage (100%)

ROUTE

Route map must be submitted with application

Road Closure Describe location(s) + time(s) * west side one-way street will be location of food trucks - close S. 12th Street

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 # 1 Describe merch booth; canopy not staked in deeper than 6"

EVENT FEATURES

Animals # _____ Type _____

Fireworks - Time _____

Drone # _____

Lights/Spotlights # _____

SOUND

Amplified Sound

Start Time 6:00 AM PM

End Time 9:00 AM PM

Type of Sound Speakers, live music

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 _____ *west one way street, if required for food trucks/parking*
 - 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 *X as needed, if not already at facility*
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles <100

Where do you plan to park vehicles Available parking adequate

Are there any special parking considerations not at this time.
(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 are raising awareness & money for InCourage. I organized this type of event two years ago. This year we have made adjustments. Two years ago we raised over \$1000.00 for InCourage. This year I plan on raising 5-10 K. Please let me know anything I can do to adhere to the rules & regulations to make this event a resounding success.

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 7/13/1982

Signature of Applicant: [Handwritten Signature]

Date: 5/16/22

E-MAIL

PRINT