

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/1/2023

EVENT NAME: Special Event - Touch the Trucks

ORGANIZER: Manitowoc Public Library - Sharon Verbeten

E-MAIL ADDRESS: sverbeten@manitowoc.org

EVENT DATE: 7/12/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Free community event, hosting big community vehicles in the Farmers Market lot, which will need to be closed off with barricades.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Courtney Hansen /ec Todd Blaser /ec Jason Friebboth /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Manitowoc Public Library

Name of Applicant Sharon Verbeten

Street Address 707 Quay St.

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-686-3025

Cell Phone 920-655-8285

Email sverbeten@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Sharon Verbeten

On-Site Cell Phone # 920-655-8285

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



Touch the Trucks is a fun free community events connecting kids and family with BIG community vehicles. Organizations involved in the past include DPI, MPU, PD, Fire and Rescue and more. It will take place in the entire parking lot to the Burger Boat Park (Quay St. parking lot). The large vehicles would park in this lot. We request that the Briess parking lot be closed from the evening of Tuesday, July 11, 2023 to 1 p.m. on Wednesday, July 12, 2023. We would need barricades put in place by DPI on the evening of July 11 to ensure people are not parking in the lot the evening before the event. We also request that DPI clean goose poop from the parking lot prior to the event.

Event Name Touch the Trucks

Location Briess Lot on Quay St.

Staging Area _____

Event Date(s) Wed. July 12, 2023

Event Start Time 10:00 AM PM

Event End Time 12:00 AM PM

Setup Date(s) 07/11/2023

Setup Start Time 9:00 AM PM

Teardown Date(s) 07/12/2023

Teardown End Time 1:00 AM PM

(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 1,000

Estimated Attendance 400
from outside City of Manitowoc

Event Website www.manitowoclibrary.org

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

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 # _____

EVENT FEATURES

- Animals # _____ Type possibly K9 unit
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

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 _____

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

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 7/11/23 TIME 8:00 AM PM LOCATION Bries lot entrances
PICKUP DATE 7/12/23 TIME 1:00 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' 2 _____
- 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 15-20

Where do you plan to park vehicles Briess lot (they are the main attraction for the event)

Are there any special parking considerations Emergency vehicles are parked near entrances for easy out if needed
(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 Would love to have police and fire vehicles involved again this year.

Date/Time 7/12/23 10 am. to 12 p.m.

Location Briess lot, Quay St.

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?

City departments and local businesses are welcome to be part of this event; this event regularly draws scores of attendees.

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 11 / 20 / 1965

Signature of Applicant: Sharon Verbeten Date: 1/27/23

E-MAIL

PRINT

GREEN ST.

S. 9TH ST.

S. 9TH ST.

S. 9TH ST.

DR. ROAD CLOSURE SIGN

AYCEE DR.

HANDICAP ONLY SIGNS

SHUTTLE DROP OFF

9TH ST.

20 VENDORS

AMATEUR LESSONS

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

30 X 30 TENT

10 FOOD TRUCKS

TENT

30 X 60 TENT

TICKET TENT

