

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/6/2022

EVENT NAME: Manitowoc Senior Center Open House

ORGANIZER: City of Manitowoc Recreation Division - Katelin Dorow

E-MAIL ADDRESS: kndorow@manitowoc.org

EVENT DATE: From 5/4 to 5/14/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Date change from 5/4/22 to 5/14/22

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name MPRD
 Name of Applicant Katelin Dorow
 Street Address 3330 Custer ST
 Mailing Address _____
 (If different)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 920-686-3064
 Cell Phone 920-374-0474
 Email kndorow@manitowoc.org
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Katelin Dorow
 On-Site Cell Phone # 920-374-0474
 On-Site Security Contact Name Katelin Dorow
 On-Site Security Contact Phone # 920-374-0474

EVENT INFORMATION

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

Missing Map/Drawing

Open House for SC. Will have groups here to meet & mingle with potential new members

Event Name Senior Center Open House
 Location Senior Center
 Staging Area N/A
 Event Date(s) 5-4-22
 Event Start Time 10 AM PM
 Event End Time 2 AM PM
 Setup Date(s) 5-4-22
 Setup Start Time 7 AM PM
 Teardown Date(s) 5-4-22
 Teardown End Time 4 AM PM
 (Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO
 Estimated Total Attendance 30-40
 Estimated Attendance 20
 from outside City of Manitowoc
 Event Website Manitowoc.org

RECEIVED

MAY 04 2022

CITY OF MANITOWOC
 ENGINEERING

FACILITY REQUESTS

Facility Location Senior Center

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 20-40

Where do you plan to park vehicles Parking lot

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?

THANK YOU for your consideration

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 07 / 12 / 1994

Signature of Applicant: Katya Derew Date: 3.3.22

E-MAIL

PRINT