SPECIAL EVENT COMMITTEE APPROVAL FORM

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: APPROVE DENY Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr COUNCIL ACTION REQUIRED:	MEETING DATE:	4/6/2022		
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: APPROVE DENY Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	EVENT NAME:	Manitowoc Senior Center Ope	en House	
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City of Manitowoc SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION	ON SITE CONTACT INFORMATION During Event		
Business/Org Name MPRD	On-Site Contact Katelin Dorow		
Name of Applicant Katelin Dorow	On-Site Cell Phone # 920-374-0474		
Street Address 3330 Custer ST	On-Site Security Contact Name Katelin Dorow On-Site Security Contact Phone # 920-374-0474		
Mailing Address (If different)			
City, State, Zip Manilowoc, WI 54220	organia.		
Primary Phone 920-686-3064	<u></u>		
Cell Phone 920-374-0474	<u> </u>		
Email kndorow@manitowoc.org			
Wisconsin Tax Exempt 🔀			
EVENT INFORMATION Event Description and Map with Event Setup and Parking Required (Some map			
open House for SC. Will have a with potential new members.			
Event Name Sentor Center Open House	Public Event YES NO C		
Location Senior Center	Estimated Total Attendance 30 10		
Gental Conso	Estimated Attendance 20		
Staging Area P1A	Event Website Manual Transport Conf		
Event Date(s) 5-4-11			
Event Start Time D AM PM			
Event End Time 2 AM PM			
Setup Date(s) 5-4-22			
Setup Start Time Y AM PM			
Setup start Time And [13] The [13]			
Teardown Date(s) 5-4-22			

FACILITY REQUESTS	VENDORS & MONET EXCHANGE
Facility Location Senitor Center	Alcohol Sales Request for Extension of Premises Class B License
Mariner's Trail FROM	Alcohol Served End Time
70	Beverage or Food Sales
Athletic Field(s) Request	Merchandise Sales
Special Power Requirements	Vendor(s) How many
Special Lighting (ex. ball diamonds)	· · · · · · · · · · · · · · · · · · ·
	Charging Admissions On-Site
ADA Accommodations	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	
prompt in the second se	
Road Crossing Describe where * If assistance needed	
n deelegang	
Course Marking	
Describe type	
r	
Sidewalk Describe usage	
EVENT STRUCTURES	
Site map must be submitted with application	Profined to the second of the
Staking Structures into Ground (greater than 6")	Carnival Rides #
Fencing	Dumpster #
Bounce House #	Stage #
Portable Restrooms #	Tent #Size
Signs/Banners #	Other # Describe
EVENT FEATURES	SOUND
Animals # Type	
Fireworks - Time	Start Time AM PM
Drone #	End Time AM PM
Lights/Spotlights #	Type of Sound
1 Trights/Spottights #	the at a series

DELIVERY DATE	TIME	AM 🔲	РМ 🗌	LOCATION
PICKUP DATE	TIMÉ	АМ [РМ 🔲	Place Items in original drop-off location after even
*Indicate Quantities on Line				
GAMES				
☐ Bean Bag Toss ☐ Ring Toss ☐ Sports Kit				
STAGING / RISERS				
☐ RISERS – 4' x 8' Wooden Platf 6" H 12"H ☐ Staging – 8'x12' ☐ Portable Bandwagon – 35'x8'				
TABLES & SEATING (Do NOT count	any tables, benches, e	tc. already locate	ed at the p	ark 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, AD	-			
TENTS				
☐ Tent - 10'x 20'				
TRAFFIC CONTROL ITEMS				
☐ Barricades — 2' ☐ Barricades — 3' ☐ Barricades — 8' ☐ Barricades — 12' rail-type ☐ Channelizer drums — 3' reflect ☐ Cones — 18" ☐ Cones — 28" reflective ☐ Delineators — 42" reflective ☐ Parking posts with concrete b ☐ Traffic signs (sign only — typica	ase – 42″H (rope or ta ally placed on barricad) accidentalista	
MISCELLANEOUS ITEMS				
□ Disc golf basket — portable □ Grill — 2' x 3' portable, outdoor □ P.A. system — microphone, sou □ Post pounder / driver □ Power pedestal — portable □ Safety vests □ Security stanchions □ Snow fence — 50' rolls — plasti □ Snow fence — posts □ Ticket booths — outdoor	ind board, 2 speakers i			

Obe you need assistance from: Police Dept Fire Dept/Ambulance Does you need assistance from: Police Dept Fire Dept/Ambulance Does you need assistance from: Police Dept Fire Dept/Ambulance Does you need assistance from: Police Dept Fire Dept/Ambulance Does you have a plan in place to deal with medical emergencies that may occur? YES NO Object of the young of th	/EHICLES Parking must be included on site map	
Where do you plan to park vehicles. PUYLING Late there any special parking considerations. (VP, AS, Security, Energesy) effects, end FETY & SECURITY City regulars security based on attendance Da you need assistance from: Police Dept Fire Dept/Ambulance Describe Date/Time Docation Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that may occur? YES NO Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that may occur? YES NO Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that may occur? YES NO Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that may occur? YES NO Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that may occur? YES NO Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that may occur? YES NO Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that may occur? YES NO Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that may occur? YES NO Dither than dialing \$11, do you have a plan hi place to deal with medical emergencies that a place of the place to the place of	Expected number of vehicles 20-60	
AL NOTICE understand the filling of this application does not ensure approval of a Special Event. Take understand that all Special Event regariters and participants remains are in additional requests? Thunk you far your examples and intermines are in additional requests? AL NOTICE understand the filling of this application does not ensure approval of a Special Event. Take understand that all Special Event regariters and participants remains are in additional for part facilities, temporary been submitted for the special Event Application. E further regariters and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire oddes, and figure the kenning regulations. Peers for park facilities, temporary been submitted for the Special Event. The understand that an incomplete application may be cause for the denial of the revent. The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal printy claims occurring during this yeart. It is further agreed that all property of any kind brought on the premises that I have received, read and understand the liable for any injury, loss or damage to all property or injury to any persons on the premises. The undersigned agrees to indemnify and that the City of Manitowoc harmless for any and all damage claims or personal printy claims occurring during this yeart. It is further agreed that all personal property of any kind brought on the premises file undersigned agrees to be responsible for any injury, to so or damage to add property or injury to any persons on the premises. The undersigned agrees to be responsible for any granal agree to be add facility or equipment by mischief or negligence. By signing, I acknowledge that I have accidedlines and Porganization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by referenc	Where do you plan to park vehicles Parking Lo	, +
Obeyou need assistance from: Police Dept Fire Dept/Ambulance Doescribe D	Are there any special parking considerations (VIP, ADA; Security, Emergency Vehicles, etc.)	
Describe Date/Time Ocation 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) DIFFIONAL 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? TRUNK YOU FOR YOUR CONS. CLEVATION THANK YOU FOR YOUR CONS. CLEVATION ALL NOTICE understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event regarders and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire oddes, and liquor licensing regulations. Fees for park facilities, temporary beer/while licenses, stake and fireworks permits, and when recessary licenses and permits are in addition to the fees submitted for the Special Event 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 rejury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises hall be at the sole risk of the undersigned, and that the City of Manitowoc also all not be liable for any hijury, loss or damage claims or add property or injury to any persons on the premises. The undersigned agrees to be responsible for admage caused to add property or injury to any persons on the premises. The undersigned agrees to be responsible for admage caused to add property or injury to any admage caused to add property or injury to any admage caused to add property or injury to any admage caused to add property or injury to any admage caused to add property or injury to any admage caused to add property or injury to any admage caused to add property or injury to any admage caused to add property or injury to any admage caused to add property or injury to	AFETY & SECURITY The City requires security based on attendance	
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	Signature of Applicants	Date.

Rev. 12/2021