

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/1/2022

EVENT NAME: St Francis of Assisi Parish Picnic

ORGANIZER: Randall Heinzen

E-MAIL ADDRESS: connie.heinzen@sfamanitowoc.org

EVENT DATE: 8/12/22 to 8/14/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION:

Community weekend long picnic featuring music, children's activities, fish boil, food & beverage sales, raffles, bean bag tournament, card games, and pancake breakfast on the grassy area west of the church building. Closure of N 14th St. betw. Waldo & Menasha. Use of traffic control items.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Jason Freiboth/ec
Kim Lynch/ec
Todd Blaser/ec
Dan Koski/ec

COUNCIL ACTION REQUIRED:

Road closure on N 14th St, between Waldo Blvd. & Menasha Ave.

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name St. Francis of Assisi Parish Picnic

Name of Applicant Randall R. Heinzen

Street Address 601 North 8th Street

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI, 54220

Primary Phone (920) 684-3718

Cell Phone (920) 323-0192

Email connie.heinzen@sfamanitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Randy or Connie Heinzen

On-Site Cell Phone # 920-323-6400

On-Site Security Contact Name Randy Heinzen

On-Site Security Contact Phone # (920) 323-6400

EVENT INFORMATION

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

Missing Map/Drawing



Parish Picnic dates of: August 12-13-14, 2022

Activities Include:

Friday, August 12th: Dueling pianos, fish boil, children's games

Saturday, August 13th: Fun run/Walk (separate special event form will be submitted), children's games, raffles, bean bag tournament, cribbage tournament, sheephead tournament, outdoor polka Mass with polka music to follow, family feud participation game.

Sunday, August 14th: Pancake Breakfast

Event Name St. Francis of Assisi Parish Picnic

Location North 14th Street, between Menasha Ave. and Waldo Blvd.

Staging Area Grassy area west of church building

Event Date(s) August 12-13-14, 2022

Event Start Time various AM PM

Event End Time 10:00 AM PM

Setup Date(s) 08/10/2022

Setup Start Time 8:00 AM PM

Teardown Date(s) 08/15/2022

Teardown End Time 3:00 AM PM

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

Public Event YES NO

Estimated Total Attendance 400-500

Estimated Attendance 100
from outside City of Manitowoc

Event Website sfamanitowoc.org/parish-picnic

RECEIVED

MAY 27 2022

CITY OF MANITOWOC
ENGINEERING

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 North 14th Street between Waldo Blvd. and Menasha Ave. (block that the school/church are on)
Describe location(s) + time(s)
- Timed Route
- Road Crossing
Describe where + if assistance needed
- Course Marking
Describe type
- Sidewalk Event tents will partially cover the sidewalks on North 14th Street between Waldo Blvd. and Menasha Ave. (block that the school/church are on)
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 # 2
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # 2 Size 140x50' and 20x40'
- Other # _____ Describe _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 4:00 AM PM
- End Time 10:00 AM PM
- Type of Sound Dueling Pianos & Polka Band

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 8/11/22 TIME 10:00 AM PM LOCATION church garage on N. 14th Street
PICKUP DATE 8/15/22 TIME 10:00 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' 4
- 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 4
 - 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 100

Where do you plan to park vehicles in our parking lot

Are there any special parking considerations n/a
(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?

There will be a separate special event form submitted for the walk/run.

Knight of Columbus will submit the beverage/alcohol license application.

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 08 / 03 / 1964

Signature of Applicant: Randall R. Heinzen

Date: 05/09/22 5/24/22

E-MAIL

PRINT

Rev. 12/202

