

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/9/2022

EVENT NAME: Garden Faire Extraordinaire

ORGANIZER: Stark Ministries - Kristy Stark

E-MAIL ADDRESS: kristykay.stark@gmail.com

EVENT DATE: 6/11/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Garden Fair in Washington Park with live music, brat fry, food trucks, etc.; stake permit; street closures; handicap parking on S 11th St.; no parking for bus stop area on Marshall St.; use of traffic control items & Parks equipment

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Jason Freiboth/sr Jason Russ/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

Closure of S 11th & S 12th Streets between Washington & Marshall Streets

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Stark Ministries

Name of Applicant Kristy Stark

Street Address 1313 21st Street

Mailing Address _____
(If different)

City, State, Zip Two Rivers, WI 54241

Primary Phone 9209739282

Cell Phone _____

Email kristykay.stark@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Kristy Stark

On-Site Cell Phone # 9209739282

On-Site Security Contact Name Tim Hagenow

On-Site Security Contact Phone # 9209732277

EVENT INFORMATION

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

Missing Map/Drawing

Manitowoc's Garden Faire Extraordinaire-- vendor event

Event Name Manitowoc's Garden Faire Extraordinaire

Public Event YES NO

Location Washington Park

Estimated Total Attendance 5000

Estimated Attendance 3000
from outside City of Manitowoc

Staging Area _____

Event Website _____

Event Date(s) June 11

Event Start Time 9:00 AM PM

Event End Time 3:00 AM PM

Setup Date(s) 06/10/2022

Setup Start Time 4:00 AM PM

Teardown Date(s) 06/11/2022

Teardown End Time 5:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

JAN 25 2022

CITY OF MANITOWOC
ENGINEERING

A/N/a
1230

FACILITY REQUESTS

- Facility Location Washington Park
- 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 105
- 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) S 11th + S 12th Sts. from Washington to Marshall

- 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 # 3
- Signs/Banners # 1
- Carnival Rides # _____
- Dumpster # 2
- Stage # 1
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

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

SOUND

- Amplified Sound
- Start Time 9:00 AM PM
- End Time 3:00 AM PM
- Type of Sound recorded 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 40
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' 8
- Barricades – 8' 8
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" 20
- 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 2
 - 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 14
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 2000

Where do you plan to park vehicles street parking

Are there any special parking considerations handicap parking on 11th street temp. bus stop area on Marshall St.
(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?

all plans will be the same as past years

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 / 18 / 1986

Signature of Applicant: Kristy K Stark Date: 01/25/2022

E-MAIL

PRINT

City of Manitowoc Stake Permit

A stake permit is required to erect any tent, canopy, bounce house/inflatables, fence, sign, or similar item that requires stakes or posts to be placed more than 6" deep in the ground on City property. Stakes may be placed in approved areas only. There is a **\$50 non-waivable fee** for a stake permit. The special event sponsor is responsible for contacting Diggers Hotline at least three (3) business days before any stakes and fence posts are driven into the ground. The sponsor must also contact the Manitowoc Fire Department for fire safety guidelines for tents. Tents must be secured with filled sand bags or water barrels. The City reserves the right to require additional insurance.

Event Name/Description: Manitowoc's Garden Faire Extraordinaire

Location (Park Name or Property Address): Washington Park

Date(s) of Event: June 10 - June 11, 2022 Time: 3:00pm June 10 5:00am June 11

What items will be erected or placed on City property or right-of-way?

Bounce House Yes, size _____ No
If electric, where will item be plugged in? _____

Tent or Canopy Yes, size 10x10 No

Fence Yes, size _____ No

Sign Yes, size _____ No

Other (describe) _____ Size _____
If electric, where will item be plugged in? _____

Permit holder MUST provide a diagram of where item(s) will be placed.

Name and address of event organizer:

Kristy Stark
1313 21st St
Two Rivers, WI 54241

Phone #: 920-973-9282

Return form/diagram to:

City of Manitowoc – Parks Division
900 Quay St.
Manitowoc, WI 54220
Phone: 920-686-3580 • Fax: 920-686-6525
E-mail: parksadmin@manitowoc.org

