

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/6/2022

EVENT NAME: Night Market 920

ORGANIZER: Grow It Forward, Inc. - Amber Daug

E-MAIL ADDRESS: amber@grow54220.com

EVENT DATE: 6/22, 7/20 & 8/10/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Briess lot for music event with food trucks, beer sales, etc.; use of Burger Boat power panel; use of Parks equipment & traffic control items

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:

Unless special parking requests were approved, all parking regulations will be enforced.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org. Name Grow It Forward Inc.

Name of Applicant Grow It Forward Inc.

Street Address 1501 Marshall Street

Mailing Address  
(If different)

City, State, Zip 54220

Primary Phone 920-645-9467

Cell Phone 920-323-8958

Email amber@grow54220.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Amber Daugs

On-Site Cell Phone # 920-323-8958

On-Site Security Contact Name Brennan Seehafer

On-Site Security Contact Phone # 920-242-3450

### EVENT INFORMATION

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

Missing Map/Drawing

NO \*attached

Free admission event which serves as a fundraiser for Grow It Forward Inc. Grow It Forward contracts Brennan Seehafer productions to produce the event on our behalf. Funds raise assist in our organization's mission to provide dignified access to good food in Manitowoc County, along with opportunities to grow, cook, share, and advocate for it, Annual Night Market 920--concert at the Briess lot in Downtown Manitowoc (720 Quay Street). Same setup and layout as in previous years.

Event Name Night Market 920

Public Event YES  NO

Location Briess lot, Downtown Manitowoc along with attached portion of Burger Boat park.

Estimated Total Attendance 2000

Estimated Attendance Unknown

When available, City of Manitowoc

Event Website: grow54220.com

Staging Area Briess lot, Downtown Manitowoc

Event Date(s) June 22, July 20, August 10

Event Start Time 5 AM  PM

Event End Time 10 AM  PM

Setup Date(s) June 22, July 20, August 10

Setup Start Time 7 AM  PM

Teardown Date(s) June 23, July 21, August 11--most things will be gone by night of event with exception of dumpsters, band shell, park equipment, portable toilets. Rest will be removed the days/time listed here.

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

RECEIVED

APR 01 2012

CITY OF MANITOWOC  
ENGINEERING

A/N  
6/26/12

**FACILITY REQUESTS**

- Facility Location Briess Lot
- Mariner's Trail TRAIL
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_
- ADA Accommodations \_\_\_\_\_

**ROUTE**

Route map must be submitted with application

- Road Closure  
(If road closure, please describe)
- Timed Route
- Road Crossing  
(Describe where crossing is to occur)
- Course Marking  
(Describe course)
- Sidewalk  
(Describe route)

**EVENT STRUCTURES**

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # 16
- Signs/Banners # unknown exactly as vendors may have their own we will have up to 20 signs/banners
- Carnival Rides # \_\_\_\_\_
- Dumpster # 2
- Stage # 1
- Tent # up to 20 Size 10x10 vendor tents
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # unknown number of lights, each band brings something different

**VENDORS & MONEY EXCHANGE**

- Alcohol Sales  Request for Extension of Premises  
 Class B License
- Alcohol Served End Time 10pm
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 20
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \_\_\_\_\_
- Revenue to be used for \_\_\_\_\_

**SOUND**

- Amplified Sound sound check sometime between 1pm-4pm
- Start Time 5 AM  PM
- End Time 10 AM  PM
- Type of Sound Band/PA

## 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](http://www.manitowoc.org).

DELIVERY DATE June 22, July 20, August 10 TIME 7 AM  PM  LOCATION 720Quay/Briess Lot  
PICKUP DATE June 23, July 21, August 11 TIME 9 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" 20
- Benches - 4' wooden 20
- Bleachers - 15'x5' portable
- Chairs - metal, folding
- Picnic Tables - 6' wooden 30
- Picnic Tables - 8' wooden, ADA accessible

### TENTS

- Tent - 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades - 2' \_\_\_\_\_
- Barricades - 3' \_\_\_\_\_
- Barricades - 8' 4 - *Rail type - long (or) several orange cones to block off lot from being used.*
- Barricades - 12' rail-type \_\_\_\_\_
- Channelizer drums - 3' reflective \_\_\_\_\_
- Cones - 18" \_\_\_\_\_
- Cones - 28" reflective \_\_\_\_\_
- Delineators - 42" reflective \_\_\_\_\_
- Parking posts with concrete base - 42" H (tape or rope 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 18
- Snow fence - 50' rolls - plastic \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence - posts \_\_\_\_\_
- Ticket booths - outdoor \_\_\_\_\_
- Trash barrels 20 Unless you would prefer that Pozorski bring theirs and we use theirs, just let us know
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles: varies

Where do you plan to park vehicles in the Briess lot for vendors/food trucks/bands...attendees off street/public parking

Are there any special parking considerations  
(WV 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 Private safety/security contracted - Derek Stevenson (lead) along with two others.

Date/Time June 22, July 20, August 10

Location 5pm-10pm

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?

As in previous years, we require access to all power panels on site.

\*\*\*  
We request all fees waived as this is a free public concert to raise funds to assist community members in need. City can be listed in marketing material in lieu of sponsorship/fee waiver.

**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, state 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 / 16 / 1979

Signature of Applicant: *Camber A. Dancy*

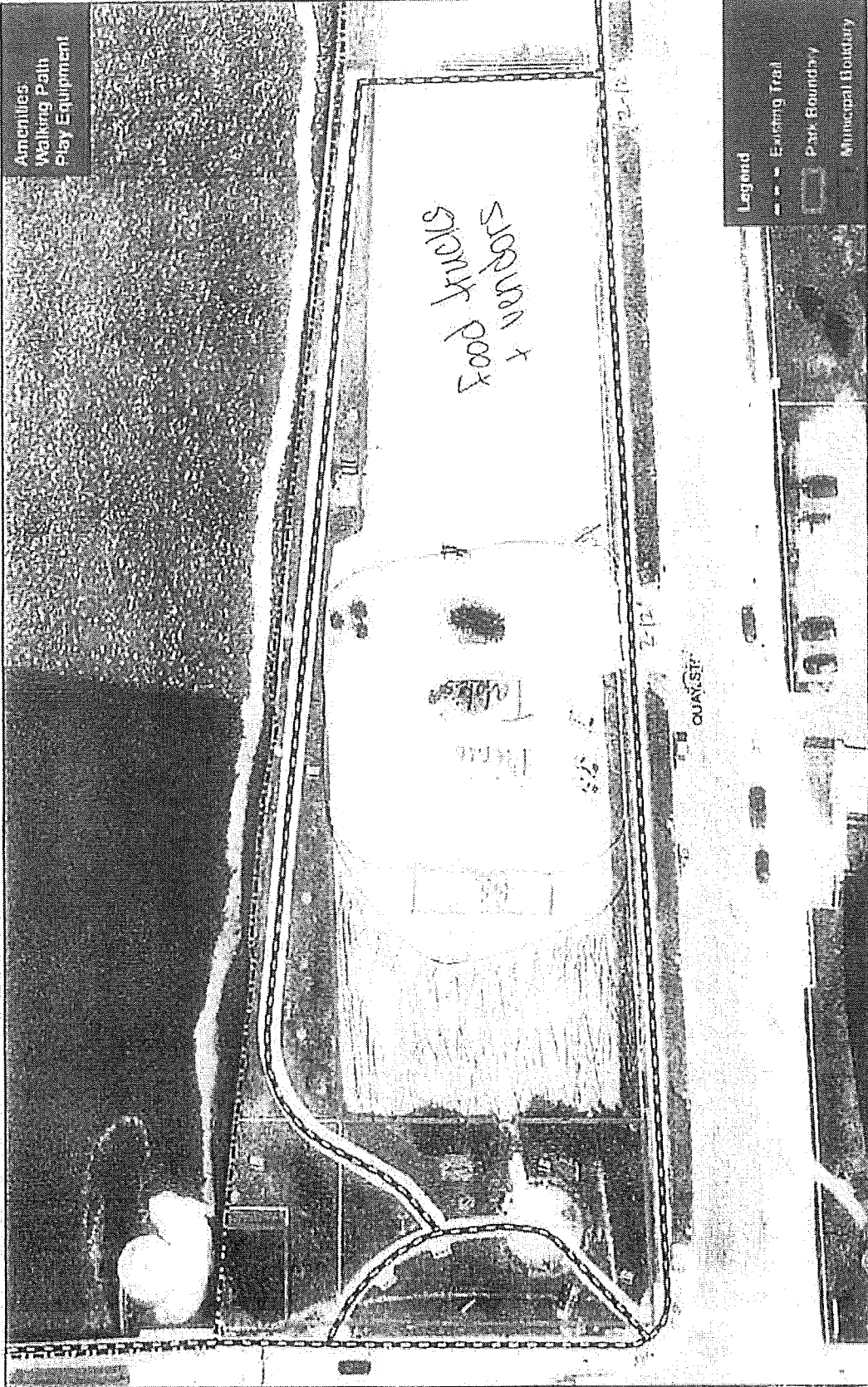
Date 03/31/2022

**E-MAIL**

**PRINT**

Rev 12/2021

2202



Amenities  
Walking Path  
Play Equipment

Legend  
--- Existing Trail  
□ Park Boundary  
□ Municipal Boundary

Map prepared by:  
City of Manitowoc  
Planning Department  
Map Potted/April 2017



# Burger Boat Company Park

City of Manitowoc, Wisconsin

