

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/9/2022

EVENT NAME: Fall Vendor / Craft Show

ORGANIZER: Friends of Citizen Park Recreation Center - Lynn Lemberger

E-MAIL ADDRESS: lynnleberger@gmail.com

EVENT DATE: 11/12/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of the Citizen Park Recreation Center building for a vendor/craft fair as a fundraising event for maintenance/updates to the building; non-profit bake sale vendor retains their own profits

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Friends of Citizen Park Rec Center
 Name of Applicant Lynn Lemberger
 Street Address 4315 County Road CR
 Mailing Address _____
 (If different)
 City, State, Zip Manitowoc, WI 54220-9263
 Primary Phone (920) 973-5966
 Cell Phone _____
 Email lynnleberger@gmail.com
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact April Selner
 On-Site Cell Phone # (920) 681-1391
 On-Site Security Contact Name Barry Lemberger
 On-Site Security Contact Phone # (920) 973-4135

EVENT INFORMATION

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

Missing Map/Drawing

The Friends of Citizen Park Rec Center would like to once again hold our Fall Vendor/Craft Fair as a fundraising event. All proceeds from this event go directly to the Friends of Citizen Park Rec Center for maintenance/repairs/updates to the Citizen Park Center building. As in the past, we solicit vendors and crafters to set up booths to sell their items and we invite the public in to shop.

In addition, we invite a local non-profit or charity group to set up a booth and hold a bake sale for the attendees during the event and that group retains their own profits.

*Attendance during the event varies as attendees come and go throughout the event. It is estimated there would be approximately 50-100 people in the building at any given time, with a cumulative total of 250-300 throughout the day (including vendors, attendees and members of the Friends of CP Rec Center).

Event Name Fall Vendor/Craft Show

Public Event YES NO

Location Citizen Park Recreation Center
930 North 18th Street
Manitowoc, WI 54220

Estimated Total Attendance "see "event information"

Estimated Attendance _____
 from outside City of Manitowoc

Staging Area _____

Event Website Facebook-Friends of CP Rec Center

Event Date(s) November 12, 2022 (Saturday)

Event Start Time 10:00 AM PM

Event End Time 3:00 AM PM

Setup Date(s) 11/12/2022

Setup Start Time 7:00 AM PM

Teardown Date(s) 11/12/2022

Teardown End Time 4:00 AM PM
 (Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 03 2022

CITY OF MANITOWOC
 ENGINEERING

A/N
 6372

FACILITY REQUESTS

Facility Location Citizen 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 30-45

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 50-100

Where do you plan to park vehicles parking lot of Citizen Park Recreation Center

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?

As stated, the Friends of Citizen Park Rec Center hold this event as a fundraiser to directly benefit the Citizen Park Recreation Center building. It is a wonderful opportunity to showcase the building to our community. We are also able to share with attendees the history of the building and talk about the many activities which take place there and the benefits to our community.

The City would not need to provide a building attendee for this event. Barry & Lynn Lemberger of the Rollaire Skate Center are both volunteer members of the Friends of Citizen Park Rec Center and assist in opening/closing of the building, assistant throughout the day, as well as clean-up.

*** IF THE NOVEMBER 12, 2022 DATE IS NOT AVAILABLE, WE WOULD LIKE TO REQUEST SATURDAY, OCTOBER 22, 2022, AS AN ALTERNATIVE DATE ***

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 11 / 02 / 1970

Signature of Applicant: *Lynn Lemberger*

Date: 03/09/2022

