

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/4/2022

EVENT NAME: Sputnikfest

ORGANIZER: Rahr West Art Museum - Melissa Franz

E-MAIL ADDRESS: mfranz@manitowoc.org

EVENT DATE: 9/10/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Festival featuring the Sputnik/Manitowoc connection & an Art Run/
Walk past several murals in downtown Manitowoc; closure of Park St.
from N 7th to N 9th St. & closure of N 8th St from State St. to St. Clair;
food, refreshments & music; use of ladder truck, traffic control items,
sand bags & Parks equipment

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	

COUNCIL ACTION REQUIRED:

Street closures of Park St. from N 7th to N 9th & N 8th St. from State St. to St. Clair & no parking on one side of N 9th from State St. to St. Clair

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Rahr-West Art Museum

Name of Applicant Melissa Franz

Street Address 610 N. 8th Street

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920.686.3090

Cell Phone _____

Email mfranz@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event _____

On-Site Contact Greg Vadney or Melissa Franz

On-Site Cell Phone # (920) 645-7227 or (920) 652-8214

On-Site Security Contact Name Greg Vadney

On-Site Security Contact Phone # (920) 645-7227

EVENT INFORMATION

Document Attached

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



Sputnikfest will take place at N. 8th & Park Streets. N. 8th Street should be closed to traffic from State Street to St. Clair Street and Park Street should be closed from N. 7th Street to N. 9th Street. Tents will be set up on Park Street the afternoon of Friday, September 9, so Park Street will need to be closed on Friday. The event will take place outdoors from 12pm-9pm, with set up beginning at 8am clean up being completed by 11pm. The tents on Park Street will be removed either Sunday or Monday morning.

Tent between 8th & 7th on Park Street will be staked. Tent between 8th & 9th will be weighted, as will tent in St. Francis parking lot.

See attached maps for event layout and 5K route.

Event Name Sputnikfest

Public Event YES NO

Location N. 8th & Park Streets

Estimated Total Attendance 3000-5000

Estimated Attendance 1500
from outside City of Manitowoc

Staging Area _____

Event Website https://www.manitowoc.org/1109/Sputnikfest

Event Date(s) September 10, 2022

Event Start Time 12:00 AM PM

Event End Time 9 AM PM

Setup Date(s) 09/09
09/21/2022

Setup Start Time 10:00 AM PM

Teardown Date(s) 09/11/
09/21/2022

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

RECEIVED

APR 21 2022

CITY OF MANITOWOC
ENGINEERING

A/N
6558

FACILITY REQUESTS

Facility Location _____

Mariner's Trail FROM See attached map for 5K
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 9:00 pm

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many 6

Collecting Money Donations

Charging Admissions On-Site

Credit Card Sales/Transactions

Expected Revenue \$5000-\$15000

Revenue to be used for Rahr-West Funds

ROUTE

Route map must be submitted with application

Road Closure Describe location(s) + time(s) Sputnikfest will take place at N. 8th & Park Streets. N. 8th Street should be closed to traffic from State Street to St. Clair Street and Park Street should be closed from N. 7th Street to N. 9th Street. Tents will be set up on Park Street the afternoon of Friday, September 9, so Park Street will need to be closed on Friday. The event will take place

Timed Route

Road Crossing Describe where + if assistance needed See attached 5K map & info below regarding police assistance

Course Marking Describe type

Sidewalk Describe usage 5K 12-2pm. See attached map

EVENT STRUCTURES

Site map must be submitted with application

Staking Structures into Ground (greater than 6")

Fencing

Bounce House # _____

Portable Restrooms # 6

Signs/Banners # a few?

Carnival Rides # _____

Dumpster # _____

Stage # _____

Tent # 3 Size 30x40, 40x60, 40x80

Other # _____ Describe _____

EVENT FEATURES

Animals # 20 Type Dogs

Fireworks - Time _____

Drone # _____

Lights/Spotlights # _____

SOUND

Amplified Sound

Start Time 11:00 AM PM

End Time 9:00 AM PM

Type of Sound Live Bands

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 9/9/22 TIME 1-2 AM PM LOCATION TBD

PICKUP DATE 9/11/22 TIME Any 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" 22
- Benches – 4' wooden 30
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 30
- Picnic Tables – 8' wooden, ADA accessible 2

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' 12
- Barricades – 3' _____
- Barricades – 8' 20
- Barricades – 12' rail-type 5
- 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 10
 - Road Closed Ahead 10
 - _____
 - _____

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 30
- Other 10-Sandbags & 2-Racks of cl _____

VEHICLES

Parking must be included on site map

Expected number of vehicles _____

Where do you plan to park vehicles Street parking on nearby streets

Are there any special parking considerations ADA Parking in Museum parking lot
(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 Will need traffic control at Buffalo Street & Maritime Drive, also on Park street at the intersections of N. 7th, N. 6th, I

Date/Time Saturday, September 10 from about 12pm-2pm

Location See attached map

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?

Will need MPFD Ladder Truck to do Alien Drop Raffle at 5pm at intersection of N. 8th & Park Streets

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.

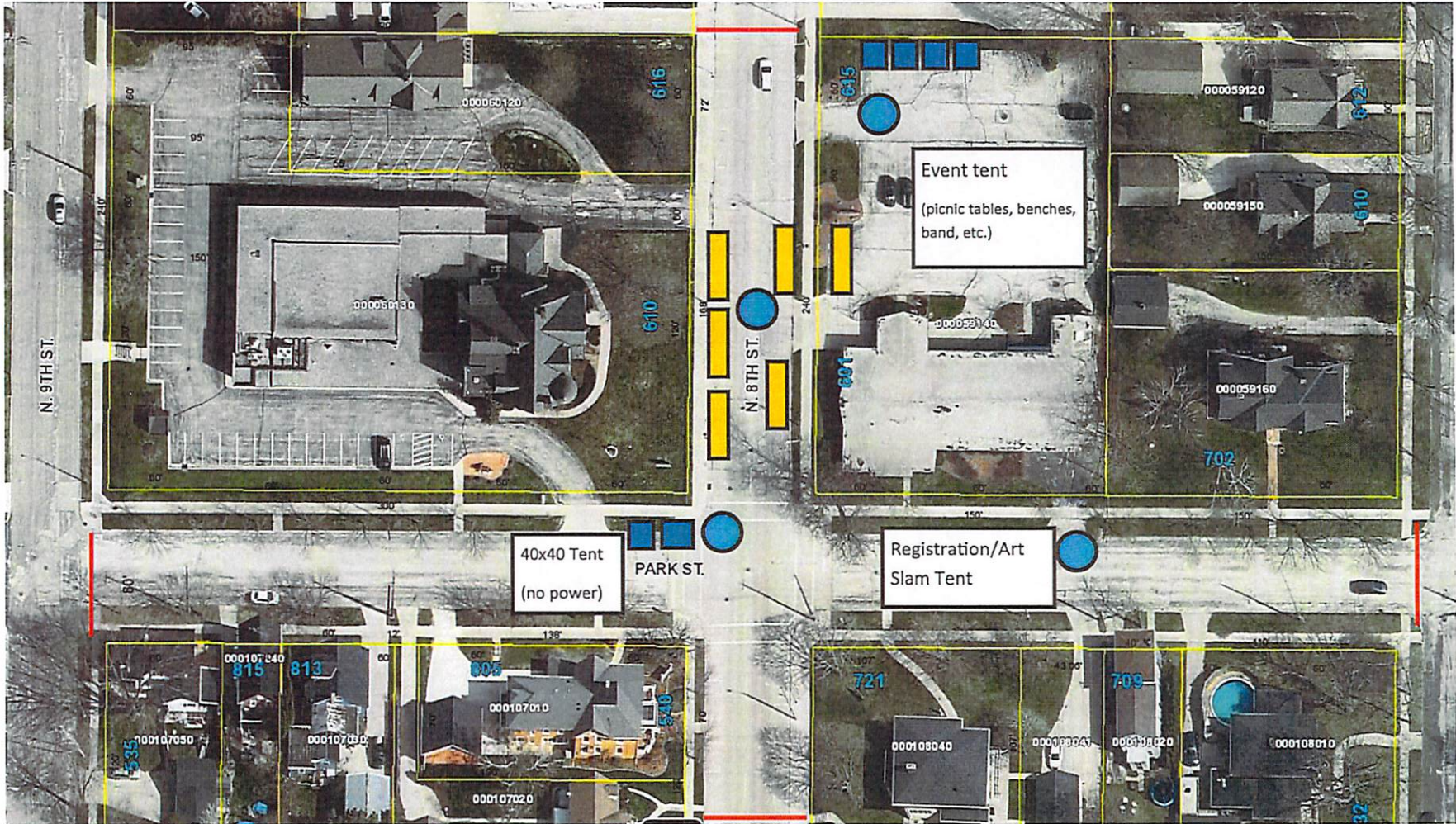
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 12 / 19 / 1982

Signature of Applicant: Melissa Franz Date: 4/21/22

E-MAIL

PRINT



Street closures to include Park Street from N. 7th to N. 9th

N. 8th from State to St. Clair



Food Vendors



Portable Sinks

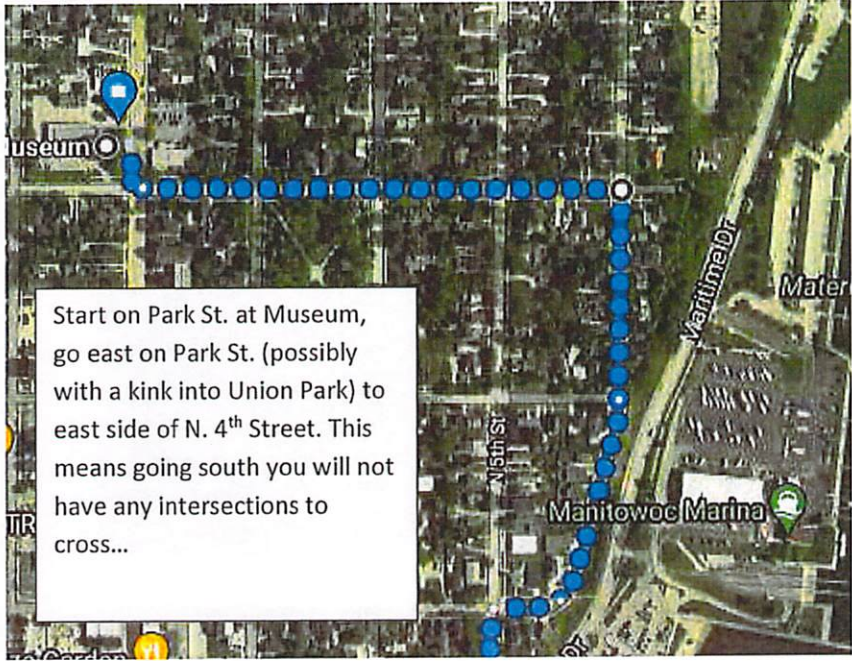


Portable Toilets

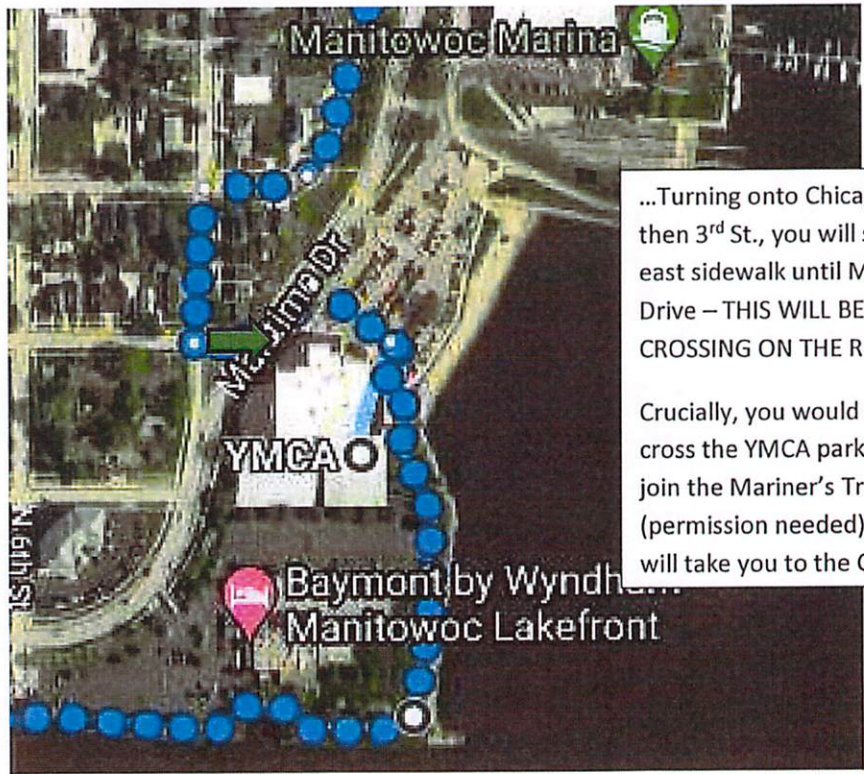
Possible 5K Course

~1.7 miles to turn around



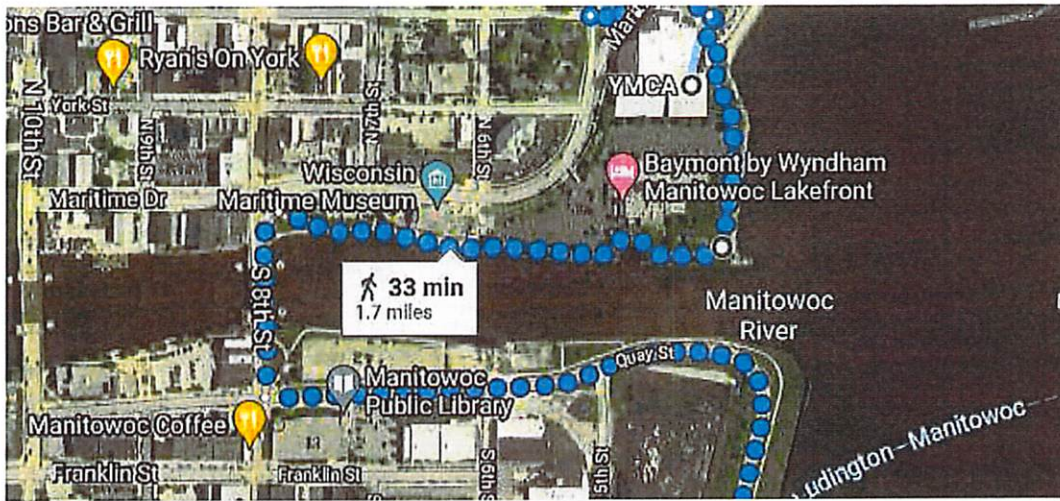


Start on Park St. at Museum, go east on Park St. (possibly with a kink into Union Park) to east side of N. 4th Street. This means going south you will not have any intersections to cross...



...Turning onto Chicago St. and then 3rd St., you will stay on east sidewalk until Maritime Drive – THIS WILL BE THE ONLY CROSSING ON THE ROUTE.

Crucially, you would need to cross the YMCA parking lot to join the Mariner's Trail (permission needed) The trail will take you to the Cobia



After passing the Cobia you will turn south on 8th Street at the newly renovated corner, cross the bridge on the east side, and turn east on the pathway to the river walk. Continuing down to The Wharf, you would stay on the north side of Quay St. down to the Badger Sculpture...



...and around to a point near the SS Badger welcome center for the turn around. This will allow you to at least catch a glimpse of the bobber mural at the water treatment center.

Return exactly the way you came. Again, the only major intersection is Maritime Drive. Additionally, there may need to be officers at the Park Street Intersections.

Total length: ~3.4miles (maybe we can figure out cuts to get it to 5K)
 Total # of Public Art viewed: 9 (I think – depending on angles)