

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/27/2022

EVENT NAME: Hispanic Heritage Celebration

ORGANIZER: Crusaders of Justicia - John Bilka

E-MAIL ADDRESS: crusadersofjusticia@gmail.com

EVENT DATE: 9/16/2022

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Celebration of approx. 200 in Washington Park with food and drink vendors, bounce house, and raffles. Proceeds to benefit the Crusader's effort to assist the Hispanic community in the area. Bandshell to be used.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Jason Russ /ec Jason Frieboth /ec Courtney Hansen /ec Kim Lynch /ec	

COUNCIL ACTION REQUIRED:

Waiver of alcohol in Washington Park

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Crusaders of Justicia

Name of Applicant John Bilka

Street Address 1523 Washington St.

Mailing Address _____
(if different)

City, State, Zip Manitowoc, WI 54220

Primary Phone (920)320-9283

Cell Phone _____

Email crusadersofjusticia@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact John Bilka

On-Site Cell Phone # (920) 681-0033

On-Site Security Contact Name _____

On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing



A celebration with music and food and drink vendors of Hispanic heritage on the anniversary of Mexico's independence. This event will benefit Crusaders of Justicia, a Manitowoc-based nonprofit organization that assists the Hispanic community with legal assistance, translation services, and advocacy on issues important to the community. Crusaders of Justicia also provides food assistance to the Hispanic community and the community at large. Parking would just be on surrounding sidestreets as usual per events at Washington Park.

Event Name Crusaders of Justicia Hispanic Heritage Celebration

Public Event YES NO

Location Washington Park

Estimated Total Attendance 100-200

Estimated Attendance 50
from outside City of Manitowoc

Staging Area Washington Park bandshell

Event Website https://www.crusadersofjusticia.org

Event Date(s) Sept. 16, 2022

Event Start Time 12:00 AM PM

Event End Time 10:00 AM PM

Setup Date(s) 07/13/2022

Setup Start Time 8:00 AM PM

Teardown Date(s) 07/13/2022

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

FACILITY REQUESTS

- Facility Location Washington Park
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements For band to play in bandshell, if needed
- Special Lighting to light bandshell, if needed
(ex. ball diamonds)
- ADA Accommodations _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time 10:00 p.m.
- 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
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 # 1
- Portable Restrooms # 3
- Signs/Banners # 1
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

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

SOUND

- Amplified Sound
- Start Time 5:00 AM PM
- End Time 9:30 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 _____ 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 75

Where do you plan to park vehicles at the Washington Park parking on 11th and 12th streets

Are there any special parking considerations no
(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?

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 01 / 14 / 1985

Signature of Applicant: John Bilka Date: 07/22/2019

E-MAIL

PRINT

Washington Park

17th St - Parking

12th St - Parking

