

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/11/2022

**EVENT NAME:** Residential Block Party - 1000 blk of Summit St.

**ORGANIZER:** Danny Harms

**E-MAIL ADDRESS:** danny.harms922@gmail.com

**EVENT DATE:** 7/9/2022

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Residential block party in the 1000 block of Summit St. for a graduation party; use of traffic control items

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:** Voted to consider event a residential block party

APPROVE	DENY
Jason Freiboth/sr Kim Lynch/sr Jason Russ/sr	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## 2021 SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name \_\_\_\_\_  
 Name of Applicant Daniel Harms  
 Street Address 2134 S 10<sup>th</sup> St  
 Mailing Address \_\_\_\_\_  
 (if different)  
 City, State, Zip Manitowoc WI 54220  
 Primary Phone 920 629-7668  
 Cell Phone 920 629-7668  
 Email danny.harms922@gmail.com  
 Wisconsin Tax Exempt

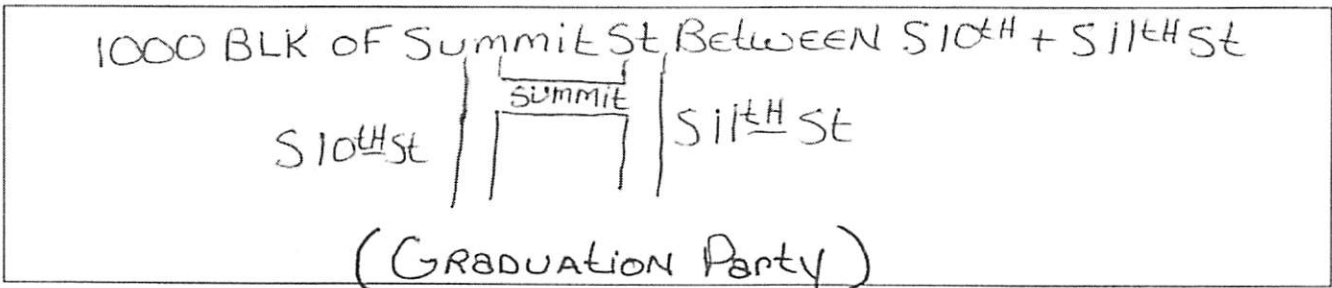
### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Daniel Harms  
 On-Site Cell Phone # 920 629-7668  
 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



Event Name \_\_\_\_\_

Public Event YES  NO

Location 1000 BLK OF Summit St.

Estimated Total Attendance 80

Estimated Attendance 80  
from outside City of Manitowoc

Staging Area \_\_\_\_\_

Event Website \_\_\_\_\_

Event Date(s) 7-9-2022

Event Start Time 11 AM  PM

Event End Time 8 AM  PM

Setup Date(s) 7-9-2022

Setup Start Time 8 AM  PM

Teardown Date(s) 7-9-2022

Teardown End Time 8 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAY 05 2022

CITY OF MANITOWOC  
 ENGINEERING

**FACILITY REQUESTS**

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

**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

- |   |   |
|---|---|
| <input type="checkbox"/> Staking Structures into Ground<br><small>(greater than 6")</small> | <input type="checkbox"/> Carnival Rides # _____       |
| <input type="checkbox"/> Fencing  | <input type="checkbox"/> Dumpster # _____             |
| <input type="checkbox"/> Bounce House # _____   | <input type="checkbox"/> Stage # _____                |
| <input type="checkbox"/> Portable Restrooms # _____   | <input type="checkbox"/> Tent # _____ Size _____      |
| <input type="checkbox"/> Signs/Banners # _____  | <input type="checkbox"/> Other # _____ Describe _____ |

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**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 \_\_\_\_\_
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue: \_\_\_\_\_

Revenue to be used for \_\_\_\_\_

**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](http://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 \_\_\_\_\_

Where do you plan to park vehicles 2100 BLK S 10<sup>TH</sup> + 2100 BLK S 11<sup>TH</sup> ST

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?

**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 \_\_\_/\_\_\_/\_\_\_

Signature of Applicant: Daniel Haums Date: 5-6-2022

E-MAIL

PRINT