

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/20/2022

EVENT NAME: Acoustic Fest

ORGANIZER: Acoustic Fest, Inc. - Catherine Egger

E-MAIL ADDRESS: c.egger313@gmail.com

EVENT DATE: 7/16/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Free outdoor music festival at Washington Park; no parking on a portion of E side of S 12th St.; waiver of rules prohibiting alcohol in the park; use of traffic control & parks equipment; stake permit; siren testing to be turned off at noon

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Waiver of rules prohibiting alcohol in the park; no parking on a portion of the east side of S 12th St. between Washinton & Marshall Sts.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Acoustic Fest

Name of Applicant Catherine Egger

Street Address 819 N 10th Street

Mailing Address _____
(if different)

City, State, Zip Manitowoc, WI 54220

Primary Phone (920) 901-9822

Cell Phone (920) 901-9822

Email c.egger313@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Catherine Egger

On-Site Cell Phone # (920) 901-9822

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)

Document Attached



Drawing attached at the end of application

Event Name Acoustic Fest

Public Event YES NO

Location Washington Park
Downtown Manitowoc

Estimated Total Attendance 300 - 500

Estimated Attendance 100 - 200
from outside City of Manitowoc

Staging Area Band Shell and Park

Event Website acousticfest.com

Event Date(s) July 16, 2022

Event Start Time 8:00 AM PM

Event End Time 10:00 AM PM

Setup Date(s) 07/16/2022

Setup Start Time 6:00 AM PM

Teardown Date(s) 07/16/2022

Teardown End Time 11:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

APR 20 2022

CITY OF MANITOWOC
ENGINEERING

A/N
0513

FACILITY REQUESTS

- Facility Location Washington Park
- Mariner's Trail FROM _____ TO _____
- Athletic Field(s) Request _____
- Special Power Requirements Access to electric. box for sound & ver
- Special Lighting (ex. ball diamonds) _____
- ADA Accommodations _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
 Class B License
- Alcohol Served End Time 10:00 pm
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many TBD
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \$500
- Revenue to be used for Sales to Pay for T-shirts & merc

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s) + time(s)
- Timed Route
- Road Crossing
Describe where + assistance needed
- Course Marking
Describe type
- Sidewalk
Describe usage

No parking on a portion of the east side of 512th Sts. betw. Washington + Marshall

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground (greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # TBD
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # 3 Size 20 X 30
- Other # _____ Describe _____

EVENT FEATURES

- Animals # _____ Type attendees w/dogs
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 10:00 AM PM
- End Time 10:00 AM PM
- Type of Sound speakers for music

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 7/16/2022 TIME 6:00 AM PM LOCATION same as in past
 PICKUP DATE 7/17/2022 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" 14
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 15
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' 2

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective 8
- Delineators – 42" reflective _____
- Parking posts with concrete base – 42"H (rope or tape not included) 1
- 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 1
- Power pedestal – portable _____
- Safety vests _____
- Security stanchions 18
- Snow fence – 50' rolls – plastic 5 wooden _____
- Snow fence – posts 20
- Ticket booths – outdoor _____
- Trash barrels 15
- Other _____

VEHICLES

Parking must be Included on site map

Expected number of vehicles TBD

Where do you plan to park vehicles Staff & Performer parking indicated on Map

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 Turn off siren in Washington Park during weekly test on 7/16/2022

Date/Time Noon - 7/16/2022

Location Washington Park Siren

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 03 / 13 / 1963

Signature of Applicant:  Date: 4/18/2022

Authentisign
Catherine Egger
4/18/2022 5:59:30 PM CDT

E-MAIL

PRINT

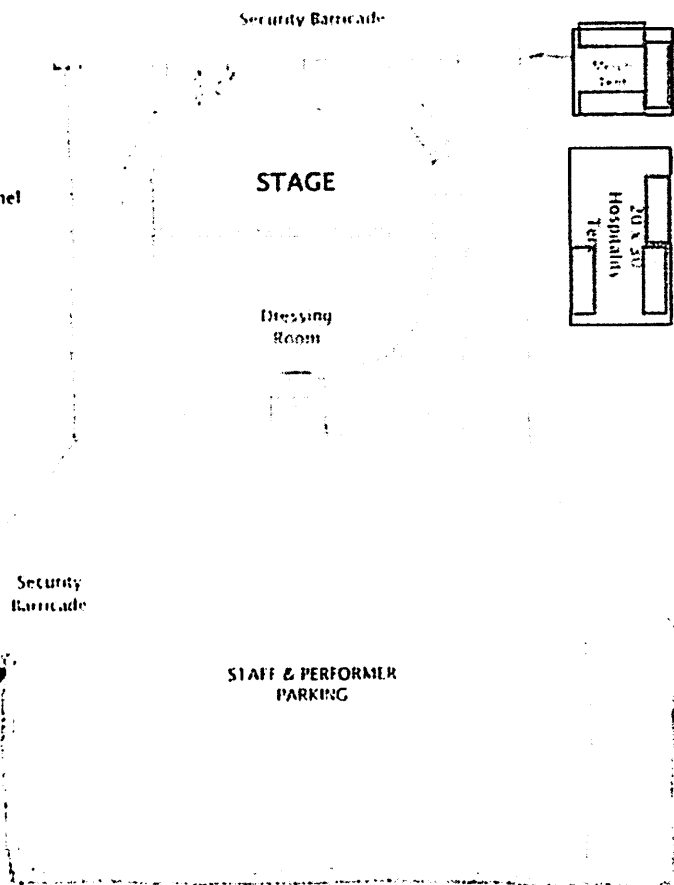
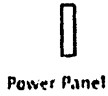
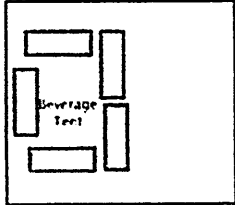
WASHINGTON ST./ HY 151



Washington St
Marshall St



S. 12th STREET



S. 11th STREET



X = Enter parking area here.

- = Table
- = Snow Fence

MARSHALL STREET

