

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/16/2022

EVENT NAME: Downtown Farmers Market

ORGANIZER: Downtown Farmers Market - Jennifer Bartz

E-MAIL ADDRESS: jbartz@manitowoc.org

EVENT DATE: 5/7 to 10/29/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Farmers Market held on Briess lot on Saturdays; portable toilets to be placed in library parking lot; use of parks equipment & traffic control items; Community Development to create no parking signs for PD to put out on night before event; Community Development to purchase a locked storage box to be placed semi-permanently on site

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Shawn Alfred/sr
Todd Blaser/sr
Jason Freiboth/sr
Liz Majerus/sr

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Unless special parking requests were approved, all parking regulations will be enforced.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Downtown Manitowoc Farmers Market
Name of Applicant Jennifer Bartz
Street Address 900 Quay Street
Mailing Address _____
(if different)
City, State, Zip Manitowoc, WI 54220
Primary Phone 920-686-6930
Cell Phone _____
Email jbartz@manitowoc.org
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Lauren Philippsen
On-Site Cell Phone # 920-717-8309
On-Site Security Contact Name same
On-Site Security Contact Phone # same

EVENT INFORMATION

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

Missing Map/Drawing



- Using Briess Lot and assigning vendors per marked stalls. No changes from 2021.

Event Name Downtown Manitowoc Farmers Market

Public Event YES NO

Location Briess Lot
720 Quay Street
Manitowoc, WI 54220

Estimated Total Attendance 35,000+ annually

Estimated Attendance Unknown
from outside City of Manitowoc

Staging Area _____

Event Website manitowoc.org/farmersmarket

Event Date(s) Saturdays, May 7-October 29

Event Start Time 08:00 AM PM

Event End Time 01:00 AM PM

Setup Date(s) 05/07/2022

Setup Start Time 06:30 AM PM

Teardown Date(s) 05/07/2022

Teardown End Time 01:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

FEB 07 2022

CITY OF MANITOWOC
ENGINEERING

A/N
12/3/16

FACILITY REQUESTS

- Facility Location Briess Lot
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements Access to power grids, return keys at
- 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

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # 2
- Signs/Banners # 1

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 50
- 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.

DELIVERY DATE 05/06/2022 TIME 5:00 AM PM
PICKUP DATE 10/31/2022 TIME 08:00 AM PM

LOCATION Briess Lot (green space to the north)
see additional questions section
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 3
- Picnic Tables – 8' wooden, ADA accessible 1

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" 8 (*still has cones from 2021*)
- 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 4
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 50

Where do you plan to park vehicles Briess Lot (vendors), visitors on street or in Library Lot

Are there any special parking considerations N/A
(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?

- Unable to add some items on the form due to Java error: Requesting 3-standard and 1-accessible picnic tables, as well as 4 trash receptacles.
- We will order one regular and one accessible portable restroom to be placed in the far north corner of the Library parking lot - same location as previous years. (Does this need to go to Library board for approval?)
- Would like Lauren to be issued a set of keys to electrical so she can unlock and lock each week. She will return at end of season.
- Would like picnic tables to be placed in the green space (Briess Park?) in the northwest/northeast corners of lot, spaced apart.
- Lauren keeps the cones with her all summer and uses each week. She returns to DPW at end of season.
- Lauren has requested if there is a way cabinet that is available and can be left if the lot to store things she uses weekly such as cones, portable tent, broom, portable sign, etc. Is there something available or will we need to purchase and have stored annually?
- There seems to be an issue with vehicles being left in the lot overnight. It is likely posted, but it was an issue on several occasions as cars need to exit lot while Market was going in and it was an issue.

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 02 / 07 / 2022

Signature of Applicant: Jennifer Bartz Date: 02/07/2022

E-MAIL

PRINT

Rev. 12/202

Sandy Ronski

From: Jennifer Bartz
Sent: Monday, February 7, 2022 4:19 PM
To: Sandy Ronski
Subject: RE: Farmers Market: Special-Event-Application 2022.pdf

Sandy -

I think the errors could have been my computer. I'm assuming the fields have a behind-the-scenes max number of tables or garbage cans and when I click on the field it was giving me the error of 24 max "javascript error" or something like that.

I'll check with Lauren on the ticket booth, but I'm pretty sure she wants it to be able to be secured. I wonder if what she's looking to store could be kept in the accessible portable restroom (just a thought). Last year the restrooms were getting broken into a lot too. Thanks for letting me know what you have. I'll talk with her more and see what her more specific needs are.

If I need to do anything to get the portable restroom location on the Library agenda, let me know.
Thank you!
Jen

Jen Bartz | Administrative Assistant, Community Development City of Manitowoc | 900 Quay Street, Manitowoc, Wisconsin
P: 920.686.6930 | F: 920.686.6939

manitowoc.org

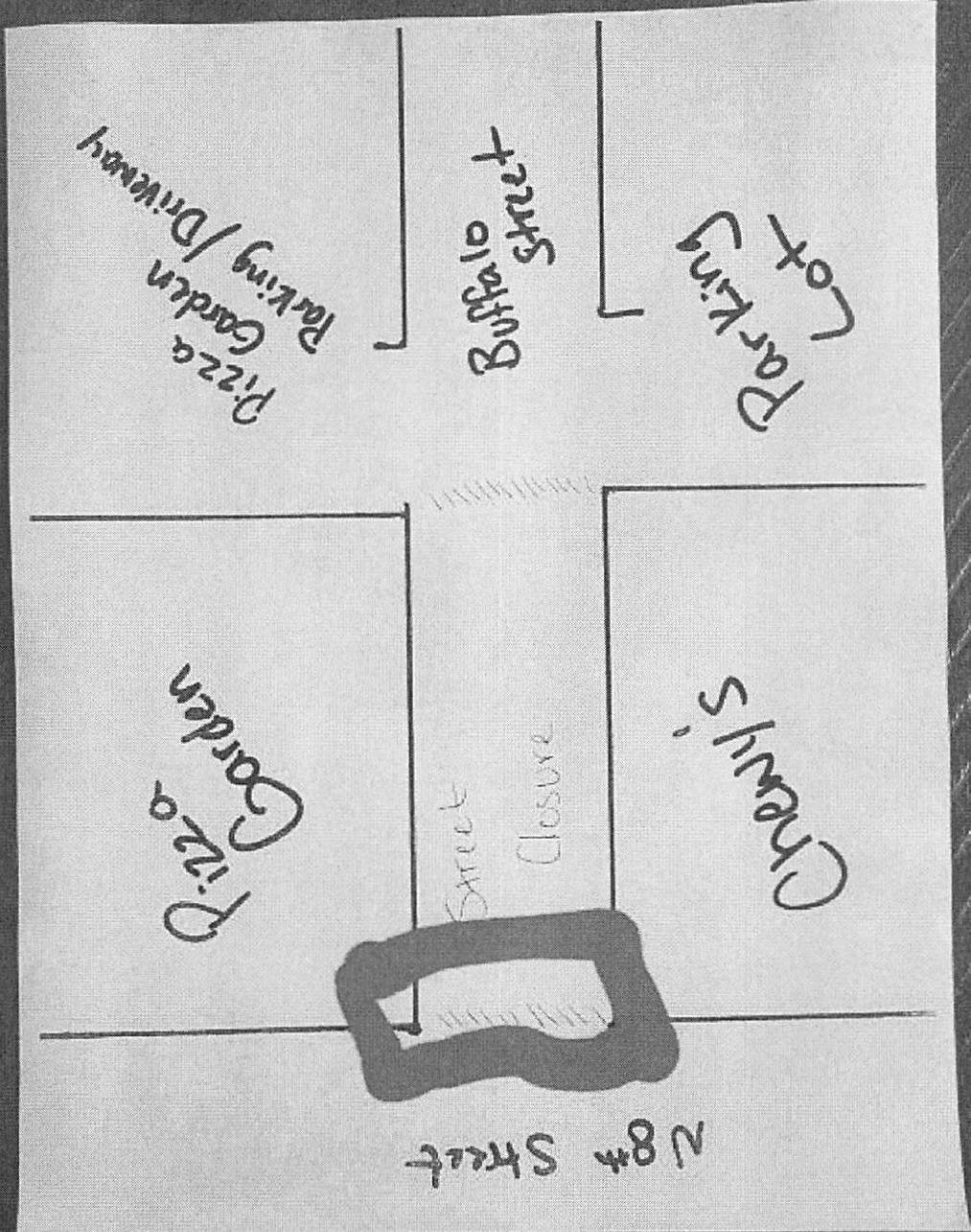
-----Original Message-----

From: Sandy Ronski
Sent: Monday, February 7, 2022 4:12 PM
To: Jennifer Bartz <jbartz@manitowoc.org>
Cc: Sonja Birr <sbirr@manitowoc.org>
Subject: RE: Farmers Market: Special-Event-Application 2022.pdf

Thank you for letting me know about the field errors you were getting.

We don't have a cabinet that we use for special events. We have a ticket booth, if you think that will work. I attached a photo of the outside. Unfortunately, I do not have a picture of the inside (but I could get one if needed). The measurements I have are 50"Lx48"Wx7'H.

Sandy Ronski
Operations Clerk II



Pizza Garden Parking/Driveway

Buffalo Street

Parking Lot

Pizza Garden

Cherry's

Street Closure

N 8th Street