

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/22/2025

EVENT NAME: Spring Vendor Craft Fair

ORGANIZER: Friends of CP Rec Center - Lynn Lemberger

E-MAIL ADDRESS: lynnlemlberger@gmail.com

EVENT DATE: 4/12/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: An annual craft/vendor fair held inside the Citizen Park Rec Center to raise money for building maintenance and updates.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not requested

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec	
Eric Nycz /ec	
Todd Blaser /ec	
Jason Freiboth /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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Special Event Application

Wednesday, January 15, 2025

General Event Information

Event name	Friends of CP Rec Center Spring Vendor/Craft Fair
Location	Citizen Park Recreation Center
Date	Saturday, April 12, 2025
Event time	10:00 AM - 3:00 PM
Setup start time	Saturday, April 12, 2025 08:00
Takedown end time	Saturday, April 12, 2025 16:00

Applicant Information

Name of Applicant	Lynn Lemberger
Organization Name	Friends of Citizen Park Rec Center
Address	4315 County Road CR Manitowoc, WI, 54220
Email	lynnlemburger@gmail.com
Phone number	(920) 973-5966
On-site contact & phone number	Lynn Lemberger (920) 973-5966
Security name & phone number	Barry Lemberger (920) 973-4135

Event Details

Event description

The Friends of Citizen Park Rec Center would like to once again hold our annual Spring Vendor/Craft Fair as a fundraising event. All proceeds from this event go directly to the Friends of Citizen Park Rec Center for maintenance/repairs/updates to the Citizen Park Center building. As in the past, we solicit vendors and crafters to set up booths to sell their items and we invite the public to shop.

In addition, we invite a local non-profit or charity group to set up a booth and hold a bake sale for the attendees during the event, and that group retains their own profits.

*Attendance during the event varies as attendees come and go throughout the event. It is estimated there would be approximately 50-100 people in the building at any given time, with a cumulative total of 300-400 throughout the day (including vendors, attendees and members of the Friends of Citizen Park Rec Center).

Estimated total attendance	400
Est. attendance from outside Manitowoc	100
Event website	n/a

Vendors & Money Exchange

Select all that apply to the event	Vendor(s)
Expected revenue	1500
Revenue will be used for	maintenance/repairs/updates to Citizen Park building

Route & Road Usage

Event Structures

Safety & Security

Equipment & Facility Requests

Park or facility request not listed above:	Citizen Park building
Est. equipment cost per day	0

Waiver of Fees

Are you requesting a Waiver of Fees?	No
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Map

Upload map and supporting documents



Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event?

No

Applicant date of birth

Monday, November 2, 1970

Sign

Lynn Lemberger