

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/5/2023

EVENT NAME: Special Event - Windigo Fest

ORGANIZER: Windigo Society - Dawn Dabeck

E-MAIL ADDRESS: dead@deadbydawn.com

EVENT DATE: 10/6-8/23

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: 7th Annual halloween festival at the Expo Grounds. There will be live entertainment, vendors, and food trucks. Amplified sound will be 10am to 1am. Use of benches, stanchions, and picnic tables from Parks.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freilboth /ec Dan Koski /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

Waiver of sound ordinance

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Windigo Society

Name of Applicant Dawn Dabeck

Street Address 719 A Franklin St.

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920683-3268

Cell Phone 9209738666

Email dead@deadbydawn.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Jim

On-Site Cell Phone # 9209738666

On-Site Security Contact Name Dawn or Jim Dabeck

On-Site Security Contact Phone # 9209738666

EVENT INFORMATION

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

Missing Map/Drawing



7th annual Halloween festival at the Manitowoc County Expo Center. Bands and entertainment in outdoor pavilion, vendors and entertainment in merchant building. Hearses, food trucks on main pavement. Parade through grounds.

Event Name Windigo Fest

Location 4921 Expo Drive
Manitowoc County Expo

Staging Area outdoor pavilion

Event Date(s) Oct. 6,7,8, 2023

Event Start Time 10 AM PM

Event End Time 1 AM PM

Setup Date(s) 09/30/2010

Setup Start Time 8 AM PM

Teardown Date(s) 10/10/-1011

Teardown End Time 7 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 3000

Estimated Attendance 2500
from outside City of Manitowoc

Event Website www.windigofest.com

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

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

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 _____

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

SOUND

- Amplified Sound
- Start Time 10 AM PM
- End Time 1 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 10/6/23 TIME 9 AM PM LOCATION Expo by pavillion
PICKUP DATE 10/9/23 TIME 9 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 10 _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 10 _____
- 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 8 _____
- 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 300

Where do you plan to park vehicles Expo parking lots

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 We have our own security team

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?

We are asking the city to wave equipment fees since we are bringing revenue into Manitowoc.

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 4 / 4 / 2023

Signature of Applicant: Dawn Dabeck Date: 4/4/23

E-MAIL

PRINT