

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/3/2024

EVENT NAME: Sputnikfest

ORGANIZER: Rahr-West Art Museum - Greg Vadney

E-MAIL ADDRESS: plegreve@manitowoc.org

EVENT DATE: 9/7/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual festival with 5k run, food and alcoholic beverages, animals, road closures, costume contests and more.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Todd Blaser / ch Eric Nycz / ch	

COUNCIL ACTION REQUIRED:

Road closure: Park Street from N 7th Street through N 9th Street starting at 12 pm 9/6/24 to 12 pm 9/8/24. N 8th Street from State Street through St. Clare Street starting at 8 am 9/6/24 to 9/8/24 at 8 am.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.
Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at revenue.wi.gov.



Wednesday, March 27, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Sputnikfest
Location	N. 8th & Park Streets
Date	Saturday, September 7, 2024
Event time	12:00 PM - 6:00 PM
Setup date & time	Friday, September 6, 2024 10:00
Takedown date & time	Sunday, September 8, 2024 17:00

Applicant Information

Name of Applicant	Pam LeGreve
Organization name	Rahr-West Art Museum
Address	610 N. 8th St Manitowoc, WI, 54220
Email	plegreve@manitowoc.org
Phone number	(920) 686-3090
On-site contact name & phone number	Greg Vadney 920-686-3090
Security name & phone number	Greg Vadney 920-645-7227

Event Details

If any questions are not applicable, you can leave them blank.

Event description

Sputnikfest will take place at N. 8th St & Park Streets. N. 8th St should be closed to traffic from State Street to St. Claire Street. Additionally, Park St. should be closed from N. 7th St. to N. 9th St.

40x80 band tent will be placed on N. 8th St. in front of the Masquer's building. 30x60 bar tent will be set up in the RWAM parking lot. Both tents will be weighted down

Road closures requested:
Park Street from N.7th St. thru N.9th St. Close at 12:00pm from 9/6/24-9/8/24 until 12:00pm.
N.8th St. from State St. thru St Clare St. close at 8:00am from 9/6/24 - 9/8/24 until 8:00am.

See attached maps for event layout and for the 5K walk/run route.

Estimated total attendance 3000

Estimated total attendance from outside Manitowoc 1500

Event website <https://www.manitowoc.org/1109/Sputnikfest>

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event

<input type="checkbox"/>	Alcohol sales	<input type="checkbox"/>	Food or drink sales	<input type="checkbox"/>	Vendor(s)
<input type="checkbox"/>	Food Trucks				
<input type="checkbox"/>	Accepting credit card sales/transactions				

Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Road Closure

Road closures requested:
Park Street from N.7th St. thru N.9th St. Close at 12:00pm from 9/6/24-9/8/24 until 12:00pm.
N.8th St. from State St. thru St Clare St. close at 8:00am from 9/6/24 - 9/8/24 until 8:00am.

Road Crossing See attached 5K map and info below regarding police assistance or cadet assistance.

Where are cars parking? street parking on nearby streets, ADA parking in Museum parking lot.

Time of amplified sound 11:00 AM - 6:00 PM

Amplified sound type music

Event Structures

Select all that apply

<input type="checkbox"/>	Animals	<input type="checkbox"/>	Stage	<input type="checkbox"/>	Portable restrooms	<input type="checkbox"/>	Tent(s)
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Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

Saturday, 9/7/24, from 12:00pm-2:00pm, for the 5K, we will need traffic control at Buffalo St & Maritime Drive, also on Park Street at the intersections of N. 7th St, N. 6th St & N. 5th St. - please see the submitted map for route information.

We also request MPFD ladder truck at 6:00pm to do the Alien Drop Raffle on 9/7/24. Raffle will close the day events at 6:00pm. Truck location will be at the intersections of N.8th & Park St.

Equipment & Facility Requests

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' 1
\$680 max. 1

Tables & seating not already at the location

Banquet tables 8'x40' 22
\$7 max 22

Benches 4' 30
\$6 max 40

Metal folding chairs 75
\$2 max 200

Picnic tables 6' 20
\$6 max 30

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20' 1
\$55 max. 2

Ticket booth

Trash barrels 20

Traffic control

Barricades 2' 12
\$7

Barricades 3' \$6 max. 50

Barricades 8' 20
\$8

Barricades 12' rail type 10
\$6

Channelizer drums 3'

Cones 18"

Cones 28" 40
\$5.50

Delineators 42"

"Road Closed" signs 10
\$6

"Road Closed Ahead" signs 10
\$6

Est. equipment cost per day 2283

Equipment request notes

Also need 2 ADA accessible 8' wooden picnic tables.

Need P.A. System with microphone, sound board, 2 speakers with stands.

10 sandbags.

Delivery Thursday- 9/5/24- Banquet tables, sandbags and two racks of chairs (75) can be delivered to sidewalk between parking lot and museum SW corner. PA System can be delivered in building.

Delivery Friday- 9/6/24- Bandshell can be delivered on Park Street facing the museum. Back of bandshell against south curb. One set of staging. 6 picnic tables, 1 ADA picnic table, 15 benches and 10 trash barrels to be delivered on the terrace across from bandshell. Delivered in NW corner of parish parking lot can be 10 trash barrels, 14 picnic tables and 1 ADA picnic table and 15 benches.

If portable restrooms are not in place at the time of delivery to Parish lot, utilize the grass area and parking lane on 8th St. Do not block delivery of portable restrooms. Thank you so very much!

Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

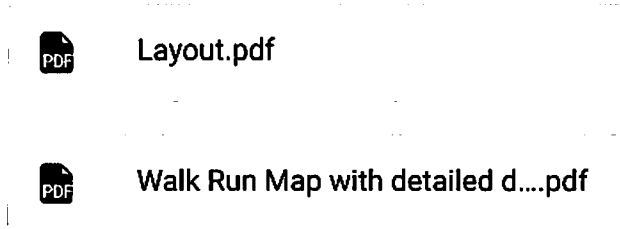
Why should this Waiver of Fees be granted?

Internal Department within the City of Manitowoc.

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



Legal Notice and Submission

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.

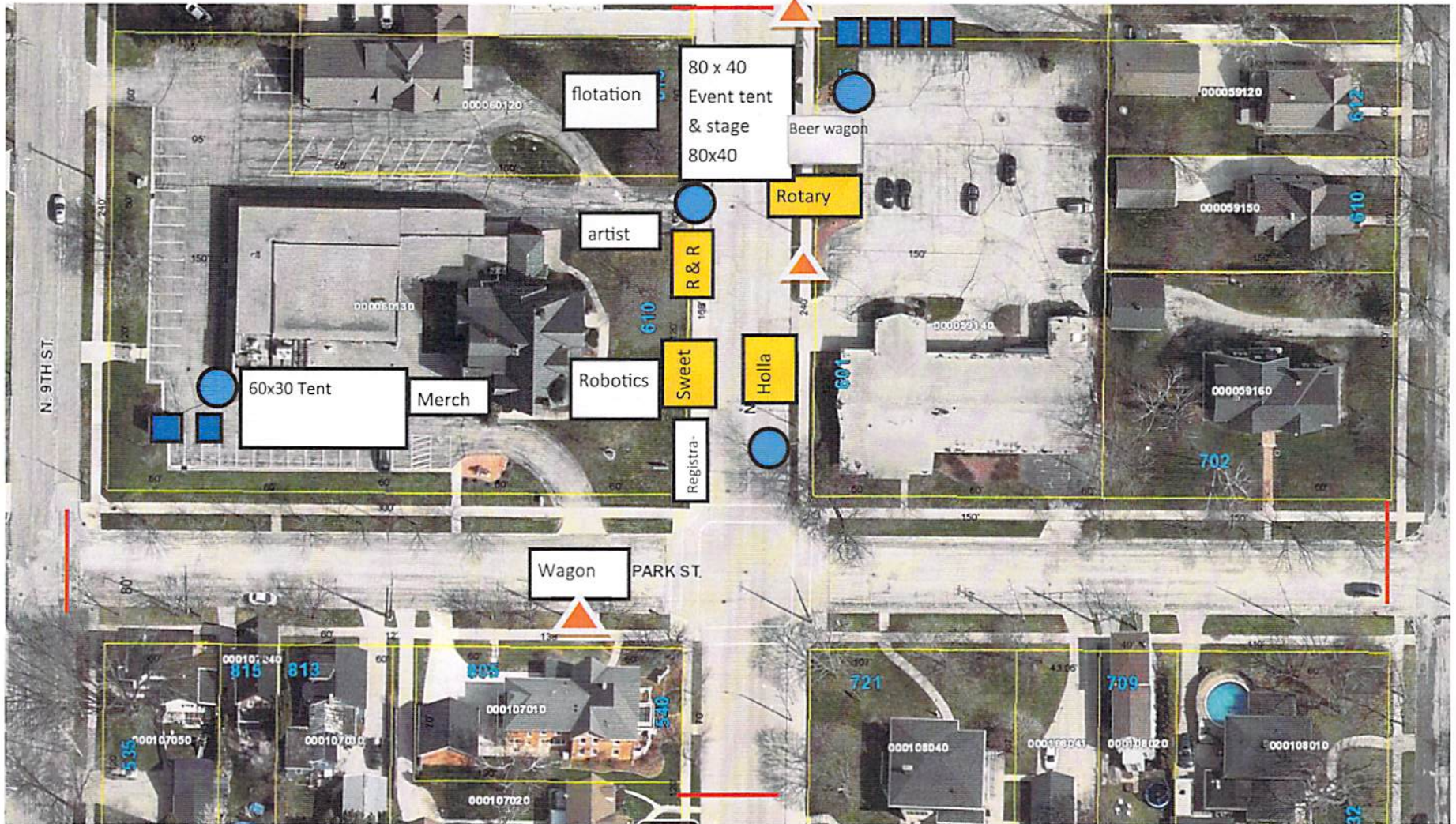
Applicant date of birth

Wednesday, November 17, 1971

Sign

Pam LeGreve

Road Closed sign on St Clare and 8th Street



Street closures to include Park Street from N. 7th to N. 9th
N. 8th from State to St. Clair

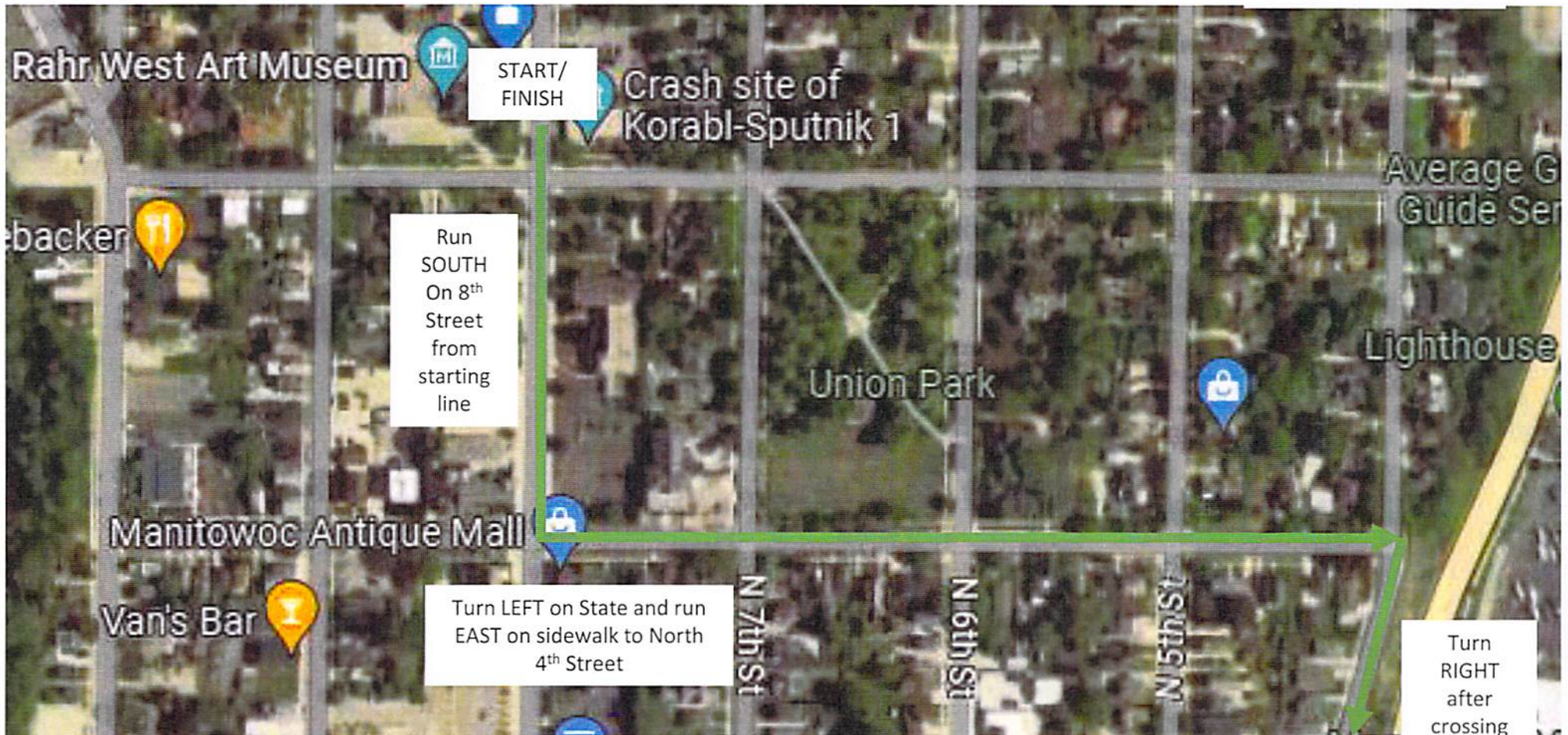
Food Vendors

Portable sinks

Portable Toilets

Power

**SPUTNIKFEST
5K WALK/RUN
RACE ROUTE**



START/
FINISH

Run
SOUTH
On 8th
Street
from
starting
line

Turn LEFT on State and run
EAST on sidewalk to North
4th Street

Turn
RIGHT
after
crossing
4TH Street
and run
SOUTH

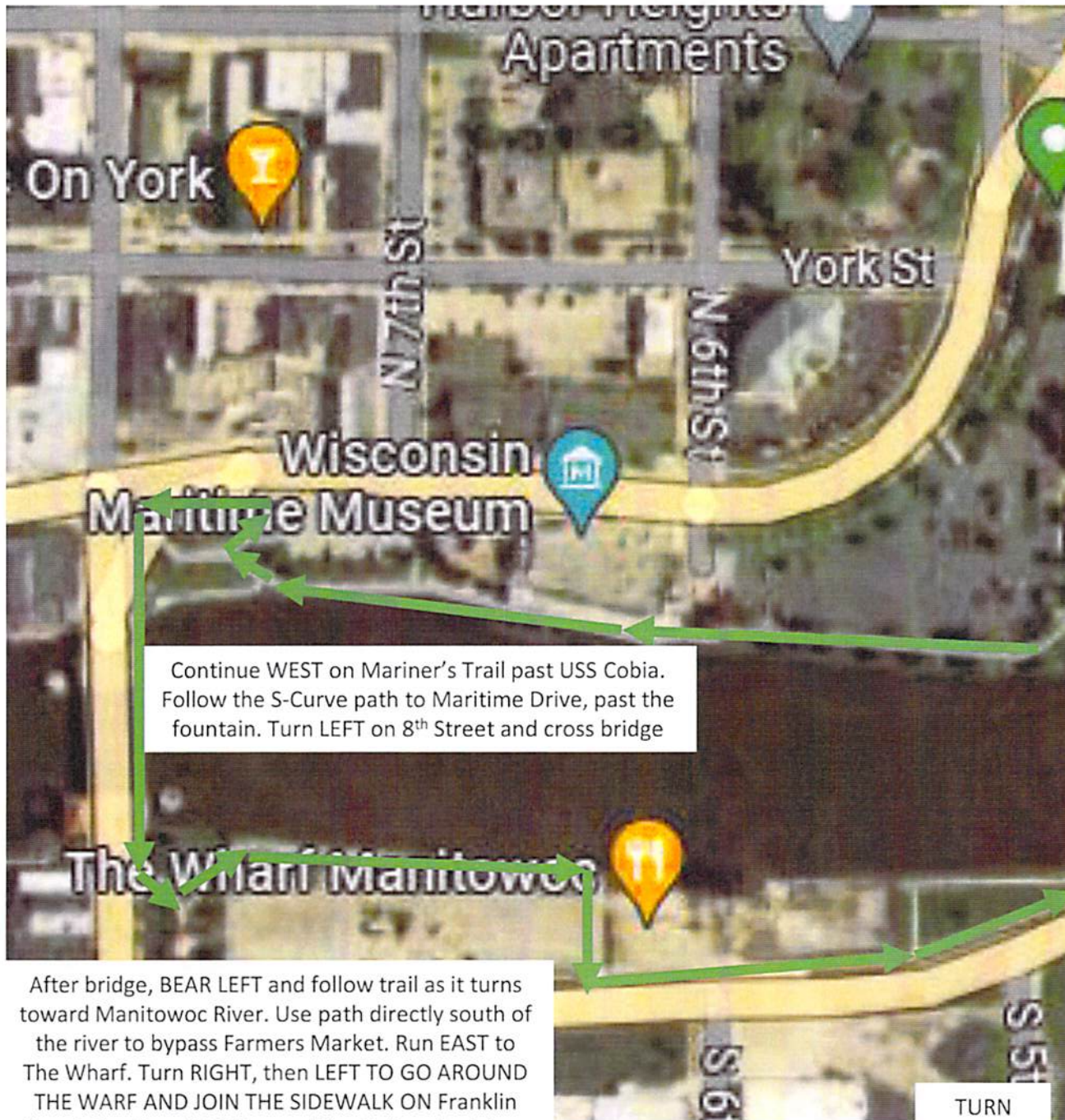
SPUTNIKFEST 5K WALK/RUN RACE ROUTE



Take LEFT onto Buffalo Street,
CROSS Maritime Drive toward YMCA
Turn LEFT and run NORTH, ten
RIGHT to run through YMCA Parking
Lot. Run EAST through parking lot to
Lake Michigan and turn RIGHT to
join the Mariner's Trail.

Continue SOUTH on Mariner's Trail
along the lake and then follow the
trail WEST toward the USS Cobia

**SPUTNIKFEST
5K WALK/RUN
RACE ROUTE**



Continue WEST on Mariner's Trail past USS Cobia. Follow the S-Curve path to Maritime Drive, past the fountain. Turn LEFT on 8th Street and cross bridge

After bridge, BEAR LEFT and follow trail as it turns toward Manitowoc River. Use path directly south of the river to bypass Farmers Market. Run EAST to The Wharf. Turn RIGHT, then LEFT TO GO AROUND THE WARF AND JOIN THE SIDEWALK ON Franklin Street. Continue EAST toward the Badger Sculpture

TURN
AROUND

**SPUTNIKFFEST
5K WALK/RUN
RACE ROUTE**

