

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 7/28/2021

**EVENT NAME:** WAIVER OF FEES: School Supply Giveaway

**ORGANIZER:** Kan Cool for School, Inc. - Jeff Dvorachek

**E-MAIL ADDRESS:** jtdvorachek@yahoo.com

**EVENT DATE:** 8/21/2021

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of barricades & cones for school supply giveaway at Roncalli High School

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
<i>Approved via e-mails</i> Liz Majerus/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## 2021 SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Kan Cool For School, Inc  
Name of Applicant Jeff Dvorachek  
Street Address PO Box 2254  
Mailing Address \_\_\_\_\_  
(if different)  
City, State, Zip Manitowoc, WI 54220  
Primary Phone 920-645-1079  
Cell Phone Same  
Email jtdvorachek@yahoo.com  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Jeff Dvorachek  
On-Site Cell Phone # 920-645-1079  
On-Site Security Contact Name N/A  
On-Site Security Contact Phone # N/A

RECEIVED

JUL 28 2021

CITY OF MANITOWOC  
ENGINEERING

### EVENT INFORMATION

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

Document Attached



Providing gift cards to low income students at Roncalli High School. We do not need any facilities from the city. We are only requesting barricade and traffic cone rental.

Event Name School Supply Giveaway

Public Event YES  NO

Location Roncalli High School parking lot

Estimated Total Attendance 500 cars over 5 hours

Staging Area \_\_\_\_\_

Estimated Attendance \_\_\_\_\_  
from outside City of Manitowoc

Event Website www.kancool.org

Event Date(s) Saturday, August 21, 2021

Event Start Time 8:00 AM  PM

Event End Time 1:00 AM  PM

Setup Date(s) \_\_\_\_\_

Setup Start Time \_\_\_\_\_ AM  PM

Teardown Date(s) \_\_\_\_\_

Teardown End Time 2:00 AM  PM

(Event to be cleaned by 9 a.m. on day following the event)

**FACILITY REQUESTS**

Facility Location N/A

Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_

Athletic Field(s) Request \_\_\_\_\_

Special Power Requirements \_\_\_\_\_

Special Lighting \_\_\_\_\_  
(ex. ball diamonds)

ADA Accommodations \_\_\_\_\_

**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 \_\_\_\_\_

**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 # \_\_\_\_\_

Carnival Rides # \_\_\_\_\_

Dumpster # \_\_\_\_\_

Stage # \_\_\_\_\_

Tent # \_\_\_\_\_ Size \_\_\_\_\_

Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

Animals # \_\_\_\_\_ Type \_\_\_\_\_

Fireworks - Time \_\_\_\_\_

Drone # \_\_\_\_\_

Lights/Spotlights # \_\_\_\_\_

**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](http://www.manitowoc.org).

DELIVERY DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  LOCATION \_\_\_\_\_  
PICKUP DATE Friday, August 20 TIME 9:00 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 \_\_\_\_\_
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden \_\_\_\_\_
- Picnic Tables – 8' wooden, ADA accessible \_\_\_\_\_

### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' \_\_\_\_\_
- Barricades – 12' rail-type 6 \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective 40 \_\_\_\_\_
- 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 \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 500

Where do you plan to park vehicles N/A

Are there any special parking considerations Will drive through Roncalli Parking Lot  
(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?

**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.

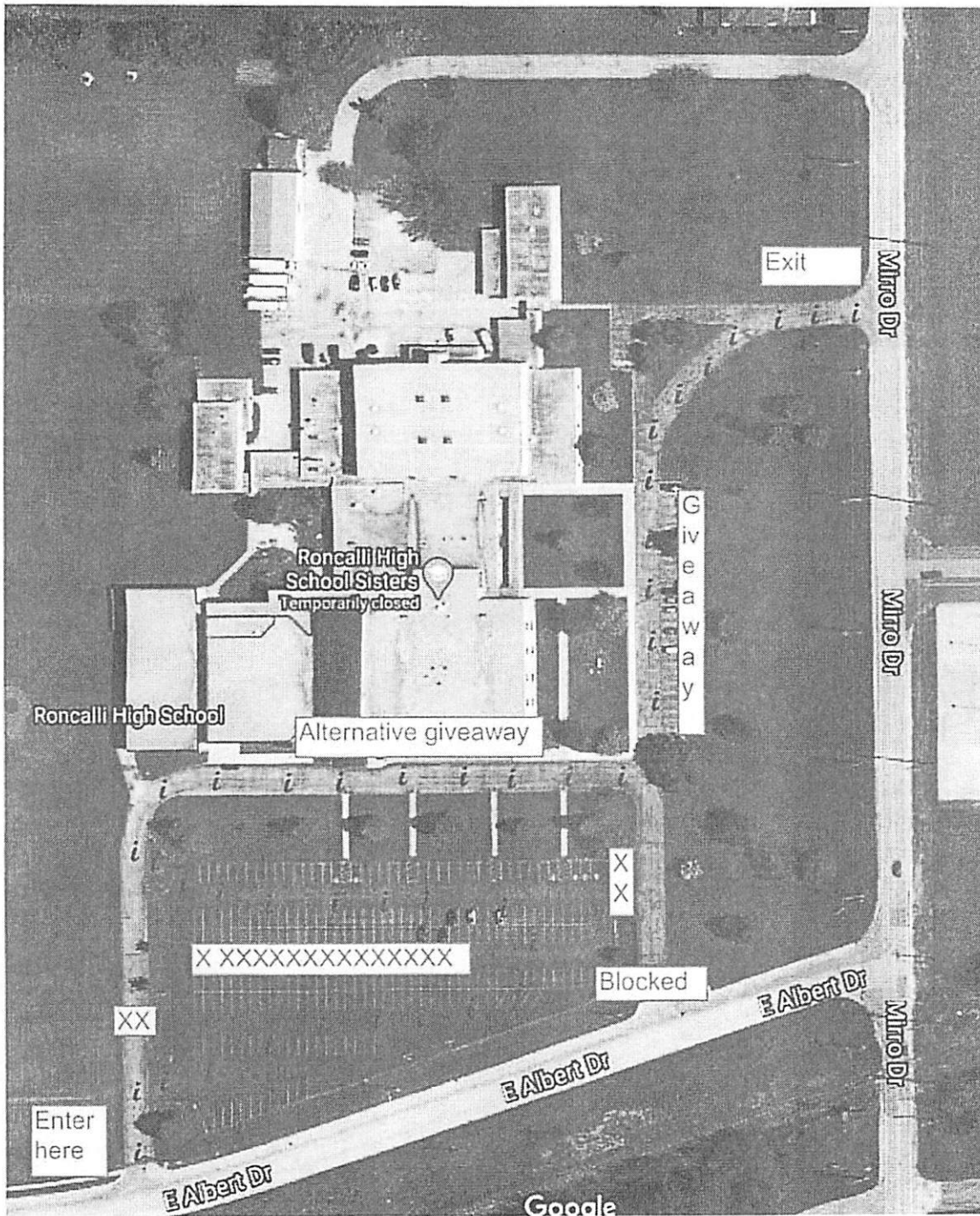
Date of birth of applicant 05 / 12 / 1970

Signature of Applicant: Jeffrey W Dvorachek

Date: 7/26/21

E-MAIL

PRINT



- i* - Represents traffic flow.
- Alternative giveaway area has overhang so we don't get wet.