

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/11/2021

EVENT NAME: Halfway to St. Patrick's Day

ORGANIZER: Moore's Irish Pub - Tim Moore

E-MAIL ADDRESS: mooresirishpub@gmail.com

EVENT DATE: 9/11/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of traffic control items to block off Jay St. between S 8th & 9th Sts.; extension of alcohol premise; use of picnic tables

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Liz Majerus/sr Jason Freiboth/sr Dan Koski/sr	

COUNCIL ACTION REQUIRED:

Closure to Jay St. between S 8th & S 9th Streets; Extension of alcohol premise

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Moore's Irish Pub
 Name of Applicant Tim Moore
 Street Address 811 Jay St.
 Mailing Address _____
 (If different)
 City, State, Zip Manitowoc WI 54220
 Primary Phone 920 901-5014
 Cell Phone 920 901-5014
 Email mooresirishpub@gmail.com
 Wisconsin Tax Exempt

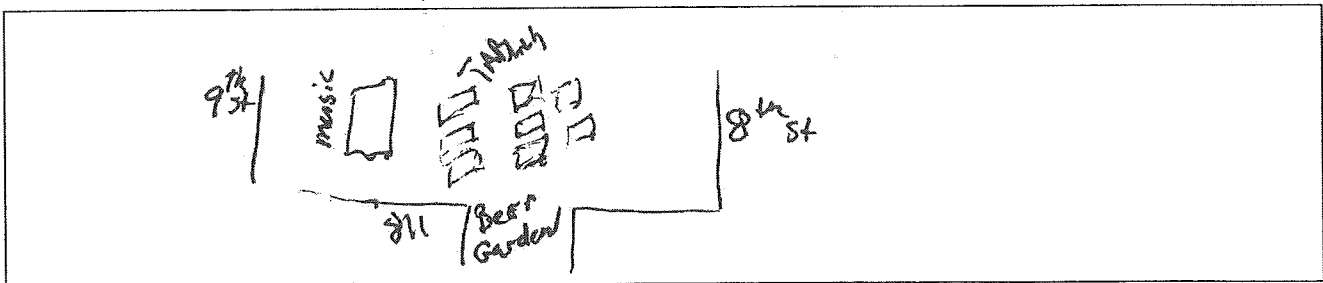
ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Tim Moore
 On-Site Cell Phone # 920 901-5014
 On-Site Security Contact Name _____
 On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing



Event Name Half way to St. Patrick's Day

Public Event YES NO

Location 811 JAY ST in front of Pub

Estimated Total Attendance 75-150

Staging Area Beer garden

Estimated Attendance _____
 from outside City of Manitowoc

Event Website _____

Event Date(s) Sept. 11th

Event Start Time 10 AM PM

Event End Time 10 AM PM

Setup Date(s) Sept 11

Setup Start Time 8 AM PM

Teardown Date(s) Sept 11

Teardown End Time 11 AM PM
 (Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

AUG 09 2021

CITY OF MANITOWOC
 ENGINEERING

Handwritten signature/initials

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM _____ TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

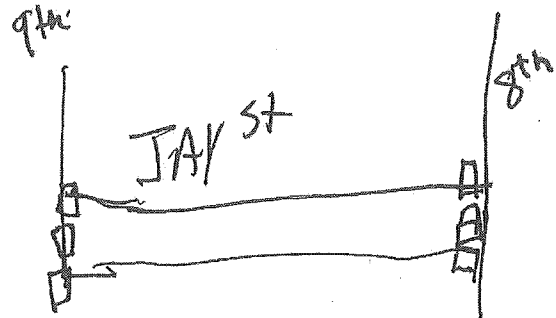
VENDORS & MONEY EXCHANGE

- 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) *Closure of Jay St. between 5 8th + 9th*



- 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 11 AM PM
- End Time 10 AM PM
- Type of Sound music

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 Sept 10th TIME _____ AM PM LOCATION Beer garden

PICKUP DATE Sept 13 TIME _____ 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 10
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent -- 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' 4?
- 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 _____
- 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 _____

Where do you plan to park vehicles _____

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 _____

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?

[Empty rectangular box for additional questions]

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 9/19/72

Signature of Applicant: Tom M. Moore Date: 8-2

E-MAIL

PRINT