

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/5/2025

EVENT NAME: Sputnikfest

ORGANIZER: Rahr-West Art Musuem - Kim Andrastek

E-MAIL ADDRESS: kandrastek@manitowoc.org

EVENT DATE: 9/6/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: A large celebration taking place at the Rahr-West and the streets in front of it with food trucks, costume contest, live music, and more. Run/walk to kick off the event.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Road closure of Park St from N 7th St through 9th St, from 12pm on 9/5/25 to 8am at 9/7/25, and closure of N 8th St from State St through St Clair St during the same time frame.

ITEMS TO INCLUDE IN LETTER:

--



Special Event Application

Thursday, January 23, 2025

General Event Information

Event name	Sputnikfest
Location	N. 8th & Park
Date	Saturday, September 6, 2025
Event time	12:00 PM - 6:00 PM
Setup start time	Friday, September 5, 2025 10:00
Takedown end time	Sunday, September 7, 2025 19:00

Applicant Information

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

Event Details

Event description

Sputnikfest will take place at N. 8th St & Park Streets. N. 8th Street 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 Street.

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 St Clair St. close at 8:00am from 9/5/2025-9/7/25 until 8:00AM

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

Estimated total attendance 3000

Est. attendance from outside
Manitowoc 1500

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

Vendors & Money Exchange

Select all that apply to the event

Alcohol sales	Food or drink sales	Vendor(s)
Food Trucks		
Accepting credit card sales/transactions		

Expected revenue 3000.00

Revenue will be used for Art programing at the museum

Route & Road Usage

Road Closure

Road closures requested: Park Street from N. 7th st. thru N. 9th St. Close at 12:00PM from 9/5/2023-9/7/25 until 8:00AM
N. 8th Street from State Street thru St Clair Street. close at 8:00AM from 9/5/25-9/7/25 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

Animals	Stage	Portable restrooms	Tent(s)
---------	-------	--------------------	---------

Safety & Security

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

Saturday, 9/6/25, 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 9/6/25. Raffle will close the day of event at 5:45PM, 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' $\frac{1}{\$680 \text{ max. } 1}$

Tables & seating

Banquet tables 8'x40' $\frac{22}{\$7 \text{ max } 22}$

Benches 4' $\frac{30}{\$6 \text{ max } 40}$

Metal folding chairs $\frac{75}{\$2 \text{ max } 200}$

Picnic tables 6' $\frac{20}{\$6 \text{ max } 20}$

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' $\frac{1}{\$55 \text{ max. } 2}$

Ticket booth

Trash barrels $\frac{20}{\$6 \text{ max. } 50}$

Traffic control

Barricades 2' $\frac{12}{\$7}$

Barricades 3'

Barricades 8' $\frac{20}{\$8}$

\$6

Channelizer drums 3'

Cones 18"

Cones 28" 40
\$5.50

Delineators 42"

Road closure equipment cost per day 2103
\$6

Equipment request notes

"Road Closed Ahead" signs 10
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. Yes, we are a nonprofit 501(c)(3) or acting on behalf of one.

blanks

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

Upload map and supporting documents



Walk Run Map 2025.pdf



Event Layout.pdf

Legal Notice and Submission

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

No

Applicant date of birth

Wednesday, August 14, 1963

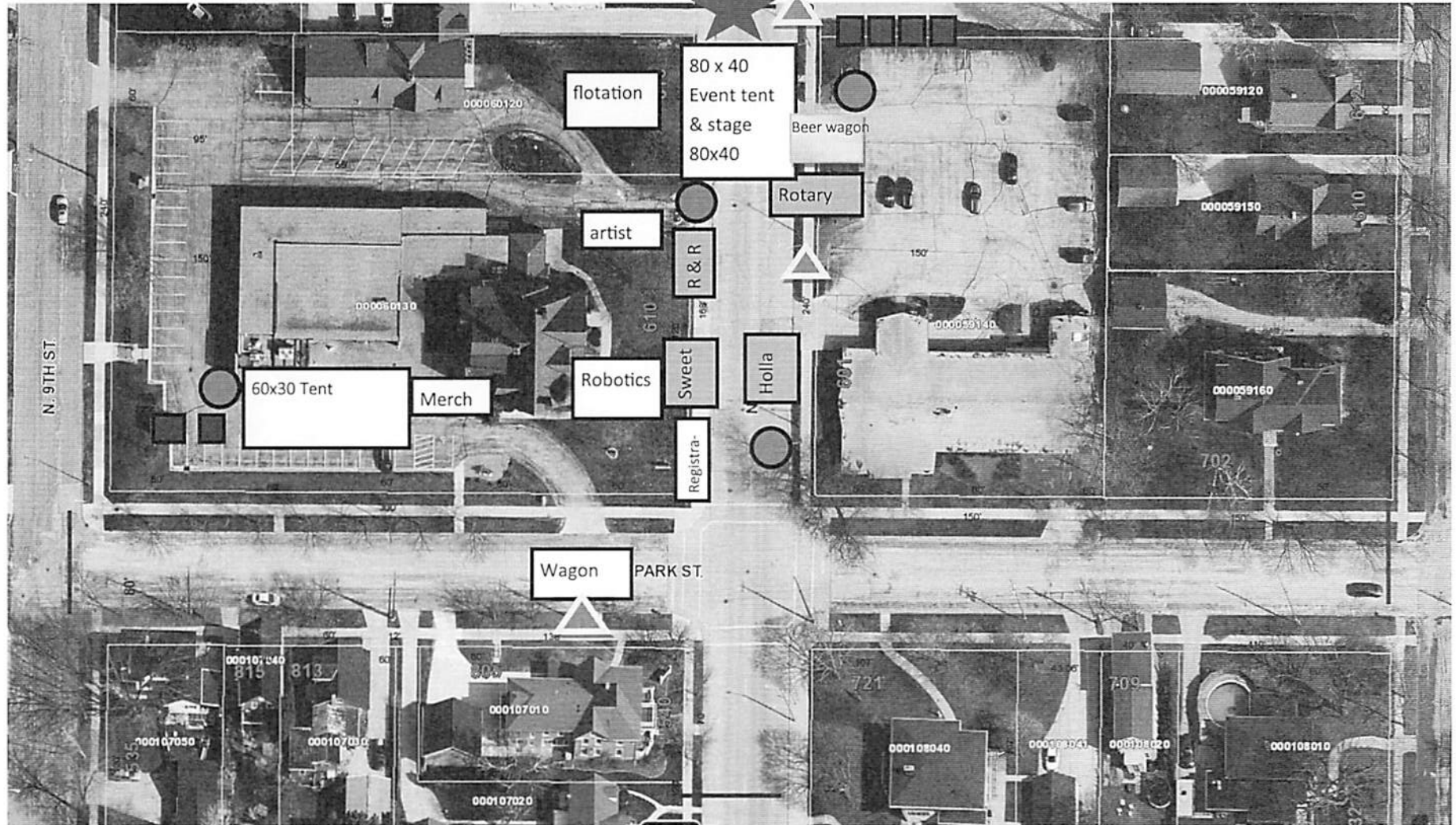
Sign

Kim Andrastek


Road Closed sign on St Clare and 8th Street



XPOSED 4HEADS BAND PARKING



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

TURN
AROUND