SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/14/2023 EVENT NAME: Manitowoc Marine Band Concerts ORGANIZER: MMB - Scott Retzak E-MAIL ADDRESS: sretzak@manitowocmarineband.org **EVENT DATE:** 6/22/23, 7/4/23, 7/20/23, : NEW OR RECURRING: recurring LOCATION/DESCRIPTION: Manitowoc Marine Band will be performing at Washington Park on all these dates. Each event has food and non-alcholoic beverage sales. 7/28 is kids' night and will include a movie showing through collaboration with the Parks Division. 8/11 will have a car show with traffic control **COMMITTEE CONCERNS: COMMITTEE DECISION: APPROVE DENY** Courtney Hansen /ec Todd Blaser /ec Dan Koski /ec Jason Freiboth /ec **COUNCIL ACTION REQUIRED:** ITEMS TO INCLUDE IN LETTER:

Copy to: Clerk



PPLICANT INFORMATION	ON SITE CONT During Event	TACT INFORMATION		
Business/Org Name Manitowoc Marine Band	On-Site Cont	On-Site Contact Christopher Burton On-Site Cell Phone # 920-901-5633		
Name of Applicant Christopher Burton	On-Site Cell F			
Street Address	On-Site Secu			
Mailing Address PO Box 2224 (If different)	On-Site Secu			
Primary Phone 920-901-5633				
Cell Phone				
Email manitowocmarineband.org				
Wisconsin Tax Exempt 🛛				
/ENT INFORMATION Event Description and Map with Event Setup and Parking Requ	ed (Some maps available online)	Missing Map/Drawing		
Event Name Celebrating Chuck/ Movies and TV	Public Event	YES NO		
Location Washington Park	Estimated To	otal Attendance 100+		
Manitowoc, WI 54220 Staging Area	from outside	ttendance 20+ e City of Manitowoc ite manitowocmarineband.org		
Event Date(s) 6-8-2023	2023	Disney Night+		
Event Start Time 6:30 AM PM	All Dutes:	Cruiser Night - Want mo		
Event End Time 7:30 AM PM	6/8			
Setup Date(s)	6/22			
Setup Start Time 5:30 AM PM	7/13			
Teardown Date(s)	7/28 Bounce H	touse		
Teardown End Time 7:45 AM PM (Event to be cleaned by 9 a.m. on day following the event)	8/11			

FACILITY REQUESTS	VENDORS & MONEY EXCHANGE
Facility Location Washington Park Stage	Alcohol Sales Request for Extension of Premises Class B License
Mariner's Trail FROM	Alcohol Served End Time
то	Beverage or Food Sales
Athletic Field(s) Request	Merchandise Sales
Special Power Requirements	Vendor(s) How many
Special Lighting	Collecting Money Donations
ADA Accommodations	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	
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")	Carnival Rides #
Fencing	Dumpster #
Bounce House #	Stage #
Portable Restrooms #	Tent # Size
Signs/Banners #	Other # Describe
EVENT FEATURES	COLIND
	SOUND
Animals # Type	Amplified Sound
Fireworks - Time Drone #	Start Time 6:30 AM PM
00-00-0000V	End Time7:30 AM PM 🔀
Lights/Spotlights #	Type of Sound Vocal and emcee only

subject to non-refundable fees. Phot			LOCATION	
			Place Items in original drop-off	location after event
PICKUP DATE	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 Platfor 6" H 12"H ☐ Staging – 8'x12'				
☐ Portable Bandwagon – 35'x8'				
TABLES & SEATING (Do NOT count a	ny tables, benches, et	c. already located at the p	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 – 3				
☐ Channelizer drums – 3' reflecti				
☐ Cones – 18"				
☐ Cones – 28" reflective				
☐ Delineators – 42" reflective	42″!! /sone or to	no not included)		
Parking posts with concrete ba Traffic signs (sign only – typica	lly placed on barricad	es)		
Road Closed	ny piacea en barrious	33.1		
Road Closed Ahead				
MISCELLANEOUS ITEMS				
Disc golf basket – portable	. 1			
☐ Grill – 2' x 3' portable, outdoor ☐ P.A. system – microphone, sou		with stands		
Post pounder / driver	na boara, z speakers			
☐ Power pedestal – portable	_			
☐Safety vests				5
Security stanchions	pe overesenti esse			
Snow fence – 50' rolls – plasti	ic wooden			
Snow fence – posts Ticket booths – outdoor				
Trash barrels				
Other				

	CLES ng must be included on site map
Exp	pected number of vehicles
WI	nere do you plan to park vehicles
Are (\	e there any special parking considerations
	TY & SECURITY ity requires security based on attendance
Do	you need assistance from: Police Dept Fire Dept/Ambulance
De	scribe
Da	te/Time
Lo	cation
Oti (I	her than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
ADD	PITIONAL QUESTIONS
Ple	ase attach any additional information which you feel will assist the Committee in evaluating your request.
Do	you have any questions/comments/additional requests?
	L NOTICE
	nderstand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event
org coc oth	anizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire les, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and ler necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further derstand that an incomplete application may be cause for the denial of the event.
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The injustration organization of the language	les, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and licenses and permits are in addition to the fees submitted for the Special Events Application. I further derstand that an incomplete application may be cause for the denial of the event. It is further agreed that all personal property of any kind brought on the premises like at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to disproperty or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to disproperty or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to disproperty or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to disproperty or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to disproperty or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to disproperty or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to disproperty or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to disproperty or injury to any persons on the premises.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION	ON SITE CONTACT INFORMATION During Event
Business/Org Name Manitowoc Marine Band	On-Site Contact Scott Retzak
Name of Applicant Scott Retzak	On-Site Cell Phone # 619-954-9452
Street Address	On-Site Security Contact Name
Mailing Address PO Box 2224 (If different)	On-Site Security Contact Phone #
City, State, Zip Manitowoc, WI, 54220	
Primary Phone 619-954-9452	
Cell Phone	
Email manitowocmarineband.org	
Wisconsin Tax Exempt 🔀	
EVENT INFORMATION Event Description and Map with Event Setup and Parking Required (So	Missing Map/Drawing ome maps available online)
Event Name Dance Concert	Public Event YES 🔀 NO
Location Washington Park	Estimated Total Attendance 75
Manitowoc, WI 54220	Estimated Attendance
	from outside City of Manitowoc Event Website manitowocmarineband.org
Staging Area	Event website manuerement
Event Date(s) Thursday 6/22/2023	
Event Start Time 6:30 AM PM	
Event End Time7:30 AM PM 🔀	
Setup Date(s)	
Setup Start Time 5:30 AM PM	
Teardown Date(s)	
Teardown End Time 7:45 AM PM (Event to be cleaned by 9 a.m. on day following the event)	

FACILITY REQUESTS	VENDORS & MONEY EXCHANGE
Facility Location Washington Park Stage	Alcohol Sales Request for Extension of Premises Class B License
Mariner's Trail FROM	Alcohol Served End Time
то	Beverage or Food Sales HP Vending Merchandise Sales Food Tent
Athletic Field(s) Request	Merchandise Sales Food Tent
Special Power Requirements	Vendor(s) How many
Special Lighting	Collecting Money Donations
(ex. ball diamonds)	Charging Admissions On-Site
ADA Accommodations	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	
C Pood Country	<u>.</u>
Road Crossing Describe where + If assistance needed	
Course Marking Describe type	
beaming type	
Sidewalk	
Describe usage	
EVENT STRUCTURES	
Site map must be submitted with application Staking Structures Into Ground	Carnival Rides #
(greater than 6")	Dumpster #
Bounce House #	Stage #
Portable Restrooms #	□ *
Signs/Banners #	Size Other # Describe
——————————————————————————————————————	Describe
EVENT FEATURES	SOUND
Animals # Type	★ Amplified Sound
Fireworks - Time	Start Time 6:30 AM PM 🔀
Drone #	End Time7:30 AM PM 🔀
Lights/Spotlights #	Type of Sound Vocal and emcee only



EQUIPMENT REQUESTS Fees will be calculated based on organizer subject to non-refundable fees. Photos a	's meeting with the Speci and more information abo	al Event Con out rental ite	nmittee ms can	e. Afte be fo	r event is approved, changes to equipment orders are und at www.manitowoc.org.
DELIVERY DATE					LOCATION
PICKUP DATE			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 ☐ Staging – 8'x12' ☐ Portable Bandwagon – 35'x8'	18"H				
TABLES & SEATING (Do NOT count any	tables, benches, etc. a	lready loca	ted at	the p	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 and all picnic Tables – 8' wooden 	ccessible				
TENTS					
☐ Tent – 10'x 20'					
Name of the second seco					
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 Traffic signs (sign only − typically Road Closed Road Closed Ahead	- 42"H (rope or tape placed on barricades) - -	not include	ed)	_	
MISCELLANEOUS ITEMS					
□ Disc golf basket — portable □ Grill — 2' x 3' portable, outdoor _ □ P.A. system — microphone, sound □ Post pounder / driver □ Power pedestal — portable □ Safety vests □ Security stanchions □ Snow fence — 50' rolls — plastic _ □ Snow fence — posts □ Ticket booths — outdoor □ Trash barrels	I board, 2 speakers wit	h stands			

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
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?
EGAL 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 $6/9/59$ Signature of Applicant: Date: $6/19/23$



PLICANT INFORMATION	ON SITE CONTACT INFORMATION During Event
Business/Org Name Manitowoc Marine Band	On-Site Contact Scott Retzak
Name of Applicant Scott Retzak	On-Site Cell Phone # 619-954-9452
Street Address	and the control of th
Mailing Address PO Box 2224 (If different)	
City, State, Zip Manitowoc, WI, 54220	
Primary Phone <u>619-954-9452</u>	
Cell Phone	
Email manitowocmarineband.org	
Wisconsin Tax Exempt 🔀	
TAIT INITORNATION	Missing Map/Drawing
Vent Description and Map with Event Setup and Parking Required (Som	e maps available online)
Event Name Annual Exchange concert with TR Community Bar	nd Public Event YES NO
Location Washington Park	
	Estimated Total Attendance 50
Manitowoc, WI 54220	Estimated Total Attendance 50 Estimated Attendance
Manitowoc, WI 54220	Estimated Total Attendance 50 Estimated Attendance from outside City of Manitowoc manitowocmarinehand org
Manitowoc, WI 54220 Staging Area	Estimated Total Attendance 50 Estimated Attendance from outside City of Manitowoc manitowocmarinehand org
Manitowoc, WI 54220	Estimated Total Attendance 50 Estimated Attendance from outside City of Manitowoc manitowocmarinehand org
Manitowoc, WI 54220 Staging Area	Estimated Total Attendance 50 Estimated Attendance from outside City of Manitowoc manitowocmarinehand organization from the city of Manitowocmari
Manitowoc, WI 54220 Staging Area Event Date(s) Thursday 7/13/2023	Estimated Total Attendance 50 Estimated Attendance from outside City of Manitowoc manitowocmarinehand organization from the city of Manitowocmari
Manitowoc, WI 54220 Staging Area Event Date(s) Thursday 7/13/2023 Event Start Time 6:30 AM PM	Estimated Total Attendance 50 Estimated Attendance from outside City of Manitowoc manitowocmarinehand organization and the companion of the c
Staging Area Event Date(s) Thursday 7/13/2023 Event Start Time 6:30 AM PM _ Event End Time 7:30 AM PM _	Estimated Total Attendance 50 Estimated Attendance from outside City of Manitowoc manitowocmarinehand org
Staging Area Event Date(s) Thursday 7/13/2023 Event Start Time 6:30 AM PM X Event End Time 7:30 AM PM X Setup Date(s)	Estimated Total Attendance 50 Estimated Attendance from outside City of Manitowoc manitowocmarinehand org

FACILITY REQUESTS	VENDORS & MONEY EXCHANGE
Facility Location Washington Park Stage	Alcohol Sales Request for Extension of Premises Class B License
Mariner's Trail FROM	
ТО	
Athletic Field(s) Request	Merchandise Sales
Special Power Requirements	Vendor(s) How many
Special Lighting	
ADA Accommodations	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")	Carnival Rides #
Fencing	Dumpster #
Bounce House #	Stage #
Portable Restrooms #	Tent # Size
Signs/Banners #	Other # Describe
EVENT FEATURES	SOUND
Animals # Type	Amplified Sound
Fireworks - Time	Start Time 6:30 AM PM
Drone #	End Time AM PM 🔀
Lights/Spotlights #	Type of Sound Vocal and emcee only

EQUIPMENT REQUESTS Fees will be calculated based on organizer subject to non-refundable fees. Photos a	's meeting with the Specia nd more information abou	l Event Cor it rental ite	nmittee. ems can	. After e be foun	event is approved, changes to equipment orders are and at www.manitowoc.org.
DELIVERY DATE	TIME	AM 🗌	PM [LOCATION
PICKUP DATE	TIME	АМ 🗌	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'					Leaving facility
TABLES & SEATING (Do NOT count any	tables, benches, etc. al	ready loca	ated at	tne pa	rk 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 ac	ccessible				
<u>TENTS</u>					
☐ 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 □ Traffic signs (sign only − typically □ Road Closed □ Road Closed Ahead	- - 42"H (rope or tape placed on barricades)	not includ	ded)	_	
MISCELLANEOUS ITEMS					
☐ Disc golf basket — portable ☐ Grill — 2' x 3' portable, outdoor _ ☐ P.A. system — microphone, sound ☐ Post pounder / driver ☐ Power pedestal — portable ☐ Safety vests ☐ Security stanchions ☐ Snow fence — 50' rolls — plastic ☐ Snow fence — posts ☐ Ticket booths — outdoor	l board, 2 speakers wit	h stands			
☐ Trash barrels					

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
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? Straight forward concert, no additional requests.
EGAL 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.
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Date of birth of applicant 6 / 9 / 5 9
Signature of Applicant: Date: 6/14/23

Transit "



PPLICANT INFORMATION	ON SITE CONTACT INFORMATION During Event
Business/Org Name Manitowoc Marine Band	On-Site Contact Scott Retzak
Name of Applicant Scott Retzak	On-Site Cell Phone # <u>619-954-9452</u>
Street Address	
Mailing Address PO Box 2224 (If different)	o cit Contact Phone #
City, State, Zip Manitowoc, WI, 54220	
Primary Phone 619-954-9452	
Cell Phone	
Email manitowocmarineband.org	
Wisconsin Tax Exempt 🔀	
VENT INFORMATION Event Description and Map with Event Setup and Parking Required (So	Missing Map/Drawing
Event Name Disney/Kid's Night	
Location Washington Park Manitowoc, WI 54220	Estimated Total Attendance 75+ Estimated Attendance 10+ from outside City of Manitowooc
Staging Area	Event Website manitowocmarineband.org
Event Date(s) FRIDAY 7/28/2023	
Event Start Time 6:30 AM PM	
Event End Time 7:30 AM PM	
Setup Date(s)	
Setup Start Time 5:30 AM PM	
Teardown Date(s)	
Teardown End Time 7:45 AM PM (Event to be cleaned by 9 a.m. on day following the event)	

FACILITY REQUESTS	VENDORS & MONEY EXCHANGE
Facility Location Washington Park Stage	Alcohol Sales Request for Extension of Premises
Mariner's Trail FROM	Class & Licelise
то	
Athletic Field(s) Request	
Special Power Requirements	
Special Lighting	
ADA Accommodations	Chandra Admitata a Control
	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	
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Fencing	☐ Dumpster #
Bounce House #	Stage #
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EVENT FEATURES	SOUND
Animals # Type	☒ Amplified Sound
Fireworks - Time	Start Time 6:30 AM PM
Drone #	End Time7:30 AM PM 🔀
Lights/Spotlights #	Type of Sound Vocal and emcee only

EQUIPMENT REQUESTS Fees will be calculated based on organizer subject to non-refundable fees. Photos a	's meeting and more in	with the Spec oformation ab	lal Event Com out rental ite	nmittee. Afte ms can be fo	er event is approvound at www.mar	ved, changes to equi nitowoc.org.	pment order	rs are
		7:45		PM 🗵	LOCATION V	Vashington Park s	tage	
PICKUP DATE	TIME		_ AM [РМ 🗌	Place Items in	n original drop-off	location af	ter event.
*Indicate Quantities on Line								
GAMES			,					
☐ Bean Bag Toss ☐ Ring Toss ☐ Sports Kit								10
STAGING / RISERS								
RISERS – 4' x 8' Wooden Platform								
☐ Staging – 8'x12' ☐ Portable Bandwagon – 35'x8'								
TABLES & SEATING (Do NOT count any	tables, be	enches, etc. a	already loca	ted at the	park or in a facil	lity)		10
 □ Banquet tables – 8'x40" □ Benches – 4' wooden □ Bleachers – 15'x5' portable □ Chairs – metal, folding □ Picnic Tables – 6' wooden □ Picnic Tables – 8' wooden, ADA and an angle of the picnic Tables – 8' wooden, ADA and an angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and angle of the picnic Tables – 8' wooden, ADA and ADA a	ccessible .							
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 ☐ Traffic signs (sign only – typically ☐ Road Closed	placed o	rope or tape n barricades	e not include ;)	ed)				
Road Closed Ahead								
MISCELLANEOUS ITEMS								
☐ Disc golf basket — portable ☐ Grill — 2' x 3' portable, outdoor _ ☐ P.A. system — microphone, sound ☐ Post pounder / driver ☐ Power pedestal — portable	d board, 2	2 speakers w	ith stands					
☐ Safety vests ☐ Security stanchions ☐ Snow fence – 50' rolls – plastic ☐ Snow fence – posts ☐ Ticket booths – outdoor	w	vooden	3					
☐ Trash barrels ☑ Other Movie Projector and screen	en	-						

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
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?
We have confirmed with Curt at Parks and Recreation the opportunity to present a Movie in the Park immediately following the concert. We had a very minimal crowd for the movie last year due to the programming choice. Our hopes are that if the movie is a shorter animated flick that families will stick around without it being too late. Movie:
EGAL NOTICE
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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 6/9/54
Signature of Applicant: Seath Date: 6/14/23



PPLICANT INFORMATION	ON SITE CONTACT INFORMATION During Event			
Business/Org Name Manitowoc Marine Band	On-Site Contact Scott Retzak			
Name of Applicant Scott Retzak	On-Site Cell Phone # 619-954-9452			
Street Address	On-Site Security Contact Name			
Mailing Address PO Box 2224				
City, State, Zip Manitowoc, WI, 54220				
Primary Phone 619-954-9452				
Cell Phone				
Email manitowocmarineband.org				
Wisconsin Tax Exempt				
EVENT INFORMATION Event Description and Map with Event Setup and Parking Required (Son	Missing Map/Drawing me maps available online)			
	Public Event YES ▼ NO □			
Event Name Cruiser Night	Want of the second of the seco			
Location Washington Park Manitowoc, WI 54220	Estimated Total Attendance 150+ Estimated Attendance 20+ from outside City of Manitowoc			
Staging Area	Event Website manitowocmarineband.org			
Event Date(s) FRIDAY 8/11/2023				
Event Start Time 5:30 AM PM 🔀				
Event End Time 7:30 AM PM	L'			
Setup Date(s)				
Setup Start Time 5:30 AM PM				
Teardown Date(s)				
Teardown End Time 7:45 AM PM (Event to be cleaned by 9 a.m. on day following the event)				

FACILITY REQUESTS	VENDORS & MONEY EXCHANGE
Facility Location Washington Park Stage	Alcohol Sales Request for Extension of Premises
Mariner's Trail FROM	Alcohol Served End Time
то	■ Beverage or Food Sales
Athletic Field(s) Request	Merchandise Sales
Special Power Requirements	Vendor(s) How many
Special Lighting	Collecting Money Donations
202	Charging Admissions On-Site
ADA Accommodations	Credit Card Sales/Transactions
	Expected Revenue
	Revenue to be used for
ROUTE	SAMPORE CONTRACTOR CON
Route map must be submitted with application	
Road Closure Describe location(s) + time(s)	
☐ Timed Route	
	97
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")	Carnival Rides #
Fencing	Dumpster #
Bounce House #	Stage #
Portable Restrooms #	Tent # Size
Signs/Banners #	Other # Describe
EVENT FEATURES S	OLIND
Construction and Constr	OUND
Animals # Type	Amplified Sound
	Start Time 6:30 AM PM
	End Time 7:30 AM PM
Lights/Spotlights #	Type of Sound Vocal and emcee only

EQUIPMENT REQUESTS Fees will be calculated based on organizer subject to non-refundable fees. Photos a	s meeting w	rith the Specia ormation abo	al Event Com ut rental ite	mittee. Afte ms can be fo	ter event is approved, changes to equipment orders are found at www.manitowoc.org.
		7:45			
PICKUP DATE	TIME		АМ 🗌	РМ 🗌	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 ☐ Staging – 8'x12' ☐ Portable Bandwagon – 35'x8'					
TABLES & SEATING (Do NOT count any	tables, ben	ches, etc. al	ready loca	ted at the I	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 ac	cessible				
<u>TENTS</u>					
☐ 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 □ Traffic signs (sign only - typically	– 42"H (rc	ope or tape barricades)	not includ	ed)	
☐ Road Closed ☐ Road Closed Ahead ☐					
MISCELLANEOUS ITEMS					
☐ Disc golf basket — portable ☐ Grill — 2' x 3' portable, outdoor _ ☐ P.A. system — microphone, sound ☐ Post pounder / driver ☐ Power pedestal — portable ☐ Safety vests ☐ Security stanchions ☐ Snow fence — 50' rolls — plastic _ ☐ Snow fence — posts ☐ Ticket booths — outdoor ☐ Trash barrels ☐ Other Movie Projector and scree	l board, 2 s				

VEHICLES Parking must be included on site map
Expected number of vehicles 20-50
Where do you plan to park vehicles Manitowoc Cadets have been parking the show cars in and about the park for a numbe
Are there any special parking considerations
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? . We are hoping to once again combine efforts with the city and have an amazing night of music in the park followed by a family movie if possible. We have contacted Captain Jeremy Kronforst and the Manitoway Cadets program about once again the park followed by a family movie if possible. We
have contacted Captain Jeremy Kronforst and the Manitowoc Cadets program about once again directing traffic safety in and out of the park. The date looked good for them and we haven't heard of any changes.
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Manitowoc Marine band Concert outdoor venue details Venue Location: Washington park

Jun 14, 2023

As for special items at each concert. I believe/HP vending (burgers, and popcorn sales, no alcohol) will be at all concerts.

June 22; dancers, microphone.

July 4; microphone.

July 20; TR here; microphone.

July 28; microphone, maybe coloring pages, bubbles, sidewalk chalk, glow sticks.

Possibly bounce houses. Our insurance is covered to have them.

August 11; microphone, cars parked along walkways, 1 Corvette parked in front of stage. Car Show Someone mentioned A&W was also going to be at this concert but I do not know that for certain.

We understand that we need to have an adder to our insurance policy listing the City of Manitowoc as additional insured. That has not been completed as of this morning at 9:00 am, as we contacted our agent at that time. The agency has placed a rush on the work. We will inform you of completion as soon as we are aware. Our next performance will be next week, Jun 22, 2023. We have full confidence that the insurance will be in place at that time.

We appreciate your patience with this matter. Our new board will do our very best to perform our duties in a timely manner going forward. Any further questions can be directed to myself, at the number or email address below.

Very Respectfully.

Scott Retzak

MMB BOD President

619-954-9452

sretzak@manitowocmarineband.org