

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/21/2021

EVENT NAME: St. Patrick's Day Parade

ORGANIZER: Moore's Irish Pub - Sandy Moore

E-MAIL ADDRESS: mooresandy03@yahoo.com

EVENT DATE: 3/12/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: St. Patrick's Day Parade from S 8th & Washington to Bank First on N 8th St.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
<i>Approved via email:</i> Dan Koski/sr Liz Majerus/sr Todd Blaser/sr Jason Freiboth/sr Shawn Alfred/sr	

COUNCIL ACTION REQUIRED:

Closure of 8th St. from Washington St. to Bank First (402 N 8th St.)

ITEMS TO INCLUDE IN LETTER:

1) Unless special parking requests were approved, all parking regulations will be enforced. 2) Organizer is responsible for ensuring that waste from animals is cleaned up.



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Moore's Irish Pub
Name of Applicant Sandy Moore
Street Address 811 Jay Street
Mailing Address _____
(if different)
City, State, Zip Manitowoc, WI 54220
Primary Phone 9202420715
Cell Phone _____
Email mooresandy03@yahoo.com
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Sandy Moore
On-Site Cell Phone # 9202420715
On-Site Security Contact Name Sandy Moore
On-Site Security Contact Phone # 9202420715

EVENT INFORMATION

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

Missing Map/Drawing



The annual St. Patrick's Day Parade would follow the traditional route of lining up on the corner of 8th and Washington, and then proceed down 8th Street to Bank First.

Parking would be restricted on 8th Street and road closers on side streets along the event route.

Event Name St. Patrick's Day Parade

Public Event YES NO

Location Downtown Manitowoc

Estimated Total Attendance 200

Estimated Attendance 50
from outside City of Manitowoc

Staging Area _____

Event Website _____

Event Date(s) Saturday March 12

Event Start Time 10:00 AM PM

Event End Time 11:00 AM PM

Setup Date(s) 03/12/2022

Setup Start Time 9:00 AM PM

Teardown Date(s) 03/12/2022

Teardown End Time 11:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

DEC 13 2021

CITY OF MANITOWOC
ENGINEERING

*AIN
Leah*

FACILITY REQUESTS

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

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 # _____

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 _____

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.

DELIVERY DATE 03/11/2022 TIME 3:00 AM PM LOCATION _____

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 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 _____
- 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 Traffic Control and setting up barriers _____

Date/Time 03/12/2022 Before and after event _____

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 11 / 03 / 1978

Signature of Applicant: Sandra Moore Date: 12/13/2022

E-MAIL

PRINT