

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/10/2022

EVENT NAME: Halfway to St Patrick's

ORGANIZER: Moore's Irish Pub - Tim Moore

E-MAIL ADDRESS: mooresirishpub@gmail.com

EVENT DATE: 9/17/2022

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION:

Party for Moore's in front of their building by the beer garden.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Kim Lynch /ec Todd Blaser /ec Dan Koski /ec Erika Christel Curt Hall /ec	

COUNCIL ACTION REQUIRED:

Street closure on Jay St from 8th St to Big Jay's Smoke Shop

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Moores 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 _____
 Email mooresirishpub@gmail.com
 Wisconsin Tax Exempt

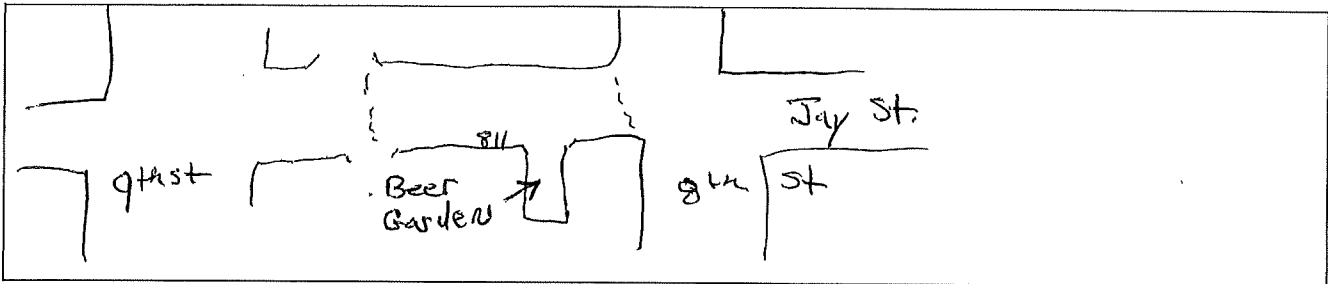
ON SITE CONTACT INFORMATION

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

Estimated Total Attendance 50

Estimated Attendance ?
 from outside City of Manitowoc

Staging Area Beer Garden

Event Website _____

Event Date(s) 9-17

Event Start Time 11:00 AM PM

Event End Time 10:00 AM PM

Setup Date(s) 9-17

Setup Start Time 8:00 AM PM

Teardown Date(s) 9-17

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

RECEIVED

SEP 16 2022

CITY OF MANITOWOC
 ENGINEERING

FACILITY REQUESTS

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

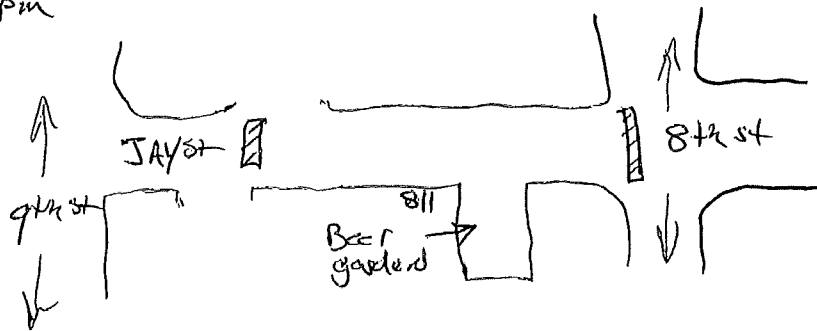
VENDORS & MONEY EXCHANGE

- 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 *8 AM - 11 PM*
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 1 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 11-16 TIME _____ AM PM LOCATION Beer garden
PICKUP DATE 11-19 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 _____ 10

TENTS

- Tent - 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades - 2' _____
- Barricades - 3' _____
- Barricades - 8' _____ ? 4-6
- 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?

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 4/19/1972

Signature of Applicant: *[Handwritten Signature]* Date: 7-29-22

E-MAIL

PRINT



22-0686

Standing Committee: Public Infrastructure Committee

Document Name: Financial Assistance Agreement for the 2022 Lead Service Line Program

Action:

Place on File - No Council action needed

Refer to:

Refer to Council

Consent

Non-Consent

Committee Recommendation:

Attest:

Chair – Alderperson Michael Cummings

Date

Vice-Chair – Alderperson James Brey

Alderperson Steve Czekala

Alderperson Chad Beeman

Alderperson Tim Boldt

Approved:

Justin M. Nickels
Mayor

Date