

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/3/2023

EVENT NAME: Special Event - Acoustic Fest

ORGANIZER: Catherine Egger

E-MAIL ADDRESS: c.egger313@gmail.com

EVENT DATE: 7/15/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: All day community music festival in Washington Park.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec	
Todd Blaser /ec	
Shawn Alfred /ec	
Jason Freiboth /ec	
Dan Koski /ec	
Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

Waiver of alcohol at Washington Park

ITEMS TO INCLUDE IN LETTER:

Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at revenue.wi.gov.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Acoustic Fest

Name of Applicant Catherine Egger

Street Address 1718 Cedar Court

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone (920) 901-9822

Cell Phone _____

Email c.egger313@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Catherine Egger

On-Site Cell Phone # (920) 901-9822

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



All day community music festival. Map is attached to application

Event Name Acoustic Fest

Public Event YES NO

Location Washington Park

Estimated Total Attendance 500 - 800

Estimated Attendance 200 - 300
from outside City of Manitowoc

Staging Area _____

Event Website www.acousticfest.org

Event Date(s) July 15, 2023

Event Start Time 8:00 AM PM

Event End Time 10:00 AM PM

Setup Date(s) 07/15/2023

Setup Start Time 6:00 AM PM

Teardown Date(s) 07/15/2023

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

FACILITY REQUESTS

- Facility Location Washington Park
- Mariner's Trail FROM _____ TO _____
- Athletic Field(s) Request _____
- Special Power Requirements Access to Electric Box
- 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 # TBD
- Signs/Banners # _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
 Class B License
- Alcohol Served End Time 10:00 p.m.
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \$500
- Revenue to be used for Merchandise/Performers

EVENT FEATURES

- Animals # _____ Type Attendees w/dogs
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 10:00 AM PM
- End Time 10:00 AM PM
- Type of Sound speakers for 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 7/15/23 TIME 6:00 AM PM LOCATION same as in past
 PICKUP DATE 7/16/23 TIME Any 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" 14
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 15
- 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" 8
- 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 1
- Power pedestal – portable _____
- Safety vests _____
- Security stand 18ns _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – 20sts _____
- Ticket booths – outdoor _____
- Trash barrels 15
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles TBD

Where do you plan to park vehicles Staff and Performer Parking indicated on map

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 Turn off siren for weekly test on 7/15/23

Date/Time Noon - 7/15/23

Location Washington Park

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.

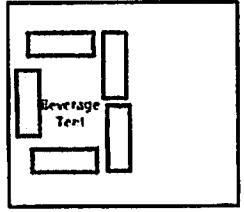
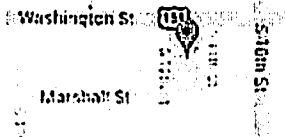
Date of birth of applicant 3 / 13 / 1963

Signature of Applicant:  Date: 05/02/2023

E-MAIL

PRINT

WASHINGTON ST./ HY 151



ONE WAY
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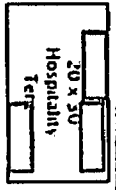
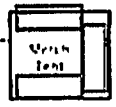
S. 12th STREET

Power Panel

Security Barricade

STAGE

Dressing Room

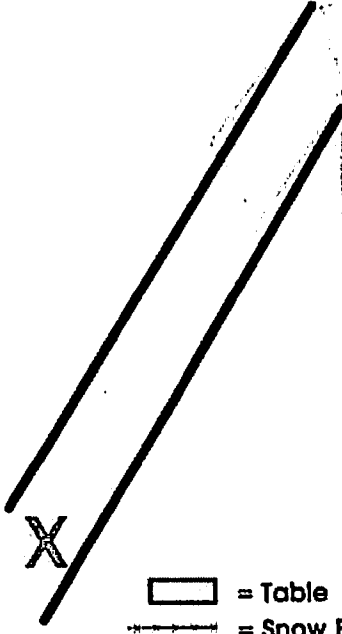


S. 11th STREET

ONE WAY
↑

Security Barricade

STAFF & PERFORMER PARKING



X = Enter parking area here.

☐ = Table
— = Snow Fence

MARSHALL STREET