

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/21/2023 (via email)

EVENT NAME: Picnic

ORGANIZER: Roncalli Middle School - Steve Theile

E-MAIL ADDRESS: steve.thiele@roncallicatholicschools.org

EVENT DATE: 5/16/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Use of Westfield Park for an end of the year celebration for Roncalli Middle School. Bathrooms, basketball courts, diamonds, and playground will be utilized.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name _____

Name of Applicant _____

Street Address _____

Mailing Address _____
(If different)

City, State, Zip _____

Primary Phone _____

Cell Phone _____

Email _____

Wisconsin Tax Exempt _____

ON SITE CONTACT INFORMATION

During Event

On-Site Contact _____

On-Site Cell Phone # _____

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)

Event Name _____

Public Event YES NO

Location _____

Estimated Total Attendance _____

Staging Area _____

Estimated Attendance _____
from outside City of Manitowoc

Event Date(s) _____

Event Website _____

Event Start Time _____ AM PM

Event End Time _____ AM PM

Setup Date(s) _____

Setup Start Time _____ AM PM

Teardown Date(s) _____

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

FACILITY REQUESTS

Facility Location _____ M _____

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
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 _____ 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 _____ TIME _____ 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 _____

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 ___/___/_____

Signature of Applicant: _____ Date: _____