

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/4/2022

**EVENT NAME:** 8th Grade Farewell

**ORGANIZER:** Wilson Middle School - Cory Erlandson

**E-MAIL ADDRESS:** erlandsonc@mpsd.school

**EVENT DATE:** 6/8/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of Citizen Park, including MYBA fields, for a 6-field kickball tournament; moving of picnic tables to MYBA Complex area

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

Shawn Alfred/sr  
Todd Blaser/sr  
Jason Freiboth/sr  
Dan Koski/sr

**COUNCIL ACTION REQUIRED:**

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**ITEMS TO INCLUDE IN LETTER:**

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# City of Manitowoc

RECEIVED

SPECIAL EVENT PERMIT APPLICATION RECEIVED

MAY 02 2022

MAY 02 2022

### APPLICANT INFORMATION

Business/Org Name Wilson Middle School  
 Name of Applicant Coxy Erlandson  
 Street Address 1201 11<sup>th</sup> Street  
 Mailing Address \_\_\_\_\_  
 (If different)  
 City, State, Zip Manitowoc WI 54220  
 Primary Phone 920-463-9582  
 Cell Phone 920-323-6294  
 Email erlandsonc@mpsd.school  
 Wisconsin Tax Exempt

CITY OF MANITOWOC ENGINEERING

### ON SITE CONTACT INFORMATION

During Event \_\_\_\_\_ CITY CLERKS OFFICE  
 On-Site Contact Heather Lunesh  
 On-Site Cell Phone # 920-445-9572  
 On-Site Security Contact Name Coxy Erlandson  
 On-Site Security Contact Phone # 920-323-6294

### EVENT INFORMATION

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

Missing Map/Drawing

See attached.

Event Name 8<sup>th</sup> Grade Farewell

Public Event YES NO

Location CITIZENS PARK

Estimated Total Attendance 200

Estimated Attendance \_\_\_\_\_  
from outside City of Manitowoc

Staging Area \_\_\_\_\_

Event Website \_\_\_\_\_

Event Date(s) JUNE 8<sup>th</sup>, 2022

Event Start Time 8:30 AM  PM

Event End Time 1:30 AM  PM

Setup Date(s) JUNE 8<sup>th</sup>

Setup Start Time 7 AM  PM

Teardown Date(s) \_\_\_\_\_

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

AIN  
4551

### FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_ TO \_\_\_\_\_
- Athletic Field(s) Request All ball diamonds + pavillion
- 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 # \_\_\_\_\_

### 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 9 AM PM
- End Time 1:30 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](http://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 5

Where do you plan to park vehicles CITIZENS PARK ~> PARKING LOT

Are there any special parking considerations NONE.  
(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) MPSD Plan

**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?

N/A

**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 01/12/1977

Signature of Applicant: [Signature]

Date: 4/18/22

E-MAIL

PRINT

Request:  
Move 16  
picnic tables  
to complex  
area,

