

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/1/2021

EVENT NAME: Oktoberfest Street Party

ORGANIZER: Brix - Emily Peot

E-MAIL ADDRESS: salesandmarketing@brixplace.com

EVENT DATE: 10/2/2021

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Band with stage lighting; food & beverage sales, including alcohol;  
street closure & use of traffic control items

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Closure of Washington Street from South 8th to Sczygelski Law Firm; Waiver of noise ordinance until 10:30 p.m.

ITEMS TO INCLUDE IN LETTER:



# City of Manitowoc

## 2021 SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name BRIX  
Name of Applicant Emily Peot  
Street Address 939 S. 8th St  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Manitowoc, WI 54220  
Primary Phone 9203744570  
Cell Phone \_\_\_\_\_  
Email salesandmarketing@brixplace.com  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Alyssa Strieter  
On-Site Cell Phone # 920-629-4442  
On-Site Security Contact Name Brandon Bartow  
On-Site Security Contact Phone # 920-374-0323

### EVENT INFORMATION

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

Document Attached



Event Name Oktoberfest Street Party

Public Event YES  NO

Location On furthest East block of Washington Street. From the corner of 8th and Washington to 7th.

Estimated Total Attendance 300

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

Staging Area 30 ft - 180 ft from the crosswalk that crosses Washington

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

Event Date(s) October 2nd Saturday

Event Start Time Oct. 2nd @ 11 AM  PM

Event End Time Oct. 2nd @ 11 AM  PM

Setup Date(s) 10/01/2021 Friday

Setup Start Time 12 AM  PM

Teardown Date(s) 10/03/2021 Sunday

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

**RECEIVED**

AUG 24 2021

**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 Describe location(s) + time(s) On furthest East block of Washington Street. From the corner of 8th and Washington to 7th.
- 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 # 1
- Tent # 1 Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time 11am AM  PM
- End Time 10:30 AM  PM
- Type of Sound Live Bands with Breaks through

**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 October 1 TIME 12 AM  PM  LOCATION \_\_\_\_\_

PICKUP DATE October 3 TIME 9 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' 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 2 \_\_\_\_\_
  - 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 N/A

Where do you plan to park vehicles Public lots in surrounding areas

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?

We are looking for clarity from the city as to where we would shut the street down from the EAST of our event. We assume that you will put the road closed signs where they need to go, if not please include directions where they need to go. Is there any leniency with having to have the event tore down by 9am on the following day? This would effect any inquiry we put out there from outsourced companies as they do not work on Sundays.

Please review this and let us know if we need to rent any more equipment that we do not have marked. We are not sure what is entirely required from the city for us to have this event.

**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 04 / 26 / 1999

Signature of Applicant: Emily Peot Date: 08/24/21

E-MAIL

PRINT

S. 7th St.

LUXE  
Beauty  
Bar

On  
Second  
Thought

Sczygelski  
Law Firm

Courthouse  
Pub

S. 8th St.

sidewalk

food table

food table

drink table

Washington St.

Stage

picnic table

standing table

picnic table

standing table

picnic table

picnic table

picnic table

picnic table

picnic table

Road Closure

sidewalk

food table

food table

drink table

Bay Title

BRIX