

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/24/2023

**EVENT NAME:** Waiver of Fees - Breakfast on the Farm

**ORGANIZER:** Mtwc. Co. Dairy Promos - Bill Neumann

**E-MAIL ADDRESS:** [bill@northbranchlogistics.com](mailto:bill@northbranchlogistics.com)

**EVENT DATE:** 6/11/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Waiver of fees to use picnic tables for Breakfast on the Farm on private property. This event is expected to be attended by 4500

**COMMITTEE CONCERNS:** Organizers will be responsible for picking up the tables and dropping them back off.

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Jason Freiboth /ec Brock Wetenkamp /ec Shawn Alfred /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

As part of the 2023 Mayor's budget, most fees for special events were waived. The 2024 budget has not been set. Non-waivable fees will be charged as set by policy.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name MTWC Co Breakfast on the Farm  
 Name of Applicant Bill Neumann  
 Street Address 4823 Thunder Rd  
 Mailing Address \_\_\_\_\_  
 (if different)  
 City, State, Zip Whitelaw WI 54247  
 Primary Phone 920 973-6729  
 Cell Phone ↑  
 Email bill@northbranchlogistics.com  
 Wisconsin Tax Exempt

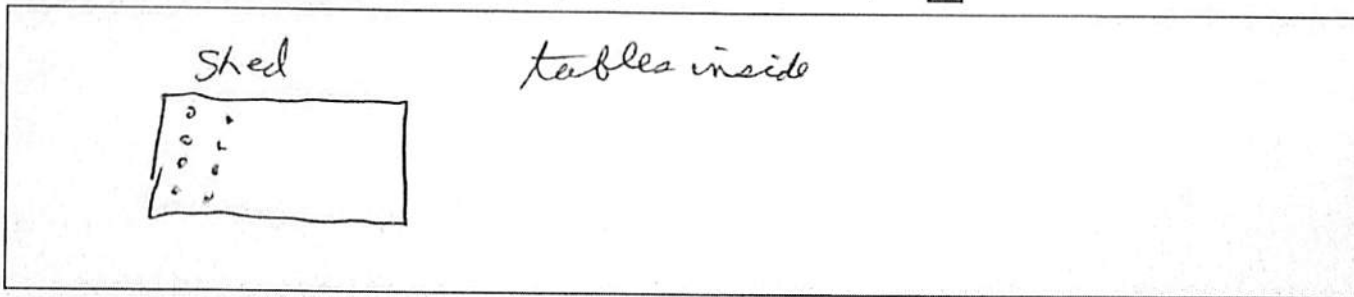
### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Bill Neumann  
 On-Site Cell Phone # 973-6729  
 On-Site Security Contact Name SAME  
 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 MTWC Co BOTF  
 Location 7427 Newton Rd  
Newton WI 53063  
 Staging Area \_\_\_\_\_  
 Event Date(s) Sunday June 12  
 Event Start Time 7 AM  PM   
 Event End Time noon AM  PM   
 Setup Date(s) June 11  
 Setup Start Time 8 AM  PM   
 Teardown Date(s) June 12  
 Teardown End Time 1 AM  PM   
 (Event to be cleaned by 9 a.m. on day following the event)

Public Event  YES  NO  
 Estimated Total Attendance 6,000  
 Estimated Attendance 6,000  
 from outside City of Manitowoc  
 Event Website \_\_\_\_\_

RECEIVED AN#

MAY 18 2022

CITY OF MANITOWOC  
 ENGINEERING

6616

## FACILITY REQUESTS

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

NA

## 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 \_\_\_\_\_

NA

## 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

NA

## EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # \_\_\_\_\_

NA

- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

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

NA

## 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](http://www.manitowoc.org).

DELIVERY DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  LOCATION \_\_\_\_\_

PICKUP DATE 6-11 TIME 8 AM  PM  Place Items in original drop-off location after event.

*\*Indicate Quantities on Line*

GAMES

- Bean Bag Toss \_\_\_\_\_
- Ring Toss \_\_\_\_\_
- Sports Kit \_\_\_\_\_

*NA*

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 all of them
- Picnic Tables – 8' wooden, ADA accessible all of them

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 \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

*NA*

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 \_\_\_\_\_

*NA*

**VEHICLES**

Parking must be included on site map

Expected number of vehicles \_\_\_\_\_

Where do you plan to park vehicles \_\_\_\_\_ *NA*

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  *NA*

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?

*- let me know where we need to go to get all of the tables.  
- let me know where we should return them*

**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 7/29/69

Signature of Applicant: Bill Neumann Date: 5-18-22

E-MAIL

PRINT