

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/31/2024

EVENT NAME: Acoustic Fest

ORGANIZER: Acoustic Fest Inc. - Catherine Egger

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

EVENT DATE: 8/17/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Acoustic bands to perform on the Metro Stage in Washington Park. There will be alcohol sales, vendors and food trucks. Funds raised support local music scholarships.

COMMITTEE CONCERNS:

WAIVER OF FEES: approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Waiver of Alcohol in 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.



Sunday, January 28, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Acoustic Fest
Location	Washington Park
Date	Saturday, August 17, 2024
Event time	12:00 PM - 10:00 PM
Setup date & time	Saturday, August 17, 2024 08:00
Takedown date & time	Saturday, August 17, 2024 22:00

Applicant Information

Name of Applicant	Catherine Egger
Organization name	Acoustic Fest, Inc.
Address	1718 Cedar Court Manitowoc, WI, 54220
Email	c.egger313@gmail.com
Phone number	(920) 901-9822
On-site contact name & phone number	Catherine Egger (920) 901-9822

Event Details

If any questions are not applicable, you can leave them blank.

Event description

All Day free community music festival

Estimated total attendance 1000

Estimated total attendance from outside Manitowoc 200

Event website

www.acousticfest.org

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event

Alcohol sales Food or drink sales Vendor(s)

Food Trucks Collecting monetary donations

Accepting credit card sales/transactions

Expected revenue

2000

Revenue will be used for

Next Year's Festival

Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Where are cars parking?

On the Street

Time of amplified sound

12:00 PM - 10:00 PM

Amplified sound type

Music

Event Structures

Select all that apply

Fencing Stage Portable restrooms Tent(s)

Waste removal service

Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

Equipment & Facility Requests

Facility request

Bandshell in Washington Park

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 15
\$6 max 30

Parks items
 Post pounder
 Power pedestal
 Safety vests
 Security stanchions 18
\$7 max. 18

Wooded snow fence 50' roll
 Plastic snow fence 50' roll
 Snow fence posts
 Tent 10'x20'
 Ticket booth
 Trash barrels 15
\$6 max. 50

Traffic control
 Barricades 2'
 Barricades 3'
 Barricades 8'
 Barricades 12' rail type
 Channelizer drums 3'
 Cones 18"
 Cones 28" 8
\$5.50
 Delineators 42"
 "Road Closed" signs
 "Road Closed Ahead" signs

Est. equipment cost per day 260

Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

We are providing a free community event as a non-profit organization.

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



MAP.pdf

Legal Notice and Submission

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.

Applicant date of birth

Wednesday, March 13, 1963

Sign

Catherine Egger

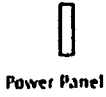
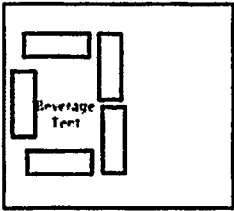
WASHINGTON ST./ HY 151



Washington St
Marshall St
S. 11th St



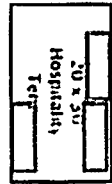
S. 12th STREET



Security Barricade

STAGE

Dressing Room

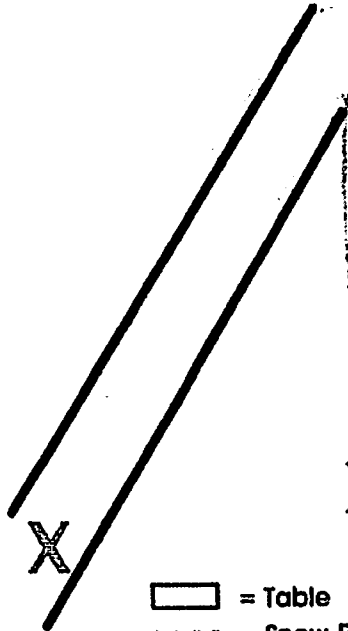


S. 11th STREET



Security Barricade

STAFF & PERFORMER PARKING



X = Enter parking area here.

- = Table
- = Snow Fence

MARSHALL STREET