

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/9/2022

**EVENT NAME:** Open House

**ORGANIZER:** Manitowoc Senior Center - Katelin Dorow

**E-MAIL ADDRESS:** kndorow@manitowoc.org

**EVENT DATE:** 5/4/2022

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Open house at Senior Center so visitors can see what activities & amenities are available; groups will be present to mingle with potential new members

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

Shawn Alfred/sr  
Jason Freiboth/sr  
Jason Russ/sr  
Liz Majerus/sr

**COUNCIL ACTION REQUIRED:**

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**ITEMS TO INCLUDE IN LETTER:**

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# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name MPRD  
 Name of Applicant Katelin Dorow  
 Street Address 3330 Custer ST  
 Mailing Address \_\_\_\_\_  
 (if different)  
 City, State, Zip Manitowoc, WI 54220  
 Primary Phone 920-686-3064  
 Cell Phone 920-374-0474  
 Email kndorow@manitowoc.org  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Katelin Dorow  
 On-Site Cell Phone # 920-374-0474  
 On-Site Security Contact Name Katelin Dorow  
 On-Site Security Contact Phone # 920-374-0474

### EVENT INFORMATION

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

Missing Map/Drawing

*Open House for SC. Will have groups here to meet & mingle with potential new members.*

Event Name Senior Center Open House

Public Event YES  NO

Location Senior Center

Estimated Total Attendance 30-70

Staging Area N/A

Estimated Attendance 20  
from outside City of Manitowoc

Event Website manitowoc.org

Event Date(s) 5-4-22

Event Start Time 10 AM  PM

Event End Time 2 AM  PM

Setup Date(s) 5-4-22

Setup Start Time 7 AM  PM

Teardown Date(s) 5-4-22

Teardown End Time 4 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 03 2022

CITY OF MANITOWOC  
 ENGINEERING

**FACILITY REQUESTS**

Facility Location Senior Center

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](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 20-60

Where do you plan to park vehicles Parking lot

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?

Thank you for your consideration

**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 07 / 12 / 1994

Signature of Applicant: Kate Derez

Date: 3.3.22

E-MAIL

PRINT