

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 2/21/2024

**EVENT NAME:** Sunrise Easter Service

**ORGANIZER:** Faith Church - Dawn Schroeder

**E-MAIL ADDRESS:** [info@westfoundation.us](mailto:info@westfoundation.us)

**EVENT DATE:** 3/31/2024

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Easter sunrise service at 6am in the parking lot at Red Arrow Park. There will be cones to block off the area and music for the service. About 100 people will be attending.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Not granted

**COMMITTEE DECISION:**

APPROVE	DENY
Dan Koski /ec Courtney Hansen /ec Todd Blaser /ec Shawn Alfred /ec	

**COUNCIL ACTION REQUIRED:**

Waiver of sound ordinance for 6am to 7am for guitar music and amplified voice at Red Arrow Park during the service

**ITEMS TO INCLUDE IN LETTER:**



Tuesday, February 20, 2024

## Special Event Application

### Approval Status

Not Started

### General Event Information

Event name	Faith Church Sunrise Easter Sunday
Location	Red Arrow Beach
Date	Sunday, March 31, 2024
Event time	5:30 AM - 7:00 AM
Setup date & time	Sunday, March 31, 2024 05:30
Takedown date & time	Sunday, March 31, 2024 07:00

### Applicant Information

Name of Applicant	Dawn Schroeder
Organization name	Faith Evangelical Free Church
Address	2201 S. 42nd Street Manitowoc, WI, 54220
Email	info@westfoundation.us
Phone number	(920) 901-8363
On-site contact name & phone number	Pastor Jeremy Vance
Security name & phone number	920-242-6266

### Event Details

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

### Event description

Our church would like to have a sunrise service on Easter morning from 6:00 to 7:00 am at the Red Arrow Beach location. An area will be coned off for the service to be with parking in the lot. There would be several guitar players/singers along with Pastor Jeremy Vance leading the service.

This will be the 5th or 6th year our church is offering this service so we have no idea how man will participate. In past the estimate is 100.

**Estimated total attendance** 100

**Estimated total attendance from outside Manitowoc** 25

**Event website** faithchurchmanitowoc.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.

### Route & Road Usage

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

**Where are cars parking?** in parking lot

**Time of amplified sound** 6:00 AM - 7:00 AM

**Amplified sound type** soft guitar music and song

### Event Structures

### 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

**Special power or lighting request** we would like electricity for microphones for the music

**Est. equipment cost per day** 0

### 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?

non-profit church service

## 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



Faith Church Service Map.pdf

### Questions and comments

This will not be a loud event, the neighbors will not be disturbed at all.

## 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, October 11, 1961

**Sign**

Dawn Schroeder

