

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/22/2021

EVENT NAME: Evergleams on 8th St. - Trolley to the Trees

ORGANIZER: Manitowoc Aluminum Kitschmas, Inc. - Cathy Karl

E-MAIL ADDRESS: heart_h@sbcglobal.net

EVENT DATE: 12/4, 12/11, & 12/18/21 **NEW OR RECURRING:** Recurring

LOCATION/DESCRIPTION: Evergleams on 8th display at the public library where participants will board a trolley for a tour of displays of aluminum trees in downtown Manitowoc; 21' lighted Christmas tree set up in Burger Boat Park

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Approved via e-mail

Dan Koski /*SK*

Liz Majerus /*LM*

Jason Freiboth /*JF*

COUNCIL ACTION REQUIRED:

--

ITEMS TO INCLUDE IN LETTER:

--

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee.



CITY OF MANITOWOC

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Manitowoc Aluminum Kitschmas, Inc.
 Name of Applicant Cathy Karl
 Street Address 909 S. 8
 Mailing Address _____
 (If different)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 920.901.6999
 Cell Phone 920.769.6162
 Email heart_h@sbcglobal.net
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Cathy Karl, Barb Bundy-Jost
 On-Site Cell Phone # 920.901.6999, 920.901.0043
 On-Site Security Contact Name Jordan Kabat
 On-Site Security Contact Phone # 920.769.6162

EVENT INFORMATION

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

Missing Map/Drawing



the annual Evergleams On Eighth event will offer the Trolley to the Trees on Dec. 4, 11 & 18 and will be using the Manitowoc Public Library from 4:15 to 8:00 each of those evenings to offer a tour of trees & displays at the Library and then check in & board the trolley.

The tour will follow the same route during each of the tours at 5:00, 6:00 & 7:00 on those 3 nights!

Event Name Evergleams On Eighth/Trolley to the Trees

Public Event YES NO

Location Library & around town

Estimated Total Attendance 60 per night

Estimated Attendance 30 per night
 from outside City of Manitowoc

Staging Area N/A

Event Website www.Evergleams.org

Event Date(s) Trolley to the Trees Dec. 4, 11, 18

Event Start Time 4:15 AM PM

Event End Time 8:00 AM PM

Setup Date(s) 12/04/2021

Setup Start Time 4:15 AM PM

Teardown Date(s) 12/04/2021

Teardown End Time 8:00 AM PM
 (Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

NOV 18 2021

CITY OF MANITOWOC
ENGINEERING

Facility Location Library

Mariner's Trail FROM _____
TO _____

Athletic Field(s) Request _____

Special Power Requirements _____

Special Lighting _____
(ex. ball diamonds)

ADA Accommodations _____

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.

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 30

Where do you plan to park vehicles Library parking lot

Are there any special parking considerations N/A
(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?

Request that the 21' Silver Tree would be set up in Burger Park as in the past several years.

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 08 / 28 / 1956

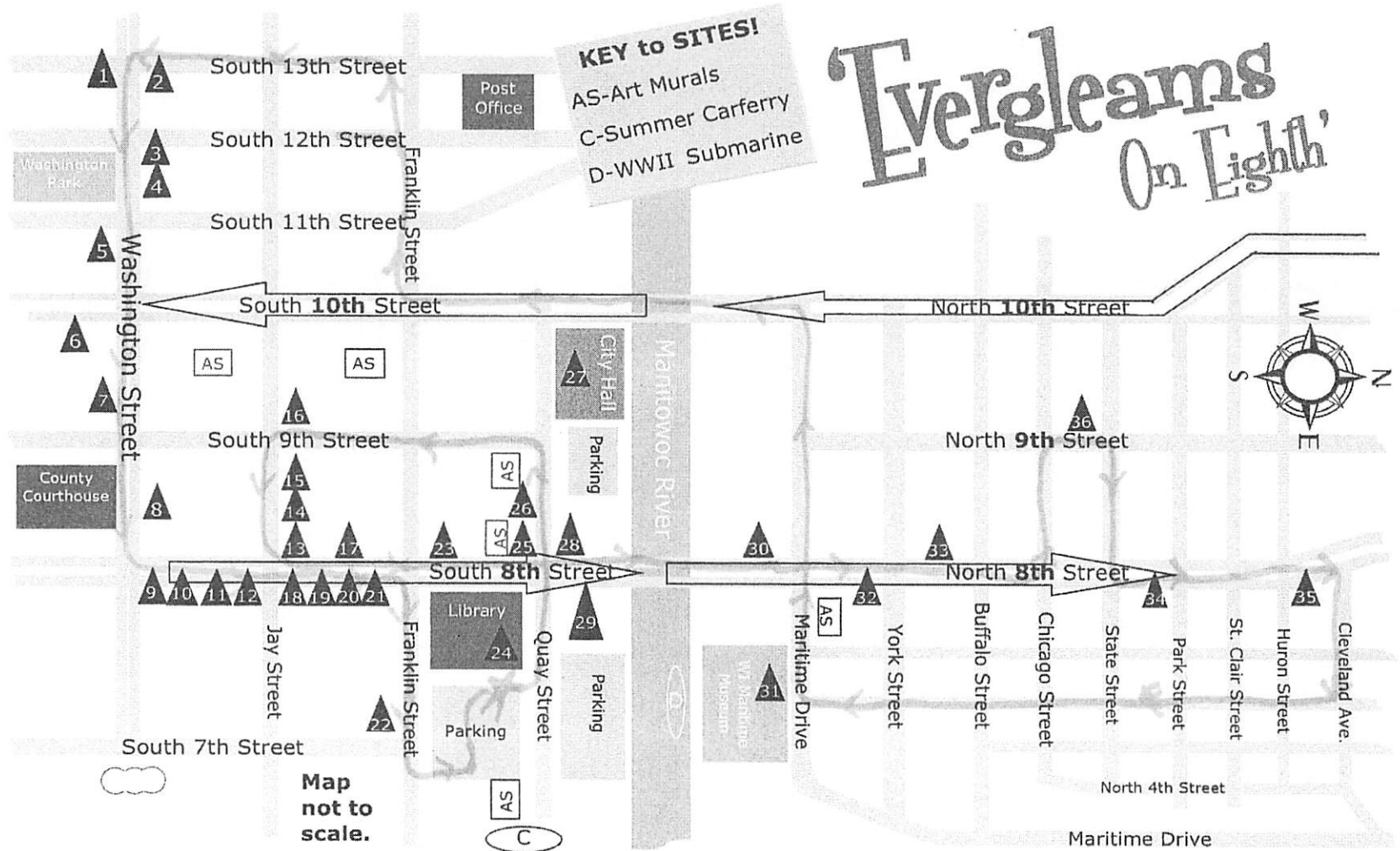
Signature of Applicant: Cathy Karl *Cathy Karl*

Date: 11.17.2021

E-MAIL

PRINT

2021 Downtown Manitowoc



1. AV-Dynamics - 1227 Washington St.
2. Painting Pathways Clubhouse - 1226 Washington St.
3. What the Lock? Escape Rooms - 1130 Washington St.
4. Crystal Pathway - 1106 Washington St.
5. American Family Insurance - 1011 Washington St.
6. Custom Health Pharmacy - 1011 S. 10th St.
7. Remax Port Cities Realtors - 903 Washington St.
8. Big Brothers Big Sisters - 810 Washington St.
9. Brix - 939 S. 8th St. *Look Up!*
10. Schneider Agency - 935 S. 8th St.
11. Lakeside Music - 931 8th St.
12. The Seamstress - 929 S. 8th St.
13. Quilting in the Valley - 914 S. 8th St.
14. Knight | Barry - 808 Jay St.

15. Apple Clinic - 814 Jay St.
16. Riverbank Lounge - 902 Jay St. *Look up, too!*
17. The Flower Forge - 912 S. 8th St.
18. Health Mart Manitowoc Pharmacy - 919 S. 8th St.
19. Capitol Civic Centre - 913 S. 8th St.
20. Heart & Homestead - 909 S. 8th St.
21. Berkshire Hathaway Starck Real Estate - 907 S. 8th St.
22. Stage Door Pub - 701 Franklin St. *Look Up!*
23. Ivy Trails Lakeshore - 838 S. 8th St.
24. Manitowoc Public Library - 707 Quay St.
*Frankie's Forest - Featuring Dozens of Different Trees
 From 1 Collection! Mirro & National Tinsel Displays, too!*
25. Aspire Education Center - 824 S. 8th St.
26. Soodsma Insurance - 805 Quay St.

27. City Hall - 900 Quay St. (Inside display)
28. Century 21 Aspire Group - 822 S. 8th St.
29. *Don't miss the 21' tree in Burger Park!*
30. Forefront Dermatology - 2 N. 8th St.
31. WI Maritime Museum - 75 Maritime Dr.
32. Precision Printing - 109 N. 8th St.
33. Progress Lakeshore - 202 N. 8th St.
34. New Dimensions Salon - 425 N. 8th St.
35. Intention Boutique - 807 B - N. 8th St.
36. Susan's Second Style - 304 N. 9th St.



'Trolley to the Trees'
 December 4, 11 & 18
 At 5:00, 6:00 or 7:00pm