

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/13/2022

EVENT NAME: Windigo Fest

ORGANIZER: Windigo Society - Dawn Dabeck

E-MAIL ADDRESS: dbyd@hotmail.com

EVENT DATE: 9/30 to 10/2/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Halloween festival at Manitowoc County Expo Center; waiver of noise ordinance to 1 a.m. ; waiver of fees for use of benches, picnic tables, & security stanchions

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	

COUNCIL ACTION REQUIRED:

Waiver of noise ordinance to 1 a.m. on Friday & Saturday

ITEMS TO INCLUDE IN LETTER:



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Windigo Fest

Name of Applicant Dawn Marie Dabeck

Street Address 719 A Franklin Street

Mailing Address \_\_\_\_\_  
(if different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-683-3268

Cell Phone 920-973-8666

Email dbyd@hotmail.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event \_\_\_\_\_

On-Site Contact Jim Dabeck

On-Site Cell Phone # 920-973-8666

On-Site Security Contact Name Dawn or Jim Dabeck

On-Site Security Contact Phone # 920-973-8666

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APR 08 2022

CITY CLERKS OFFICE

### EVENT INFORMATION

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

Missing Map/Drawing

Halloween Festival at the Manitowoc Expo Grounds. Bands and entertainment in outdoor pavilion and in the merchant building with food trucks on the main pavement. Parade will again be on the Expo Grounds.

Event Name Windigo Fest

Public Event YES  NO

Location Manitowoc County Expo Center  
4921 Expo Drive PO Box 1011  
Manitowoc, WI 54220

Estimated Total Attendance 3000

Estimated Attendance 2500  
from outside City of Manitowoc

Staging Area \_\_\_\_\_

Event Website www.windigofest.com

Event Date(s) Sept. 30th, Oct. 1&2

Event Start Time 5:00 AM  PM

Event End Time 7:00 AM  PM

Setup Date(s) 09/24/2022

Setup Start Time 8:00 AM  PM

Teardown Date(s) 10/04/2022

Teardown End Time 10:00 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

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CITY OF MANITOWOC  
ENGINEERING

A/N  
6495

## FACILITY REQUESTS

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

## 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 # 2
- Signs/Banners # 10

## EVENT FEATURES

- Animals # 6 Type Humane Society
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # band

## VENDORS & MONEY EXCHANGE

- Alcohol Sales  Request for Extension of Premises  
 Class B License
- Alcohol Served End Time 7:00pm Oct. 2nd
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 50
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue 20,000
- Revenue to be used for next year & Humane Society

## SOUND

- Amplified Sound
- Start Time 11:00 AM  PM
- End Time 1:00 AM  PM
- Type of Sound bands/speakers

## 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 Sept. 28 TIME 10 AM  PM  LOCATION outdoor pavilion  
PICKUP DATE Oct. 3rd TIME 9 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 10
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden \_\_\_\_\_
- Picnic Tables – 8' wooden, ADA accessible 10

### 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 8
- 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 500

Where do you plan to park vehicles Expo 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?

We are asking the city to waive equipment fees due to the amount of revenue and tourists it brings to the community.

**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 8 / 12 / 65

Signature of Applicant: Dawn Dabeck *Dawn Dabeck* Date: 4/8/22

E-MAIL

PRINT