

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/3/2023

EVENT NAME: Special Event - Slam I Am Concert

ORGANIZER: PetSkull Brewing - Paul Hoffman

E-MAIL ADDRESS: paul@petskullbrewing.com

EVENT DATE: 6/24/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: A Local Manitowoc Band that played from 1993-2003 are doing a reunion show on the street/parking lot north of PetSkull Brewing. Request for section of Buffalo St and N 11th St to be closed to make room for the hundreds of people

COMMITTEE CONCERNS: Concerns over current proposed map. The committee is working with Paul to close down more of Buffalo St to make the event safer.

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Road closure of N 11th St north of Buffalo St and Buffalo St from 11th to 10th St.

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name PetSkull Brewing Company LLC

Name of Applicant Paul W Hoffman

Street Address 1015 Buffalo St

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-946-5670

Cell Phone _____

Email paul@petskullbrewing.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Paul Hoffman

On-Site Cell Phone # 920-946-5670

On-Site Security Contact Name TBD

On-Site Security Contact Phone # TBD

EVENT INFORMATION

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

Document Attached



Slam I Am was a local Manitowoc band that performed in the area from 1993 - 2003. PetSkull Brewing has hired the band to perform a reunion show on Saturday, June 24th and expects it be a fairly large and popular event.

Event Name PetSkull Brewing Slam I Am Concert

Public Event YES NO

Location PetSkull Brewing

Estimated Total Attendance 800 - 1000

Estimated Attendance 300
from outside City of Manitowoc

Staging Area _____

Event Website _____

Event Date(s) Saturday, June 24th 2023

Event Start Time 8:00 AM PM

Event End Time 10:30 AM PM

Setup Date(s) 06/23/2023

Setup Start Time 12:00 AM PM

Teardown Date(s) 06/25/2023

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

FACILITY REQUESTS

- Facility Location _____
- 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 _____ 10:30pm
- 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)
- We would like to close Buffalo St near the PetSkull Brewing building, past the new boulevard, and a partial part of North 11th street north of the boulevard. See attached map.
- 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 # 6
- Signs/Banners # _____
- Carnival Rides # _____
- Dumpster # _____
- Stage # 1
- Tent # 1 Size 40x80
- Other # _____ Describe _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 8:00 AM PM
- End Time 10:30 AM PM
- Type of Sound Music

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 6/23/23 TIME 12:00 AM PM LOCATION Buffalo St
PICKUP DATE 6/25/23 TIME 12:00 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 10

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' 6
- 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 3
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket – portable _____
- Grill – 2' x 3' portable, outdoor 2
- 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 10 wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels 15
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 300

Where do you plan to park vehicles City street parking

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 We would like security whether that be on duty officers or off duty. Looking for guidance.

Date/Time June 24 2023 7:00 - 11:00

Location PetSkull Brewing

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 believe this is a wonderful event for downtown Manitowoc and more specifically, to the new River Point district. We wish we could use the new boulevard for the performance, but we absolutely need a tent in case of rain. We would like to request a waiver of all fees for city equipment/property as we believe this will pull in hundreds of people from out of town and will boost Manitowoc's downtown and River Point district.

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 / 24 / 1971

Signature of Applicant: /Paul W Hoffman/ Date: 4/26/23

E-MAIL

PRINT

Rev. 12/2021

PetSkull Brewing
Slam I Am Concert
June 24, 2023

Blocked Off Street Area

Tent
Band Stage
Beer Wagon

Picnic Table Area

PetSkull

