

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/14/2024

EVENT NAME: Food Truck Rally

ORGANIZER: PetSkull Brewing - Paul Hoffman

E-MAIL ADDRESS: paul@petskullbrewing.com

Tuesdays September

EVENT DATE: through October 2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: The Food Truck Rally on Tuesday nights throughout the summer was deemed a success, and the event is now asking for an extension of the original application which ended August 2024.

COMMITTEE CONCERNS:

WAIVER OF FEES: granted

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /email	
Eric Nycz /email	
Dan Koski /email	
Courtney Hansen /email	
Jason Freiboth /email	

COUNCIL ACTION REQUIRED:

Approval of Road Closure for N 11th St blvd. for Tuesday nights from 4-8 p.m. September and October 2024.

ITEMS TO INCLUDE IN LETTER:

As part of the 2024 budget, some fees for special events were waived. The 2025 budget has not been set. Non-waivable fees will be charged as set by policy.



Friday, April 26, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Food Truck Rally at PetSkull Brewing
Location	North 11th St Boulevard Adjacent to PetSkull Brewing
Date	Tuesday, June 4, 2024
End date if multiple day event and additional dates if applicable.	Tuesdays through August 27th. NEW EXTENSION: THROUGH OCTOBER 28, 2024
Event time	
Setup date & time	4:00 PM - 8:00 PM
Takedown date & time	Tuesday, June 4, 2024 15:00

Applicant Information

Name of Applicant	
Organization name	Paul Hoffman
Address	PetSkull Brewing
Email	1015 Buffalo St Manitowoc, WI, 54220
Phone number	paul@petskullbrewing.com
On-site contact name & phone number	(920) 946-5670
Security name & phone number	Paul Hoffman 920-946-5670

Event Details

Paul Hoffman 920-946-5670

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

Event description

I was recently approached by owners of local food trucks about relocating the Food Truck Rally they began last summer. We felt the new boulevard would be a fantastic backdrop for the new rally every Tuesday

during summer. I offered to coordinate this event with the city. Looking to have roughly 6 - 10 food trucks every Tuesday, along with live music (and BEER) on PetSkull Brewing's outdoor patio. We would obviously be interested in the city blocking off the boulevard approximately one hour before the rally (starts at 4:00).

Estimated total attendance 300

Estimated total attendance from outside Manitowoc 150

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.

Select all that apply to the event Food or drink sales Vendor(s) Food Trucks

Route & Road Usage

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

Road Closure
North 11th St boulevard

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

- Traffic control
- Barricades 2'
- Barricades 3'
- Barricades 8'
- Barricades 12' rail type
- Channelizer drums 3'
- Cones 18"
- Cones 28"
- Delineators 42"
- "Road Closed" signs $\frac{4}{\$6}$
- "Road Closed Ahead" signs

Est. equipment cost per day 24

Equipment request notes

There are 4 entrances/exits to the boulevard...not sure how many road closed signs would be needed.

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.

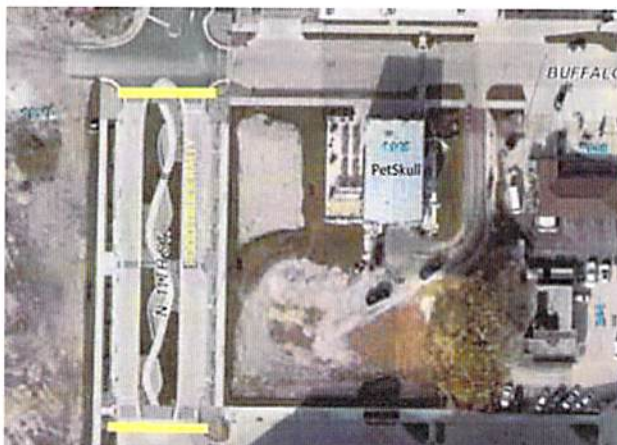
Are you requesting a Waiver of Fees?

No

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



Questions and comments

I was JUST approached about coordinating this. We humbly ask you to waive the \$100 late fee as this is great for our city and downtown. For the first time, this late submission isn't simply a result of Paul being poor planner.

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

Tuesday, August 24, 1971

Sign

Paul Hoffman