

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/14/2024

EVENT NAME: Pumpkin Palooza

ORGANIZER: Visit Manitowoc - Erika Christel

E-MAIL ADDRESS: [echristel@manitowoc.org](mailto:echristel@manitowoc.org)

EVENT DATE: 10/17/2024

NEW OR RECURRING: Recurring

**LOCATION/DESCRIPTION:** Participants are welcome to pick out a pumpkin and carve it for free at Burger Boat Park. There will be music and costumes. Pumpkins will be used to decorate downtown after the event. Participants will sign a waiver in order to handle tools.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** granted

**COMMITTEE DECISION:**

APPROVE	DENY
Todd Blaser /ec	
Eric Nycz /ec	
Dan Koski /ec	
Courtney Hansen /ec	

**COUNCIL ACTION REQUIRED:**

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**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.
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Monday, August 12, 2024

## Special Event Application

### Approval Status

Not Started

## General Event Information

Event name	Pumpkin Palooza
Location	Burger Boat Park
Date	Thursday, October 17, 2024
Event time	3:00 PM - 6:00 PM
Setup date & time	Thursday, October 17, 2024 14:00
Takedown date & time	Thursday, October 17, 2024 19:00

## Applicant Information

Name of Applicant	Erika Christel
Organization name	Visit Manitowoc
Address	824 S 8th St Manitowoc, WI - Wisconsin, 54220
Email	echristel@manitowoc.org
Phone number	(920) 686-3508
On-site contact name & phone number	Courtney Hansen 9209739508

## Event Details

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

### Event description

The public is invited to Burger Boat park to carve pumpkins for free that will be used to decorate Burger Boat and Shipbuilder parks. The Library will be open for restroom use. Carving tools will be supplied for participants who sign a waiver with language approved by City Attorney.

Estimated total attendance 50

Estimated total attendance from outside Manitowoc 10

Event website [www.visitmanitowoc.com/events](http://www.visitmanitowoc.com/events)

## 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.

## Event Structures

Select all that apply Tent(s)

## 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

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 10  
\$6 max 20

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20' 1  
\$55 max. 2

Ticket booth

Trash barrels 2 \_\_\_\_\_

Est. equipment cost per day 67

### Equipment request notes

2 addtl' trash cans to what is already at the park. Please set up tent on Thursday.

## Waiver of Fees <sup>\$6 max, 50</sup>

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

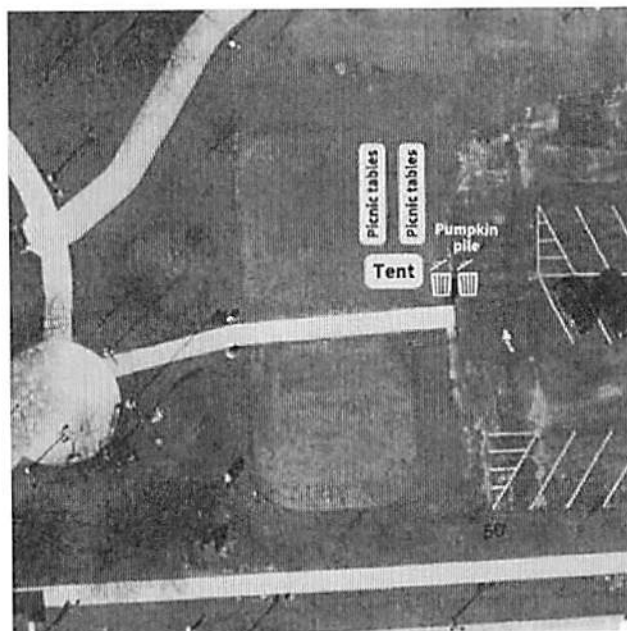
### Why should this Waiver of Fees be granted?

City of Manitowoc dept.

## 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



## 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**

Friday, June 12, 1998

**Sign**

Erika Christel