

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/29/2023

EVENT NAME: Pumpkin Palooza

ORGANIZER: Visit Manitowoc

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

EVENT DATE: 10/18/2023

NEW OR RECURRING: new

LOCATION/DESCRIPTION: Free pumpkin carving is offered while supplies last in Burger Boat Park from 3-6 p.m. The carved pumpkins will then decorate the downtown until November 1.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred /ec Jason Freiboth /ec Eric Nycz /ec Courtney Hansen /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

DOWNLOAD FORM

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF Forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge. <http://get.adobe.com/reader/otherversions>

### APPLICANT INFORMATION

Business/Org Name Visit Manitowoc

Name of Applicant Courtney Hansen

Street Address 824 S 8th Street

Mailing Address 900 Quay Street  
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-686-3508

Cell Phone 920-973-9508

Email chansen@manitowoc.org

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Courtney Hansen

On-Site Cell Phone # 920-973-9508

On-Site Security Contact Name Courtney Hansen

On-Site Security Contact Phone # 920-973-9508

### EVENT INFORMATION

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

Missing Map/Drawing



Visit Manitowoc is getting 100 steeply discounted pumpkins from Wilfert Farms that will be used to decorate the downtown as a festive Halloween destination. The community is invited to Burger Boat Park to carve and decorate pumpkins for free. The finished Jack-o'-lanterns will decorate and glow downtown through Halloween. About half will be given to downtown businesses to put in their storefront windows and the other half will be used to decorate in Burger Boat & Shipbuilders Parks and around the riverfront. Visit Manitowoc will light all outdoor pumpkins with glow sticks on Halloween night. Visit Manitowoc is encouraging downtown businesses to have festive fall happenings or specials that afternoon/evening. The library will be open for restroom use.

Attendees are encouraged to bring their own tools. Limited tools and markers will be available. To use tools provided, a waiver will need to be signed.

Following language was provided by City Attorney for inclusion in marketing: The combination of slippery pumpkins and sharp knives can be dangerous. Sharp tools should be kept in adult hands. The City will not be liable for injuries that may be sustained during this recreational activity. Attend at your own risk.

Event Name Pumpkin Palooza

Public Event YES  NO

Location Burger Boat Park

Estimated Total Attendance 150

Estimated Attendance 25  
from outside City of Manitowoc

Staging Area Corner of Burger Boat Park/Briess Lot

Event Website www.visitmanitowoc.com

Event Date(s) Wednesday, October 18

Event Start Time 3:00 AM  PM

Event End Time 6:00 AM  PM

Setup Date(s) 10/18/2023

Setup Start Time 2:00 AM  PM

Teardown Date(s) 10/18/2023

Teardown End Time 7:00 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

## FACILITY REQUESTS

- Facility Location Burger Boat Park
- 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 \_\_\_\_\_
- 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 3 AM  PM
- End Time 6 AM  PM
- Type of Sound Speaker playing 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](http://www.manitowoc.org).

DELIVERY DATE October 18 TIME 2:00 AM  PM  LOCATION Burger Boat Park  
PICKUP DATE October 19 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 10
- 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 100

Where do you plan to park vehicles Street parking and Briess Lot is available

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?

**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.

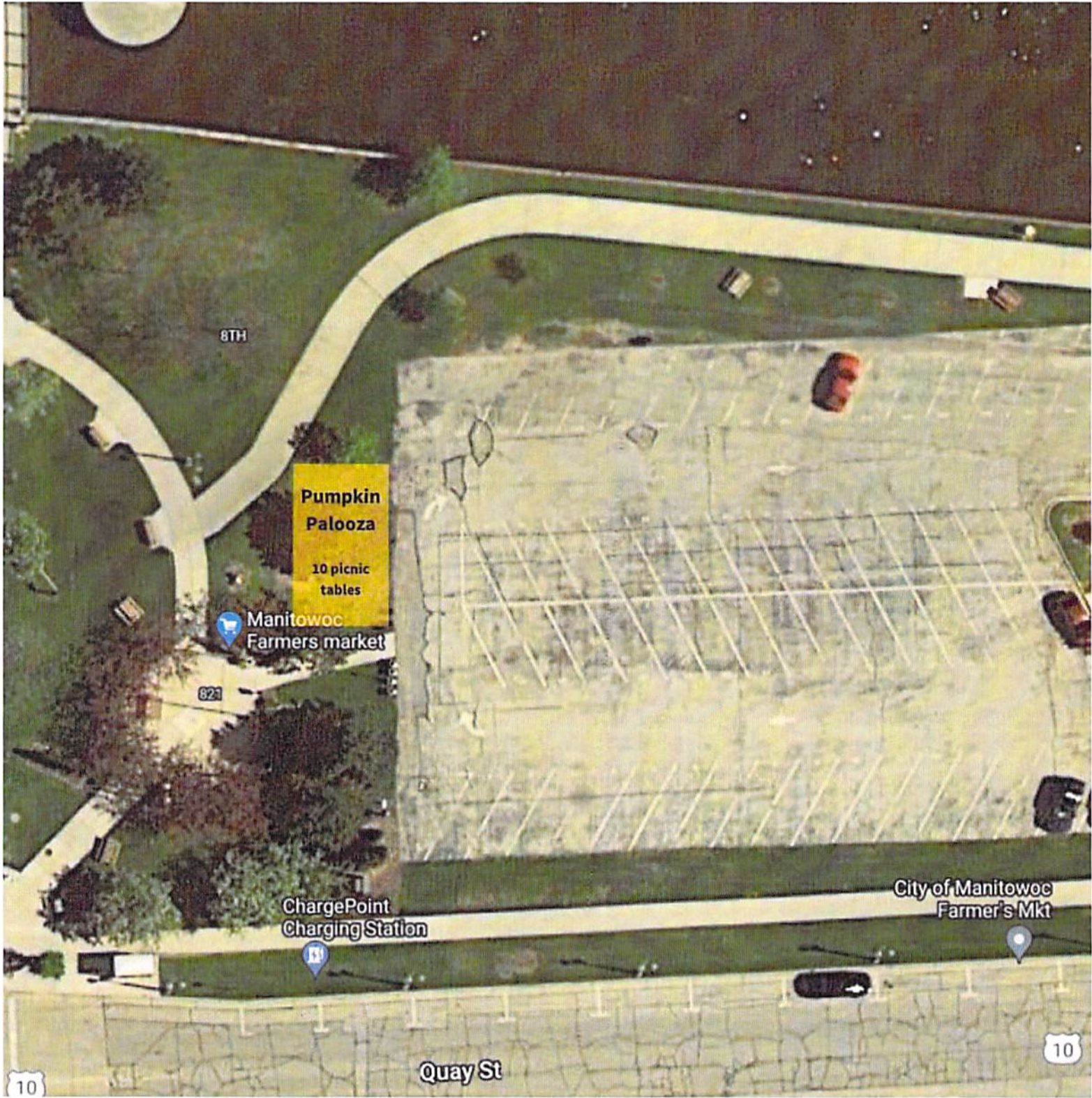
Date of birth of applicant 12 / 16 / 1993

Signature of Applicant: Courtney Hansen Date: 9/25/23

**E-MAIL**


**PRINT**






8TH

**Pumpkin  
Palooza**  
10 picnic  
tables

 **Manitowoc  
Farmers market**

821

 **ChargePoint  
Charging Station**

**City of Manitowoc  
Farmer's Mkt**

10

Quay St

10