

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/31/2024

EVENT NAME: Munich in Manitowoc

ORGANIZER: PetSkull Brewing - Paul Hoffman

E-MAIL ADDRESS: paul@petskullbrewing.com

EVENT DATE: 9/21/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual Oktoberbest Party with music and games to take place in and outside of PetSkull Brewing

COMMITTEE CONCERNS:

WAIVER OF FEES: not requested

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Road closure of N 11th between York and Buffalo Streets for 6 a.m. to 10 p.m. on Saturday, September 21.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.



Tuesday, July 16, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Munich in Manitowoc Oktoberfest
Location	PetSkull Brewing
Date	Saturday, September 21, 2024
Event time	1:00 PM - 9:00 PM
Setup date & time	Saturday, September 21, 2024 06:00
Takedown date & time	Saturday, September 21, 2024 22:00

Applicant Information

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

Event Details

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

Event description

Our SEVENTH annual Oktoberfest party. Polka music, german games, food trucks, and tasty Hofftoberfest Oktoberfest BIER!

Estimated total attendance 800

Estimated total attendance from 300
outside Manitowoc

Event website www.petskullbrewing.com

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 Alcohol sales Food or drink sales Food Trucks

Route & Road Usage

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

Road Closure

Boulevard on North 11th between York and Buffalo streets

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

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' $\frac{20}{\$6 \text{ max } 20}$

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'

Ticket booth

Trash barrels 20
\$6 max. 50

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs 4
\$6

"Road Closed Ahead" signs

Est. equipment cost per day 144

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



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