#### SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/5/2025
EVENT NAME: Harvest Fest
ORGANIZER: Rose Vukovich

E-MAIL ADDRESS: mountainministries@charter.net

**EVENT DATE:** 9/27/2025 **NEW OR RECURRING:** New

LOCATION/DESCRIPTION: New event in which gospel songs and fellowship will be heard in Washington

Park. This event was previously approved for 9/20/25, but org. requested a

change to 9/27/25.

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**WAIVER OF FEES: Not granted** 

#### **COMMITTEE DECISION:**

APPROVE	DENY
Brock Wetenkamp /ec	
Todd Blaser /ec	
Eric Nycz /ec	

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#### ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.

Event 4 Copy to: Clerk



#### **General Event Information**

Event name Harvest Fest

**Location** 1115 Washington Street (Washington Park)

Date Changed to 9/27/25 (originally submitted for 9/20/25)

Event time 12:00 PM - 6:00 PM

Setup start time Saturday, September 20, 2025 09:00 Saturday, September

**Takedown end time** 20, 2025 18:00

**Applicant Information** 

Name of Applicant Rose Vukovich

Organization Name Harvest Fest

Address 1015 S. 11th St.

Manitowoc, Wisconsin, 54220

Email mountainministries@charter.net

Phone number (920) 485-9989

On-site contact & phone number Rose (920)344-6964

#### **Event Details**

**Event description** 

Gospel songs from musicians and Singers, sharing the good news of the goodness of God. Food trucks and fellowship. Giving people hope and encouragement

Estimated total attendance 50

#### **Vendors & Money Exchange**

Select all that apply to the event Food Trucks

Expected revenue 0

## Route & Road Usage

1

Where are cars parking?

On the street

Time of amplified sound

12:00 PM - 6:00 PM

Amplified sound type

Live music

## **Event Structures**

Select all that apply

Stage

## Safety & Security

## **Equipment & Facility Requests**

Park and Athletic Field Request

Washington Park (\$75)

Do you need power or lighting?

Power

Est. equipment cost per day

0

#### Waiver of Fees

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?

We are nonprofit 501 (C)(3)

## Map

Upload map and supporting documents



## **Legal Notice and Submission**



Would you like to meet with the Special Event Committee to discuss your event?

No

Applicant date of birth

Monday, May 25, 1953

Sign

Rose Vukovich





# CITY OF MANITOWOC

#### WISCONSIN, USA

www.manitowoc.org

February 24, 2025

Harvest Fest Attn: Rose Vukovich 1015 S 11<sup>th</sup> Street Manitowoc, WI 54220

RE:

Harvest Fest - 9/20/2025

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on February 19, 2025, the Special Events Committee approved your request to hold the Harvest Fest on September 20, 2025. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges.

The Committee has denied the request for Waiver of Fees. Factors for consideration to waive fees include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts. The City of Manitowoc reserves the right to deny special events and requests for waived fees on a case-by-case basis. In October 2023, revisions to the Special Events Policy were approved at City Council.

Costs for Parks and Streets equipment and facilities will be invoiced after the Special Event. Questions regarding fees and reservations should be directed to <a href="mailto:parksadmin@manitowoc.org">parksadmin@manitowoc.org</a>.

If you have any questions, please contact me at (920) 686-6950 or via email at cityclerk@manitowoc.org.

Sincerely,

City Clerk / Deputy Treasurer

MR/jls

cc: Special Events Approval Group

Enclosures

#### SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/19/2025
EVENT NAME: Harvest Fest
ORGANIZER: Rose Vukovich

E-MAIL ADDRESS: mountainministries@charter.net

**EVENT DATE: 9/20/2025 NEW OR RECURRING: New** 

LOCATION/DESCRIPTION: New event in which gospel songs and fellowship will be heard in Washington

Park.

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**WAIVER OF FEES: Not granted** 

#### **COMMITTEE DECISION:**

APPROVE	DENY
Dan Koski /ec	
Todd Blaser /ec	
Eric Nycz /ec	
Jason Freibtoh /ec	

COUNCI	. ACTION	REOU	IRED:

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Event 4 Copy to: Clerk



#### **General Event Information**

**Event name** 

**Harvest Fest** 

Location

1115 Washington Street (Washington Park)

**Date** 

Saturday, September 20, 2025

**Event time** 

12:00 PM - 6:00 PM

Setup start time

Saturday, September 20, 2025 09:00

Takedown end time

Saturday, September 20, 2025 18:00

**Applicant Information** 

Name of Applicant

Rose Vukovich

**Organization Name** 

**Harvest Fest** 

**Address** 

1015 S. 11th St.

Manitowoc, Wisconsin, 54220

**Email** 

mountainministries@charter.net

Phone number

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On-site contact & phone number

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**Event description** 

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**Estimated total attendance** 

50

**Vendors & Money Exchange** 

Select all that apply to the event

**Food Trucks** 

**Expected revenue** 

0

**Route & Road Usage** 

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Where are cars parking?

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Time of amplified sound

12:00 PM - 6:00 PM

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# Safety & Security

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Washington Park (\$75)

Do you need power or lighting?

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#### **Waiver of Fees**

Are you requesting a Waiver of Fees?

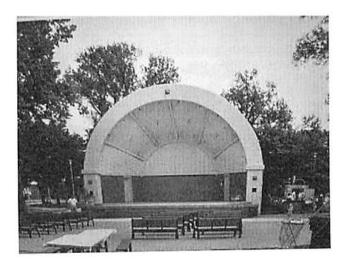
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

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

We are nonprofit 501 (C)(3)

## Map

Upload map and supporting documents



# **Legal Notice and Submission**



Would you like to meet with the Special Event Committee to discuss your event?



Applicant date of birth

Monday, May 25, 1953

Sign

Rose Vukovich



