

# 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.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

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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.
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# Special Event Application

Thursday, February 13, 2025

## 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

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](http://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 [parksadmin@manitowoc.org](mailto:parksadmin@manitowoc.org).

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

Sincerely,

Mackenzie Reed  
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.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

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# Special Event Application

Thursday, February 13, 2025

## 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** (920) 485-9989

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