

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/11/2023

EVENT NAME: Metro Jam

ORGANIZER: Bob Mittnacht/Amber Dawgs - Grow It Forward

E-MAIL ADDRESS: [rmittnacht@wi.rr.com](mailto:rmittnacht@wi.rr.com)

EVENT DATE: 6/16-17/2023

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: 44th Annual Metro Jam in Washington Park with free admission to live music. Using bandshell and most of the park on Friday and Saturday. Same as previous years. Alcohol will be served, event from 12pm to 10pm each day.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Brock Wetenkamp /ec Eric Nycz /ec Todd Blaser /ec Jason Freiboth /ec	

COUNCIL ACTION REQUIRED:

Alcohol in park waiver for 6/16/23 and 6/17/23

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Metro Jam / Grow It Forward, Inc.  
Name of Applicant Bob Mittnacht / Amber Daug  
Street Address 239 E. Chicago Street, Unit 605  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Milwaukee, WI 53202  
Primary Phone 414-852-5718  
Cell Phone 414-852-5718  
Email rmittnacht@wi.rr.com  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Bob Mittnacht  
On-Site Cell Phone # 414-852-5718  
On-Site Security Contact Name Bob Mittnacht  
On-Site Security Contact Phone # 414-852-5718

### EVENT INFORMATION

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

Document Attached



44th Annual Metro Jam, a free admission live music concert with local, regional and national performers. Event to take place on the Metrostage bandshell in Washington Park with fencing set up around the bandshell and the perimeter of the paved basketball court area backstage which is used for entertainer parking and equipment set up. Tent to be set up on east side of bandshell for entertainer hospitality. Public parking for the event will be on adjacent and local area streets. This is the same set up and park layout as in 2022.

Event Name Metro Jam

Public Event YES  NO

Location Washington Park and Metrostage

Estimated Total Attendance 2,000 - 3,000 with peak Sat. Eve.

Estimated Attendance 300 - 500  
from outside City of Manitowoc

Staging Area Basketball court area behind Metrostage

Event Website www.metrojam.org

Event Date(s) Friday and Saturday, June 16 and 17, 2023

Event Start Time 12:00 AM  PM

Event End Time 10:00 AM  PM

Setup Date(s) June 16, 2023

Setup Start Time 7:00 AM  PM

Teardown Date(s) June 17, 2023

Teardown End Time 2:00 AM  PM

(Event to be cleaned by 9 a.m. on day following the event)

**FACILITY REQUESTS**

Facility Location Washington Park

Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_

Athletic Field(s) Request Basketball court area behind Metrostage

Special Power Requirements City electrician connection to power

Special Lighting \_\_\_\_\_  
(ex. ball diamonds)

ADA Accommodations \_\_\_\_\_

**VENDORS & MONEY EXCHANGE**

Alcohol Sales  Request for Extension of Premises  
 Class B License

Alcohol Served End Time 10:00 PM by Grow It Forward

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many 4 - 6

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 # 14

Signs/Banners # 8

Carnival Rides # \_\_\_\_\_

Dumpster # 2

Stage # 1

Tent # 2 Size 10' x 20' & 20' x 20'

Other # 4 - 6 Describe Vendor trucks / tents

**EVENT FEATURES**

Animals # \_\_\_\_\_ Type \_\_\_\_\_

Fireworks - Time \_\_\_\_\_

Drone # \_\_\_\_\_

Lights/Spotlights # on stage

**SOUND**

Amplified Sound

Start Time 12:00 AM  PM

End Time 10:00 AM  PM

Type of Sound Live music various genres

### 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 June 16, 2023 TIME 7:00 AM  PM  LOCATION Washington Park  
PICKUP DATE June 19, 2023 TIME 7:00 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 6 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" 8
- Benches – 4' wooden \_\_\_\_\_
- Bleachers – 15'x5' portable
- Chairs – metal, folding 24
- Picnic Tables – 6' wooden 8-10 (AS AVAILABLE)
- Picnic Tables – 8' wooden, ADA accessible 1-2 (AS AVAILABLE)

#### TENTS

- Tent – 10'x 20' 1

#### TRAFFIC CONTROL ITEMS

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' \_\_\_\_\_
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" 10
- 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 8-10 wooden \_\_\_\_\_
- Snow fence – posts 60
- Ticket booths – outdoor \_\_\_\_\_
- Trash barrels \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 12-15

Where do you plan to park vehicles Basketball court behind Metrostage

Are there any special parking considerations No  
(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 Occasional drive by or walk through presence by Police as available would be appreciated.

Date/Time Friday, June 16, 2023, 7pm to 9:30pm and Saturday, June 17, 2023, 4pm to 10pm

Location Washington Park

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?


We would request that any charges for City services or equipment rental please be waived. Metro Jam is a non-profit event which is in it's 44th year as a free admission major music event for city residents and also provides a significant tourism attraction benefiting the City of Manitowoc. Thank you.

**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.

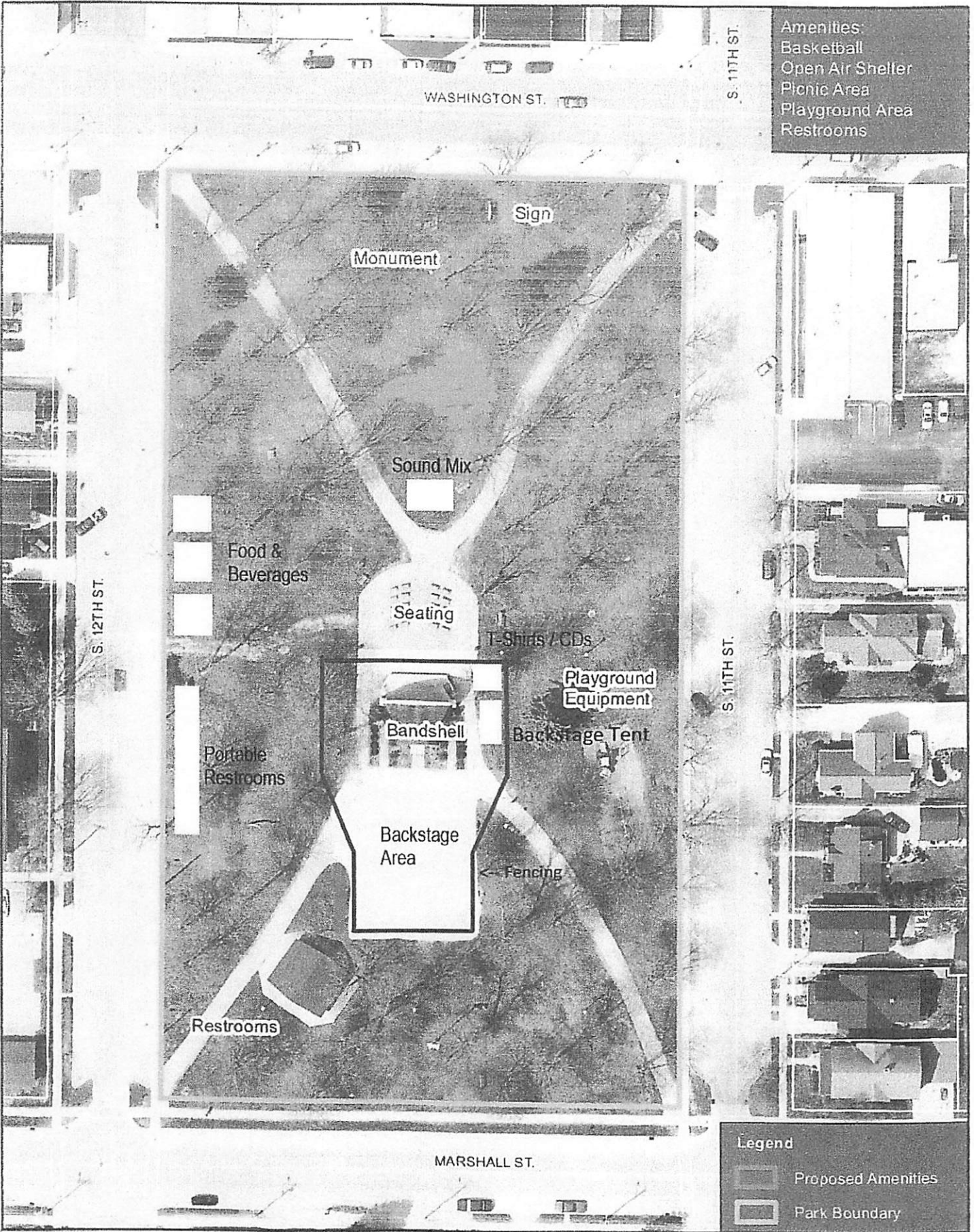
Date of birth of applicant 08 / 27 / 1953

Signature of Applicant: Bob Mittnacht 

Date: January 10, 2023

**E-MAIL**

**PRINT**



- Amenities:**  
 Basketball  
 Open Air Shelter  
 Picnic Area  
 Playground Area  
 Restrooms

S. 11TH ST.

WASHINGTON ST.

S. 12TH ST.

S. 11TH ST.

MARSHALL ST.

- Legend**
- Proposed Amenities
  - Park Boundary



# Washington Park



Map prepared by: