

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/14/2024

EVENT NAME: Malt City Brewfest

ORGANIZER: Briess Malt & Ingredients - Ron Schroder

E-MAIL ADDRESS: ron.schroder@briess.com

EVENT DATE: 8/2/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Craft brewfest festival to take place in the Briess lot with parks equipment.
The event is 21+ and donates some proceeds to local charities.

COMMITTEE CONCERNS:

WAIVER OF FEES: granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

As part of the 2024 budget, some fees for special events were waived. The 2025 budget has not been set. Non-waivable fees will be charged as set by policy.



Tuesday, July 30, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Malt City Brewfest
Location	Briess parking lot on riverfront
Date	Saturday, August 2, 2025
Event time	1:00 PM - 5:30 PM
Setup date & time	Friday, August 1, 2025 07:00
Takedown date & time	Monday, August 4, 2025 17:00

Applicant Information

Name of Applicant	Ron Schroder
Organization name	Briess Malt & Ingredients Co.
Address	625 S. Irish Road Chilton, WI, 53014
Email	ron.schroder@briess.com
Phone number	(920) 522-3034
On-site contact name & phone number	Ron Schroder, 920-522-3034
Security name & phone number	Jason Freiboth, 920-323-0391

Event Details

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

Event description

Purpose of the event is to celebrate summer and community with residents of Manitowoc and the surrounding area. Malt City Brewfest features craft beer from 30+ craft brewers, food trucks, live music, and local charities. The event is open to adults age 21+ and is held in Briess' parking lot along the Manitowoc River.

Estimated total attendance 700

Estimated total attendance from outside Manitowoc 140

Event website www.maltcitybrewfest.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 Vendor(s)

Food Trucks Charging admission or registration

Accepting credit card sales/transactions

Expected revenue 25000

Revenue will be used for Expenses, donations to local charities.

Route & Road Usage

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

Road Closure

No roads need to be closed before, during, or after the event.

Where are cars parking? Downtown Manitowoc

Time of amplified sound 2:15 PM - 5:15 PM

Amplified sound type live music

Event Structures

Select all that apply

Animals Drone Portable restrooms

Ground stakes greater than 6 inches Tent(s)

Waste removal service

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.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

It is requested that officers from the Manitowoc Police Department walk through the event twice during the afternoon. The event is scheduled from 1:00-5:30 on Saturday, August 2, 2025 in Briess' parking lot downtown Manitowoc.

Equipment & Facility Requests

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' 1
\$680 max. 1

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 30
\$6 max 20

Parks items

Post pounder 3
\$0 max. 3

Power pedestal

Safety vests

Security stanchions 15
\$7 max. 18

Wooded snow fence 50' roll

Plastic snow fence 50' roll 17
\$7 max. 17

Snow fence posts 100
\$2.50 max. 100

Tent 10'x20'

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

\$6

Channelizer drums 3'

Cones 18" 0
\$5.50

Cones 28" 6
\$5.50

Est. equipment cost per day 1247

"Road Closed" signs
Equipment request notes

"Road Closed Ahead" signs

Portable band wagon is requested to be dropped off before 7:30 AM on Friday, August 1.

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?

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

Why should this Waiver of Fees be granted?

A portion of proceeds is donated to our charitable partners Pink Heals for Cancer, Lakeshore Humane Society, and the Manitowoc Lions Club.

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



2023 Malt City Brewfest Sitepdf

Questions and comments

Briss Malting appreciates the support of many Manitowoc city employees to help make the event happen. The Manitowoc community has responded very well to the first three years of Malt City Brewfest. Local businesses have joined as sponsors, with 15+ sponsoring the event each year. All three craft brewers in Manitowoc are valued partners for the event.

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

Sunday, September 22, 1963

Sign

Ronald Schroder

