

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 8/2/2023

**EVENT NAME:** Hoods and Hops 2nd Annual Classic Car Show

**ORGANIZER:** Craft Creek Brewing - Brittany Hogan

**E-MAIL ADDRESS:** [brittany@craftcreekbrewing.com](mailto:brittany@craftcreekbrewing.com)

**EVENT DATE:** 10/1/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Classic car show on 9th St and Buffalo St in front of Craft Creek Brewing that serves as a fundraiser for The Harper Group, which will donate money to a local family struggling with a neuromuscular disorder.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec Dan Koski /ec Jason Freiboth /ec Todd Blaser /ec Shawn Alfred /ec	

**COUNCIL ACTION REQUIRED:**

Approval of Road Closure for 9th St from York St to Chicago St, and Buffalo St from 9th St to 10th St, and for Extension of Premise

**ITEMS TO INCLUDE IN LETTER:**

Do not place any items in the street that are not able to be quickly and easily moved in the event that emergency services are needed. Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents. 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. Fees have been waived for this event.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF Forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/otherversions>

### APPLICANT INFORMATION

Business/Org Name Craft Creek Brewing Co.

Name of Applicant Brittany Hogan

Street Address 220 N. 9th Street

Mailing Address \_\_\_\_\_  
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-627-0408

Cell Phone 920-627-0408

Email Brittany@craftcreekbrewing.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Brittany Hogan

On-Site Cell Phone # 920-627-0408

On-Site Security Contact Name Andrew Hogan

On-Site Security Contact Phone # 920-676-8807

▶ RECEIVED ◀  
JUL 24 2023

### EVENT INFORMATION

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

Document Attached



Craft Creek Brewing Co. would like to host its 2nd Annual Hoods and Hops Classic Car Show. This event would feature craft beer served by Craft Creek Brewing Co. and classic cars brought in by local patrons looking to show their car at the event. The event would be located on North 9th Street between the blocks of York St. and Chicago Street, as well as Buffalo street between 9th and 10th street. Barricades would be placed at the end of York Street and Chicago Street, along with blocking off the T-crossing between 9th and 10th street. The sides streets in parallel to the event would be utilized for guest parking. As part of the event we will be raising money for The Harper Group Inc. to be donated to a local family, The Tyeptanar family. Henry Tyeptanar was born with a rare neuromuscular condition so the money raised at the car show will be put towards medical expenses and wheelchair accessible transportation.

Event Name Hoods and Hops 2nd Annual Classic Car Show

Public Event YES  NO

Location Located on 9th street between the blocks of York St. to Chicago St. and Buffalo street between the block of 9th and 10th street.

Estimated Total Attendance 150

Estimated Attendance 50  
from outside City of Manitowoc

Staging Area \_\_\_\_\_

Event Website <https://www.facebook.com/craftcreekbrewing>

Event Date(s) 10/01/2023

Event Start Time 12:00 AM  PM

Event End Time 4:00 AM  PM

Setup Date(s) 10/01/2023

Setup Start Time 10:00 AM  PM

Teardown Date(s) 10/01/2023

Teardown End Time 5:00 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

## FACILITY REQUESTS

- Facility Location 9th Street
- Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

## VENDORS & MONEY EXCHANGE

- Alcohol Sales  Request for Extension of Premises  
 Class B License
- Alcohol Served End Time 4:00 pm
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many Shooter Malon's and Maretti's Deli
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue \$2500

Revenue to be used for Sales and The Harper Group

## ROUTE

Route map must be submitted with application

- Road Closure We would be looking to close 9th street from York St. to Chicago St., as well as Buffalo St. from 9th St to 10th St. This would allow for the cars to park for the classic car show. The Car show would last from 12-4 PM, so we would be looking to close the streets from 10:00 AM-4:30PM to allow for set up and take down of the event.
- 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 # \_\_\_\_\_
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

## SOUND

- Amplified Sound
- Start Time 11:30 AM  PM
- End Time 4:00 AM  PM
- Type of Sound Nettle Hill Band

## 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 09/30/2023 TIME 4 AM  PM  LOCATION 220 North 9th Street, Manitowoc WI 54  
PICKUP DATE 10/02/2023 TIME 10 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 \_\_\_\_\_ 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" \_\_\_\_\_
- Benches – 4' wooden \_\_\_\_\_
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden \_\_\_\_\_
- Picnic Tables – 8' wooden, ADA accessible \_\_\_\_\_

### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

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

## VEHICLES

Parking must be included on site map

Expected number of vehicles 75

Where do you plan to park vehicles On the sides streets in parrallel to 9th Street

Are there any special parking considerations \_\_\_\_\_  
(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 \_\_\_\_\_

Date/Time \_\_\_\_\_

Location \_\_\_\_\_

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?

## 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 12 / 29 / 1989

Signature of Applicant: Brittany Hogan

Date: 07/24/2023

E-MAIL

PRINT



**CITY OF MANITOWOC – DEPARTMENT OF TOURISM**  
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES**  
**FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two years indicating all expenses and all revenues of the group/organization may be requested by the committee. **Groups or organizations must be current on all financial accounts with the City of Manitowoc.** For more information about park facilities, equipment for special events and/or the City of Manitowoc Special Event Guidelines and Policy for events on City property, visit [www.manitowoc.org/parks](http://www.manitowoc.org/parks).

Name of event: Craft Creek Brewing Co. Hoods and Hops 2nd Annual Classic Car Show

1. Name of club/organization making request The Harper Group Inc.

Address 1025 Sarah Miles, Manitowoc, WI 54220 Telephone 920-374-0372

2. Names of club officers: Name Address Telephone

President Brian Rasmussen 1025 Sarah Miles, Manitowoc, WI 54220 920-374-0372

Secretary Lori Rasmussen 1025 Sarah Miles, Manitowoc, WI 54220 920-683-3288

Treasurer Brian Rasmussen 1025 Sarah Miles, Manitowoc, WI 54220 920-374-0372

3. Facility requested: Road Closer of 220 North 9th Street # of people 150

Equipment requested: 8 Barricades, 8 Road Closer Signs, 3 Trash bins

4. Date & time facility/equipment will be used: Date(s) 9/30-2023 - 10/1/2023 Hrs. 24 hours

5. Please explain your request, as to what fees you desire waived or reduced and reasons.

We are requesting that the expenses for the road closure, barricades, signs, and trash bins be waived

as will be raising money during the car show for a local family to support Henry Tyeptanar's medical expenses through The Harper Group Inc.

6. Which do you consider your group to be?

A. Community service        B. Non-profit X C. Private business       

D. Club or organization        E. Other, please explain

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
Yes X No       

8. If #7 is "yes," explain and list specific charges \_\_\_\_\_  
We will be raising money to support the Tyeptanar family through raffle baskets, 50/50, and donations.

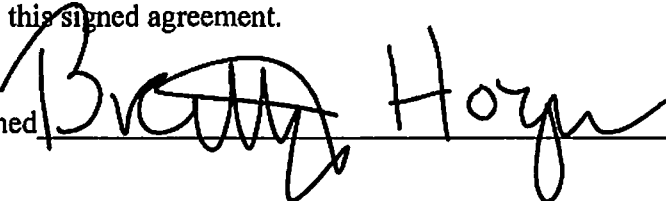
9. What will revenues be used for? \_\_\_\_\_  
The revenues will be raised for Henry Tyeptanar who was born with a rare neuromuscular condition. The proceeds will be put towards medical expenses and proper wheelchair accessible transportation.

10. Do you wish to meet personally with the Committee to discuss this request? Yes X No         
If "yes," please provide the following information of individual to contact:

Name Brittany Hogan Email brittany@craftcreekbrewing.com Phone # 920-627-0408

I understand the filing of this application does not ensure approval of a fee waiver or of the event. I also understand that all Special Event organizers and participants must comply with all applicable municipal ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for temporary beer/wine licenses, stake and firework permits, and other necessary licenses and permits are non-waivable. I further understand that an incomplete application may be cause for denial of the waiver.

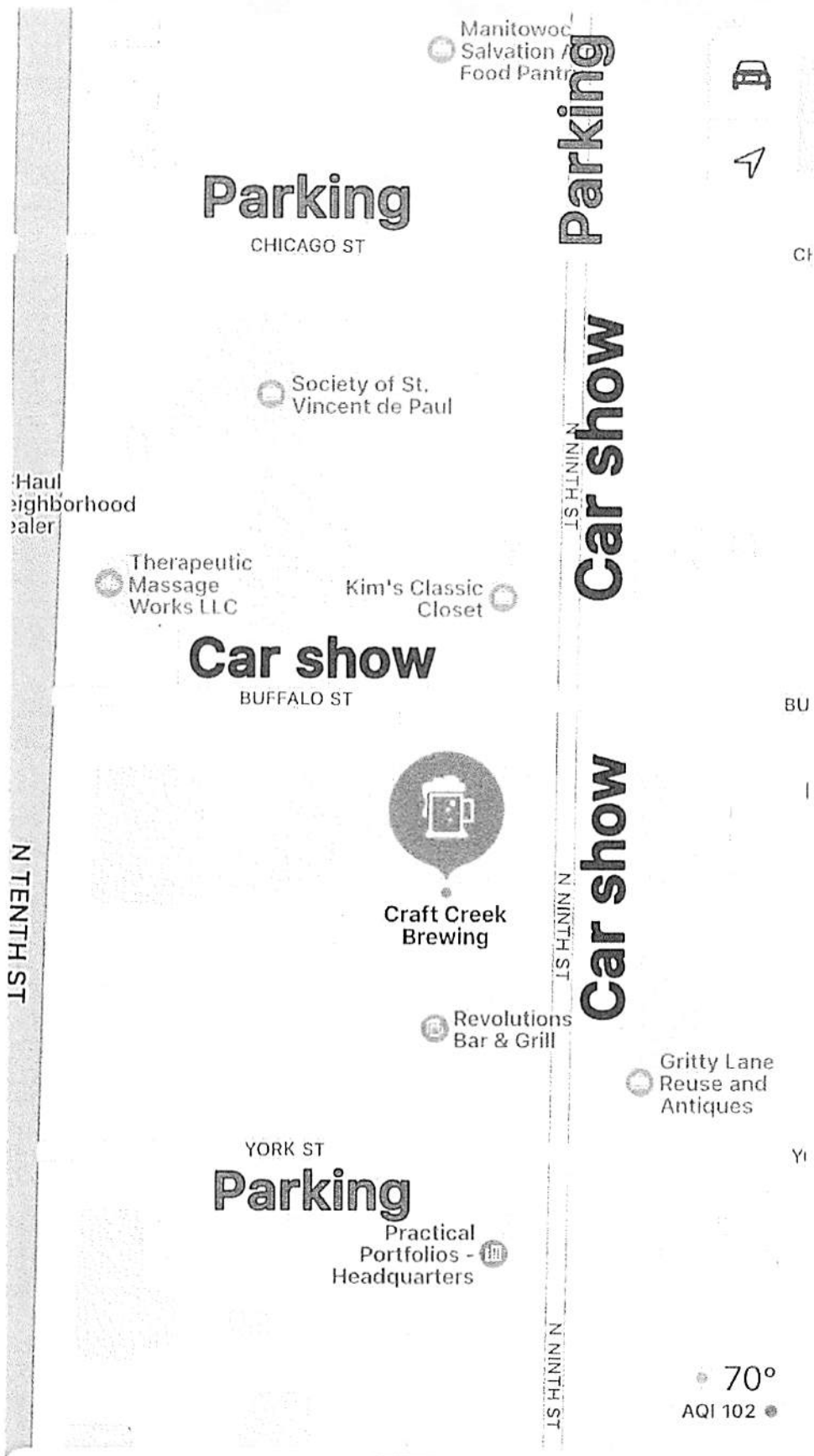
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on City property shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for 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 Guidelines and Policy, and it is hereby incorporated by reference into this signed agreement.

Signed 

Date 7/24/2023

**Please attach any additional information which you feel will assist the committee in evaluating your request.**

**When completed, return this form to:**  
City of Manitowoc – Tourism Department  
900 Quay St., Manitowoc, WI 54220  
E-mail: [tourism@manitowoc.org](mailto:tourism@manitowoc.org)  
Fax: 920-686-6525  
Phone: 920-686-3508



# Craft Creek Brewing

Brewery · Manitowoc, Wisconsin