

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/23/2022

EVENT NAME: Malt City Brewfest

ORGANIZER: Briess Malt & Ingredients - Ron Schroder

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

EVENT DATE: 7/23/2022

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of their lot for a beer festival with 30+ craft brewers, food trucks, & music; one drone; use of bandwagon, risers, & snow fence

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) Unless special parking requests were approved, all parking regulations will be enforced. 2) A Stake Permit is not required; however, organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Briess Malt & Ingredients Co.  
 Name of Applicant Ron Schroder  
 Street Address 605 Washington St.  
 Mailing Address \_\_\_\_\_  
 (if different)  
 City, State, Zip Manitowoc, WI 54220  
 Primary Phone 9206828291  
 Cell Phone 9205223034  
 Email ron.schroder@briess.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Ron Schroder  
 On-Site Cell Phone # 9205223034  
 On-Site Security Contact Name Jason Freiboth  
 On-Site Security Contact Phone # 9203230391

### EVENT INFORMATION

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

Missing Map/Drawing



Event is a beer festival for the Manitowoc community and surrounding areas. Objective is to bring the community together for connections and craft beer. Event will be promoted with a variety of advertising. Event will feature 30+ craft brewers pouring some of their favorite beers, food trucks, and music by Plymouth-based band The Honeygoats.

Event Name Malt City Brewfest

Public Event YES  NO

Location 720 Quay Street in Briess parking lot along the Manitowoc River.

Estimated Total Attendance 1,000

Estimated Attendance 200  
from outside City of Manitowoc

Staging Area NA

Event Website www.maltcitybrewfest.com

Event Date(s) 7/23/2022

Event Start Time 1:00 AM  PM

Event End Time 5:30 AM  PM

Setup Date(s) 07/23/2022

Setup Start Time 6:00 AM  PM

Teardown Date(s) 07/23/2022

Teardown End Time 11:30 AM  PM

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

RECEIVED

MAR 10 2022

CITY OF MANITOWOC  
ENGINEERING

A/N  
D/Lob

**FACILITY REQUESTS**

- Facility Location Briess Lot
- 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 5:30 PM
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 35
- 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 # 20
- Signs/Banners # 10

- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # 1
- Tent # 8 Size 20'x20'
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # 1
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time 2:00 AM  PM
- End Time 5:30 AM  PM
- Type of Sound The Honeygoats bluegrass

**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 7/22/2022 TIME 2:00 AM  PM  LOCATION Briess Parking Lot, west end  
PICKUP DATE 7/24/2022 TIME 11:00 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 10 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' \_\_\_\_\_
- 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 \_\_\_\_\_
  - 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 17 wooden \_\_\_\_\_
- Snow fence - posts 50 \_\_\_\_\_
- Ticket booths - outdoor \_\_\_\_\_
- Trash barrels \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 350

Where do you plan to park vehicles Brewers in Briess fenced lot by marine tower. Guests in city public parking.

Are there any special parking considerations Emergency vehicle access will be available on SE corner of fenced area.  
(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 Safety, security, emergency services if needed. Emergency Response Plan has been developed.

Date/Time 7/23/2022 from 1:00-5:30 PM

Location 720 Quay Street

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?

Additional requests will be reviewed with the appropriate City of Manitowoc offices as they arise, including alcohol licensing.

**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 9 / 22 / 1963

Signature of Applicant: Ronald P. Schroder Date: 3/18/2022

E-MAIL

PRINT