

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/30/2022

**EVENT NAME:** Juneteenth

**ORGANIZER:** Lakeshore United Visionaries, Inc. - Natasha Khan & Brian Ingram

**E-MAIL ADDRESS:** lakeshoreunitedvisionaries@gmail.com

**EVENT DATE:** 6/19/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of Citizen Park to celebrate the end of slavery; vendors & booths along with food, music, & kids' activities; use of the concession stand, banquet tables, tents, grills, & trash cans; 2 bounce houses

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Shawn Alfred/sr Jason Freiboth/sr Liz Majerus/sr Jason Russ/sr	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Please remind participants that dogs are not allowed in Citizen Park.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Lakshone's United Visionaries Inc  
 Name of Applicant Natasha Khan + Brian Ingram  
 Street Address P.O. Box 456  
 Mailing Address " "  
 City, State, Zip Manitowoc, WI 54221  
 Primary Phone 920-860-7615  
 Cell Phone \_\_\_\_\_  
 Email lakshonesunitedvisionaries@gmail.com  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event \_\_\_\_\_  
 On-Site Contact Natasha Khan + Brian Ingram  
 On-Site Cell Phone # 860-7615 + 860-1677  
 On-Site Security Contact Name \_\_\_\_\_  
 On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

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

Missing Map/Drawing

celebration of Juneteenth. vendors and organization booths along with food, music and kids activities.

Event Name Juneteenth

Public Event  YES  NO

Location \_\_\_\_\_

Estimated Total Attendance 200-300

Estimated Attendance 50  
from outside City of Manitowoc

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

Event Website \_\_\_\_\_

Event Date(s) 6-19-22

Event Start Time 12 AM  PM

Event End Time 6 AM  PM

Setup Date(s) 6-19-22

Setup Start Time As soon as park opens AM  PM

Teardown Date(s) 6-19-22

Teardown End Time 6 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 18 2022

CITY OF MANITOWOC  
 ENGINEERS

*Handwritten signature/initials*  
 AIAJ  
 6395

### FACILITY REQUESTS

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

### VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises Class B License
- Alcohol Served End Time \_\_\_\_\_
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 5-10
- 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 (y) & date(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 # 2
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # 2
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

### EVENT FEATURES

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

### SOUND

- Amplified Sound
- Start Time 12 AM PM
- End Time 6 AM PM
- Type of Sound DJ, speeches

## 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 \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  LOCATION \_\_\_\_\_

PICKUP DATE \_\_\_\_\_ TIME \_\_\_\_\_ 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" 2 \_\_\_\_\_
- 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 \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence - posts \_\_\_\_\_
- Ticket booths - outdoor \_\_\_\_\_
- Trash barrels \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles \_\_\_\_\_

Where do you plan to park vehicles Parking lots

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?

[Empty rectangular box for additional questions]

**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 01/23/1992

Signature of Applicant: [Handwritten Signature] Date: \_\_\_\_\_

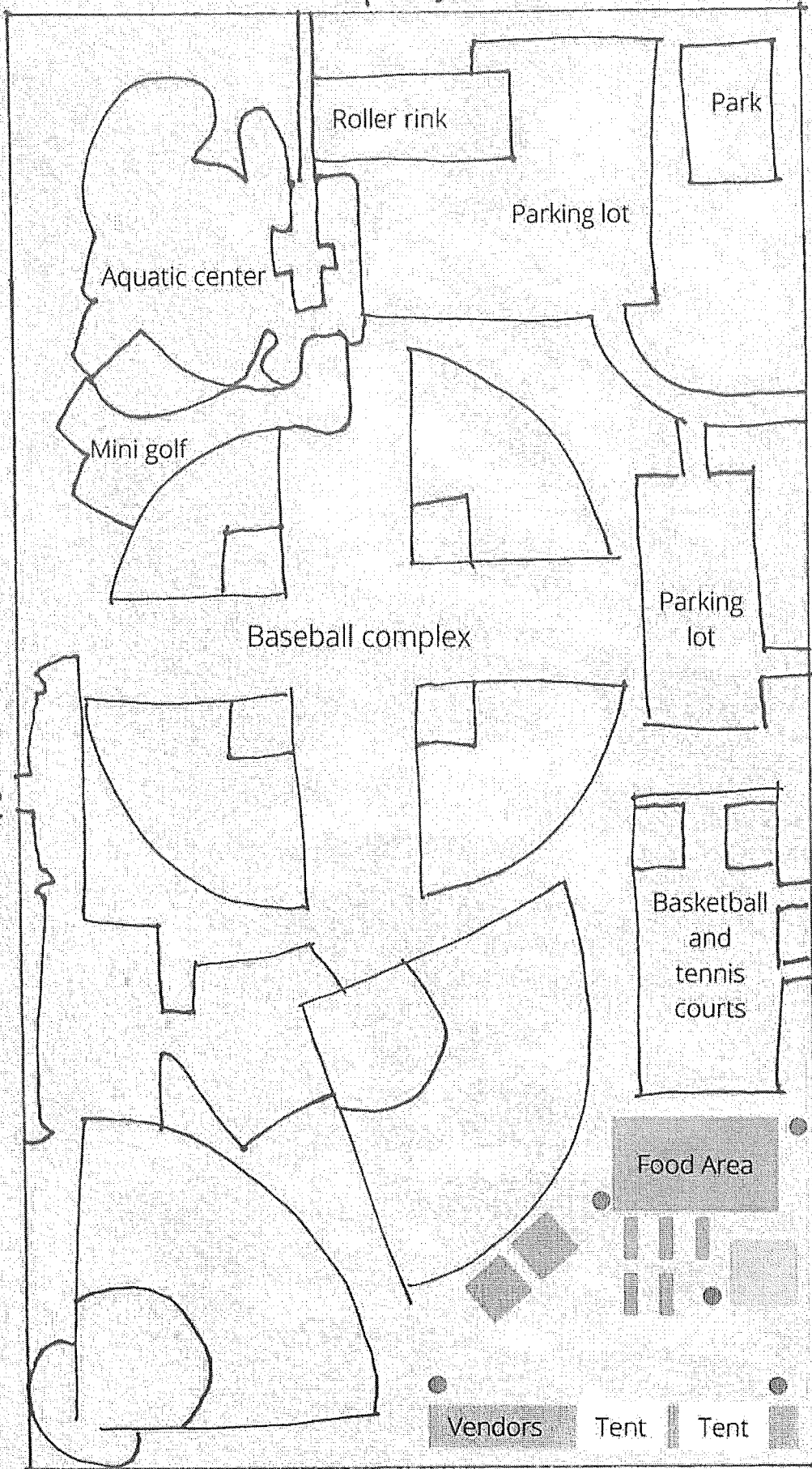
E-MAIL

PRINT

N. 18th

Rankin St.

New York Ave.



- = Garbage cans
- = Bounce houses
- ▬ = picnic tables
- = Stage

Vendors    Tent    Tent