

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/3/2023

**EVENT NAME:** Special Event - Kiwanis Car Show

**ORGANIZER:** Kiwanis Club - Steve Kanter

**E-MAIL ADDRESS:** [steve.kanter13@gmail.com](mailto:steve.kanter13@gmail.com)

**EVENT DATE:** 8/13/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Car show featuring vintage cars and campers in Washington Park.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Wavier of alcohol at Washington Park

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## 2021 SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Kiwanis Club of Manitowoc  
 Name of Applicant \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 Mailing Address (if different) PO. Box 832  
 City, State, Zip Manitowoc WI  
 Primary Phone N/A  
 Cell Phone 920 242 0240  
 Email Steve.Kanter13@gmail.com  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Steve Kanter  
 On-Site Cell Phone # 920 242 0240  
 On-Site Security Contact Name Steve Kanter  
 On-Site Security Contact Phone # 920 242 0240

### EVENT INFORMATION

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

Missing Map/Drawing

Display of vintage automobiles/Trucks/Motorcycles  
 and campers in Washington Park Manitowoc Aug 13, 2023  
 Set up Aug 12, 2023 8-10:30 A.M.

Event Name Kiwanis Car/Truck/cycle/campers Show

Public Event YES  NO

Location Washington Park

Estimated Total Attendance 500-700

Estimated Attendance 100-200  
from outside City of Manitowoc

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

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

Event Date(s) August 13, 2023

Event Start Time 6:00 AM  PM

Event End Time 4:00 AM  PM

Setup Date(s) 8/12/2023

Setup Start Time 8:00 AM  PM

Teardown Date(s) 8/13/2023

Teardown End Time 4:00 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

APR 20 2023

CITY OF MANITOWOC  
ENGINEERING

**FACILITY REQUESTS**

Facility Location Washington Park

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

Athletic Field(s) Request \_\_\_\_\_

Special Power Requirements \_\_\_\_\_

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

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

**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 # 3

Signs/Banners # \_\_\_\_\_

**VENDORS & MONEY EXCHANGE**

Alcohol Sales Request for Extension of Premises Class B License

Alcohol Served End Time 4:00 p.m 8/13/2023

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many 1-3

Collecting Money Donations

Charging Admissions On-Site - Display Vehicles

Credit Card Sales/Transactions

Expected Revenue \$1,000.00

Revenue to be used for support youth programs & activities in Manitowoc county

**EVENT FEATURES**

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

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

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

Lights/Spotlights # \_\_\_\_\_

**SOUND**

Amplified Sound

Start Time 8:00 AM PM

End Time 3:30 AM PM

Type of Sound Loud speakers from city

**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 8/11/2023 TIME \_\_\_\_\_ AM  PM  LOCATION Washington Park  
PICKUP DATE 8/14/2023 TIME anytime 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" 12
- Benches - 4' wooden \_\_\_\_\_
- Bleachers - 15'x5' portable
- Chairs - metal, folding \_\_\_\_\_
- Picnic Tables - 6' wooden 10 placed in food/beverage stand - see map
- Picnic Tables - 8' wooden, ADA accessible 1

**TENTS**

- Tent - 10'x 20' 1 canopy

**TRAFFIC CONTROL ITEMS**

- Barricades - 2' \_\_\_\_\_
- Barricades - 3' 10
- Barricades - 8' 8
- Barricades - 12' rail-type \_\_\_\_\_
- Channelizer drums - 3' reflective \_\_\_\_\_
- Cones - 18" 20
- Cones - 28" reflective 8
- 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 2
  - 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 Paint Stripper + 2 cases white paint

**VEHICLES**

Parking must be included on site map

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

Where do you plan to park vehicles in Washington Park - show vehicles

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 walk through park on day of show 8/13/2023

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) emergency route through park

**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?

Picnic tables placed in the food/beverage stand area  
Please see map.

**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 4/10/1941

Signature of Applicant: James G. Pfeifer

Date: 4/17/2023

E-MAIL

PRINT

WASHINGTON ST.

NT 2016

20ft 20ft

portable Restroom

portable Restroom

17th St

ENTER

PARKING

DRIVE WAY

PARKING

PARKING

DRIVE WAY

PARKING

PARKING

DRIVE WAY

PARKING

PARKING

DRIVE WAY

PARKING

PARKING

DRIVE WAY

PARKING

11st

GATE 1

Five

NO PARKING

FOOD COURT & BEVERAGE

Register

seating  
BAG Shelter

FEATURED CAR AREA

PLAY AREA  
SWINGS

17th St

PARKING

DRIVE WAY

PARKING

DRIVE WAY  
Rest Rooms

PARKING

PARKING

PARKING

PARKING

DRIVE WAY

GATE 2

PARKING

PARKING

portable Restroom

MARSHALL ST

Driveway and parking spaces are 20 feet

11st Motorcycles