

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 1/11/2023

**EVENT NAME:** Street Party

**ORGANIZER:** Rachel Graff - Fat Seagull

**E-MAIL ADDRESS:** [rlgraff2000@yahoo.com](mailto:rlgraff2000@yahoo.com)

**EVENT DATE:** 6/24-25/2023 and 7/29-30/2023 **NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** The Fat Seagull is hosting two street parties this year. Requesting extension of premise, street closure, Requesting 36 picnic tables and bandwagon.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

<b>APPROVE</b>	<b>DENY</b>
Courtney Hansen /ec Brock Wetenkamp /ec Eric Nycz /ec Todd Blaser /ec Jason Freiboth /ec	

**COUNCIL ACTION REQUIRED:**

Approval of road closure for 6 am Friday to 8 am Monday both weekends. Approval of extension of premise.

**ITEMS TO INCLUDE IN LETTER:**

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# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name The Fat Seagull

Name of Applicant Rachel Graff

Street Address 807 Quay Street

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

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-374-4596

Cell Phone 920-323-3578

Email rlgraff2000@yahoo.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Rachel Graff

On-Site Cell Phone # 920-323-3578

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



The Fat Seagull is planning on having 2 street parties once again this summer. We will be extending the premise to include the area between 8th and Quay and 9th and Quay streets. The dates of the street parties/closures are June 24-25 and July 29-30, 2023. There will be live music Saturday and Sunday and a 50/50 raffle to benefit the VA. We would like the picnic tables and barricades dropped off Friday to ensure a timely closure and setup for Saturday morning. We are requesting 36 wooden picnic tables, I was unable to enter that quantity into the fillable form. We are also requesting the portable band wagon for both events.

Event Name Street Party

Location 807 Quay Street

Staging Area Quay and 8th to Quay and 9th

Event Date(s) June 24-25 and July 29-30, 2023

Event Start Time 11:00 AM  PM

Event End Time 10:00 AM  PM

Setup Date(s) 06/23/2023

Setup Start Time 8:00 AM  PM

Teardown Date(s) 06/25/2023

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

Public Event YES  NO

Estimated Total Attendance 100-400

Estimated Attendance 100-150  
from outside City of Manitowoc

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

## FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- 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 \_\_\_\_\_
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many \_\_\_\_\_
- 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)  
The area between 8th and Quay and 9th and Quay will be blocked off 6/24/23-6/25/23 and 7/29/23-7/30/23.
- 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 \_\_\_\_\_ AM  PM
- End Time \_\_\_\_\_ 10 \_\_\_\_\_ AM  PM
- Type of Sound live music

## 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 6/23/23 7/28/23 TIME \_\_\_\_\_ AM  PM  LOCATION 807 Quay Street  
PICKUP DATE 6/26/23 7/31/23 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" \_\_\_\_\_
- 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' 6 \_\_\_\_\_
- 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 100

Where do you plan to park vehicles on adjacent streets

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 8 / 11 / 1975

Signature of Applicant: Rachel Graff Date: 1/9/2023

E-MAIL

PRINT

