

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 8/6/2025

**EVENT NAME:** Elktoberfest

**ORGANIZER:** Manitowoc Elks Lodge 687 - Timothy Ahrens

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

**EVENT DATE:** 10/4/2025

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** 4th Annual Elktoberfest at the Elks Lodge with live music, food, and raffles.  
This event benefits The Haven Hope House, and Boys & Girls Club.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Eric Nyce /ec Brock Wetenkamp /ec	

**COUNCIL ACTION REQUIRED:**

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**ITEMS TO INCLUDE IN LETTER:**

The equipment will be dropped off 1-3 days before the event as the Parks Dept. has time.
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# Special Event Application

Friday, July 25, 2025

## General Event Information

**Event name** Elkoberfest 2025  
**Location** 1807 N. Rapids Rd  
**Date** Saturday, October 4, 2025  
**Event time** 12:00 PM - 7:00 PM  
**Setup start time** Friday, October 3, 2025 08:00  
**Takedown end time** Sunday, October 5, 2025 08:00

## Applicant Information

**Name of Applicant** Timothy R Ahrens  
**Organization Name** Manitowoc Elks Lodge #687  
**Address** 1258 Arlington Avenue  
Manitowoc, WI, 54220  
**Email** traharley@yahoo.com  
**Phone number** (920) 323-9945  
**On-site contact & phone number** Member (920) 374-4156  
**Security name & phone number** N/A

### Event description

This will be our fourth year holding this event. All funds raised goes to the Manitowoc community. Their will be food, adult refreshment, live music, kids games, Basket raffles. This year the Lodge will split the funds between three organizations: The Haven, Hope House, and the Boys and Girls Club.

**Estimated total attendance** 150

**Est. attendance from outside Manitowoc** 25

## Event Features

**Select all that apply to the event**

Alcohol sales      Food or drink sales

Collecting monetary donations

<b>Expected revenue</b>	4000.00
<b>Revenue will be used for</b>	Donations to organizations listed above

## Route & Road Usage

### Road Closure

N/A

### Road Crossing

N/A

### Where are cars parking?

Cars parking on the east side of Rapids and our packing lot Road

### Describe course markings and if this is a timed route

Please cover the no parking sides on the east side of Rapids road

### Time of amplified sound

12:00 PM - 7:00 PM

### Amplified sound type

live music

## Event Structures

### Select all that apply

☐ Bounce House

☐ Fencing

☐ Portable restrooms

☐ Tent(s)

## Safety & Security

### Describe any assistance needed from the Police Dept. and/or Fire Dept.

N/A

## Equipment & Facility Requests

### Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12' 1  
\$110 max. 1

Portable Bandwagon 35'x8' (set up included)

### Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 15 \_\_\_\_\_  
\$6 max 20

Estimated cost per day 200

**Equipment will be dropped off at the discretion of DPI. Equipment request notes:**

Please if possible drop off 1 week before event

## Waiver of Fees

**Are you requesting a Waiver of Fees?**

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

**Why should this Waiver of Fees be granted?**

We are a nonprofit organization and all the funds we raise go back to the community

## Map

**Upload map and supporting documents**



Waiver of Fees - Elktoberfest.pdf

## Legal Notice and Submission

**Would you like to meet with the Special Event Committee to discuss your event?**

No

**Applicant date of birth**

Thursday, April 7, 1960

**Sign**

Timothy Ahrens