

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 1/10/2022

**EVENT NAME:** Touch the Trucks

**ORGANIZER:** Manitowoc Public Library - Julia Lee

**E-MAIL ADDRESS:** jlee@manitowoc.org

**EVENT DATE:** 7/13/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of Briess lot for public to view different types of vehicles; Briess lot to be closed at 9 pm the night before; requesting DPW to clean goose poop from lot; use of traffic control items & some City vehicles for display

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
<p><i>Approved via email:</i></p> <p>Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr</p>	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Unless special parking requests were approved, all parking regulations will be enforced.



# City of Manitowoc

## 2021 SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Manitowoc Public Library  
Name of Applicant Julia Lee  
Street Address 707 Quay St  
Mailing Address \_\_\_\_\_  
(if different)  
City, State, Zip Manitowoc, WI 54220  
Primary Phone 920-686-3025  
Cell Phone 920-629-6037  
Email jlee@manitowoc.org  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Julia Lee  
On-Site Cell Phone # 920-629-6037  
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)

Document Attached



Touch the Trucks is a fun, free community event that connects kids with BIG vehicles. Organizations involved in the past include DPI, MPU, PD, Fire & Rescue, and more! It will take place in the entire parking lot adjacent to the Burger Boat Park (Quay St. parking lot). We will use this space to park the large vehicles. We request that the Briess parking lot be closed from the evening of 7/12/22 to 1:00pm on 7/13/22. We would need barricades put in place to close the lot by DPI on the evening of 7/12/22 to ensure people do not park in the lot on the day of the event. We also request DPI to please clean goose poop from the parking lot prior to the event.

Event Name Touch the Trucks

Public Event YES  NO

Location Briess Lot on Quay St.

Estimated Total Attendance 1,000

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

Estimated Attendance 400  
from outside City of Manitowoc

Event Website manitowoclibrary.org

Event Date(s) 7/13/22 Wed.

Event Start Time 10:00 AM  PM

Event End Time 12:00 AM  PM

Setup Date(s) 07/12/2022

Setup Start Time 9:00 AM  PM

Teardown Date(s) 07/13/2022

Teardown End Time 1:00 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

DEC 20 2021

CITY OF MANITOWOC  
ENGINEERING

A/N  
Lea 7/6

## 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)
- 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 # 1-2 Type PD K-9 Unit
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

## SOUND

- Amplified Sound
- Start Time \_\_\_\_\_ AM PM
- End Time \_\_\_\_\_ AM PM
- Type of Sound \_\_\_\_\_

**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 7/12/22 TIME 8:00 AM  PM  LOCATION Briess lot entrances  
PICKUP DATE 7/13/22 TIME 1:00 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 \_\_\_\_\_ 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' 2
- 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 18-20

Where do you plan to park vehicles Briess lot (they are the main attraction for the event)

Are there any special parking considerations Emergency vehicles are always placed near the entrances so they can leave if  
(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 We'd love the Police Department and Fire/Rescue to be a part of the event again this year!

Date/Time 7/13/22 10:00-12:00

Location Briess lot, 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?

We welcome any city department to be a part of Touch the Trucks! It is a fabulous family event that is always well attended.

**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.

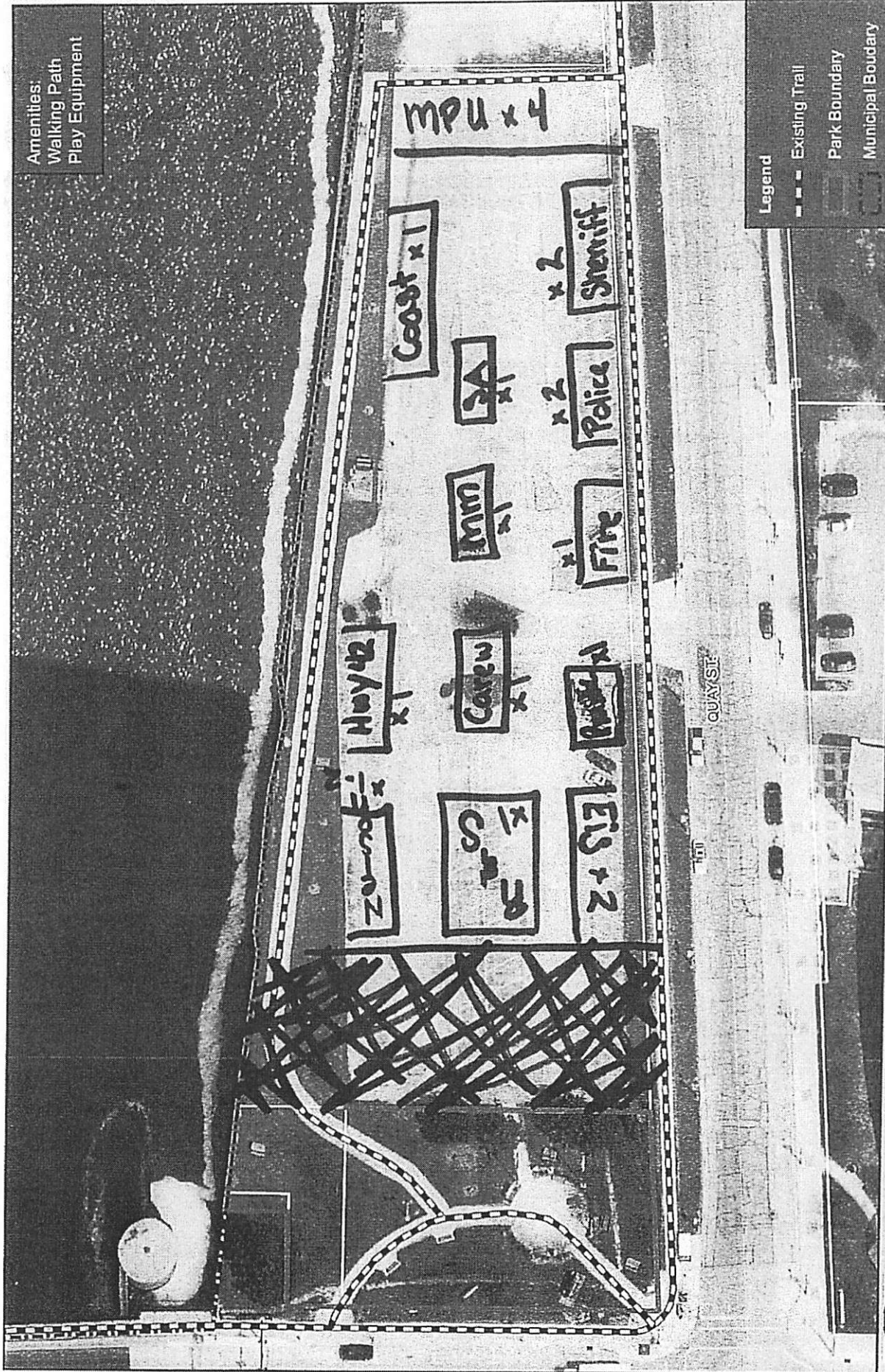
Date of birth of applicant 5 / 27 / 1988

Signature of Applicant: Julia N. Lee Date: 12/19/21

**E-MAIL**

**PRINT**

Amenities:  
Walking Path  
Play Equipment



Legend  
 - - - Existing Trail  
 - - - Park Boundary  
 - - - Municipal Boundary



# Burger Boat Company Park

City of Manitowoc, Wisconsin



Map prepared by:  
City of Manitowoc  
Planning Department  
Map Plotted April 2017