

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/26/2022

EVENT NAME: The Fat Seagull Street Parties

ORGANIZER: The Fat Seagull - Rachel Graff

E-MAIL ADDRESS: rlgraff2000@yahoo.com

6/25-6/26, 7/30-7/31, &

EVENT DATE: 8/20-8/21/22

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Outdoor music festival on the street with food, games, etc.; street closure of Quay St. from S 8th to S 9th; use of traffic control equipment & portable bandwagon

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Shawn Alfred/sr

Dan Koski/sr

Jason Freiboth/sr

COUNCIL ACTION REQUIRED:

Closure of Quay St. from S 8th to S 9th; extension of premise for alcohol

ITEMS TO INCLUDE IN LETTER:



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 to hold three street parties for the year 2022. The dates of planned events are June 25-26, July 30-31, and August 20-21. We will be having live music on both days along with raffles for charity and vendors.

Event Name The Fat Seagull Street Party

Public Event YES NO

Location 807 Quay Street

Estimated Total Attendance 200+

Estimated Attendance ?
from outside City of Manitowoc

Staging Area Between 8th and Quay and 9th and Quay

Event Website _____

Event Date(s) June 25-26, July 30-31, August 20-21 2022.

Event Start Time 11:00 AM PM

Event End Time 11:00 AM PM

Setup Date(s) ~~01/18/2022~~ June 25, July 30, August 20

Setup Start Time 7:00 AM PM

Teardown Date(s) ~~01/18/2022~~ June 27, August 1, August 22

Teardown End Time 11:00 AM PM

(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

JAN 18 2022

CITY OF MANITOWOC
ENGINEERING

A/N
leaf 84



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 11:00 pm
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 1-2
- 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 Between 8th and Quay and 9th and Quay
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 # 1
- Tent # _____ Size _____
- Other # _____ Describe _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Sat. Start Time 12 AM PM or later
- End Time 10 AM PM
- Type of Sound live music
- Sun - afternoon only

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.

DELIVERY DATE June 25, July 30, Aug 1 TIME 6:00 AM PM LOCATION 807 Quay Street

PICKUP DATE June 27, August 1, Aug 2 TIME 6:00 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 36

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type 8
- 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 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 _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 50

Where do you plan to park vehicles streets near event

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?

We would like to request 36 picnic tables for each event, the form is not allowing me to enter in the quantity. Is this possible? We would like the portable bandwagon for each event. I checked that we need a stage as well, not sure if that was necessary. The dates for the set up and tear down dates seem to be auto-populated, the set up dates are June 25, July 30 and August 20. Tear down dates are June 26, July 31, and August 21.

Could not replicate this issue

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: 1/18/2022

E-MAIL

PRINT

Sandy Ronski

From: Graff, Rachel L <Rachel.Graff@gotoltc.edu>
Sent: Tuesday, January 18, 2022 3:01 PM
To: Sandy Ronski
Cc: Brock Wetenkamp
Subject: External: Re: Special Events

I am sorry I missed that. Music will start around or after noon and end at 10 on Saturday. Music on Sunday is in afternoon only.

Sent from my U.S.Cellular© Smartphone
Get [Outlook for Android](#)

From: Sandy Ronski <sronski@manitowoc.org>
Sent: Tuesday, January 18, 2022 2:24:36 PM
To: Graff, Rachel L <Rachel.Graff@gotoltc.edu>
Cc: Brock Wetenkamp <bwetenkamp@manitowoc.org>
Subject: RE: Special Events

CAUTION: This email originated from outside of the LTC organization. Do not click links or open attachments unless you recognize the sender. CAUTION

On the first page of the application, you mentioned you would be having music both days, but on page 2, you did not indicate any times that you would have amplified sound. **What hours will you have music outside?** I'm wondering if these events are going to need a waiver of the noise ordinance (between 10 p.m. and 8 a.m.) by the Common Council. If so, we would get the waiver to the Common Council for approval at their February meeting.

Sandy Ronski

Operations Clerk II
Transit, Cemetery, Parks, & Forestry
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org [manitowoc.org]

Get up-to-date information on City activities by:

- Following the City of Manitowoc, the Manitowoc Parks and Recreation Department, Evergreen Cemetery and/or Maritime Metro Transit on Facebook;
- Receiving information via text or e-mail. Sign up at www.manitowoc.org/notifyme [manitowoc.org]; or
- Downloading the City of Manitowoc app from the App Store or Google Play, clicking on the Alert Center and subscribing to any number of alert types.

