

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 9/11/2024

**EVENT NAME:** Fall Vendor Craft Fair

**ORGANIZER:** Friends of Citizen Park Rec Center - Lynn Lemberger

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

**EVENT DATE:** 11/9/2024

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** This craft fair raises funds for the maintenance of the Citizen Park Rec Center building.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Not requested

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



Tuesday, September 3, 2024

## Special Event Application

### Approval Status

Not Started

## General Event Information

Event name	Friends of CP Rec Center Fall Vendor/Craft Fair
Location	Citizen Park Recreation Center
Date	Saturday, November 9, 2024
Event time	10:00 AM - 3:00 PM
Setup date & time	Saturday, November 9, 2024 08:00
Takedown date & time	Saturday, November 9, 2024 16:00

## Applicant Information

Name of Applicant	Lynn Lemberger
Organization Name	Friends of Citizen Park Rec Center
Address	4315 County Road CR Manitowoc, WI, 54220
Email	lynnleberger@gmail.com
Phone number	(920) 973-5966
On-site contact name & phone number	April Sieracki (920) 681-1391
Security name & phone number	Barry Lemberger (920) 973-4135

## Event Details

If any questions are not applicable, you can leave them blank.

### Event description

The Friends of Citizen Park Rec Center would like to once again hold our Annual Fall Vendor/Craft fair as a fundraising event. All proceeds from this event go directly to the Friends of Citizen Park Rec Center for maintenance/repairs/updates to the Citizen Park Center building., As in the past, we solicit vendors and crafters to set up booths to sell their items, and we invite the public to shop.

In addition, we invite a local non-profit or charity group to set up a booth and hold a bake sale for the

attendees during the event and that group retains their own profits.

\*Attendance during the event varies as attendees come and go throughout the event. It is estimated there would be approximately 50-100 people in the building at any given time, with a cumulative total of 300-400 throughout the day (including vendors, attendees and members of the Friends of Citizen Park Rec Center).

**Estimated total attendance** 300

**Estimated total attendance from outside Manitowoc** 100

## Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

**Select all that apply to the event** Vendor(s)

## Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

**Road Closure**

none

**Road Crossing** n/a

**Where are cars parking?** parking lot

## Event Structures

## Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

## Equipment & Facility Requests

**Est. equipment cost per day** 0

## Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

**Are you requesting a Waiver of Fees?** No

## Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



930 North 18th - MAP.pdf

## Legal Notice and Submission

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.

**Applicant date of birth**

Monday, November 2, 1970

**Sign**

Lynn Lemberger