

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/10/2022

EVENT NAME: Trunk or Treat

ORGANIZER: Manitowoc Public Library - Julia Lee

E-MAIL ADDRESS: jlee@manitowoc.org

EVENT DATE: 10/25/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Briess lot for Trunk or Treat event; use of traffic control items; closure of the Briess lot the evening before to prevent overnight parking; requesting any City departments, especially Police & Fire, to participate in the event

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 Street
 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)

Missing Map/Drawing



Trunk or Treat provides a safe, fun, FREE trick-or-treating event for families, while showcasing the wonderful organizations and businesses of Manitowoc. Participating organizations and businesses park in the lot, decorate their trunks however they wish, and hand out treats to kids and families. Participating organizations have included PD, Fire & Rescue, MPU, CASA, YMCA, Bartow Builders, and more!

Event Name Trunk or Treat 2022

Public Event YES NO

Location Briess parking lot

Estimated Total Attendance 1,000

Estimated Attendance 400
from outside City of Manitowoc

Staging Area _____

Event Website manitowoclibrary.org

Event Date(s) 10/25/22 *Tue*

Event Start Time 5:30 AM PM

Event End Time 7:00 AM PM

Setup Date(s) 10/24/2022

Setup Start Time 9:00 AM PM

Teardown Date(s) 10/25/2021

Teardown End Time 8:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

prevent overnight parking

RECEIVED

DEC 20 2021

CITY OF MANITOWOC
 ENGINEERING

*A/N
 10/27/21*



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 # _____ Type _____
- 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.

DELIVERY DATE 10/24/22 TIME 8:00 AM PM LOCATION Barricades placed in entrances of Brie:
PICKUP DATE 10/25/22 TIME 8:00 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 _____

Where do you plan to park vehicles _____

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 We'd love PD and Fire & Rescue to be a part of our event again this year!

Date/Time 10/25/22 5:30pm-7:00pm

Location Briess lot, Quay St.

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?

This will be our 3rd year hosting Trunk or Treat! It has been an incredibly successful program, and we would love to have any city departments participate!

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



Burger Boat Company Park

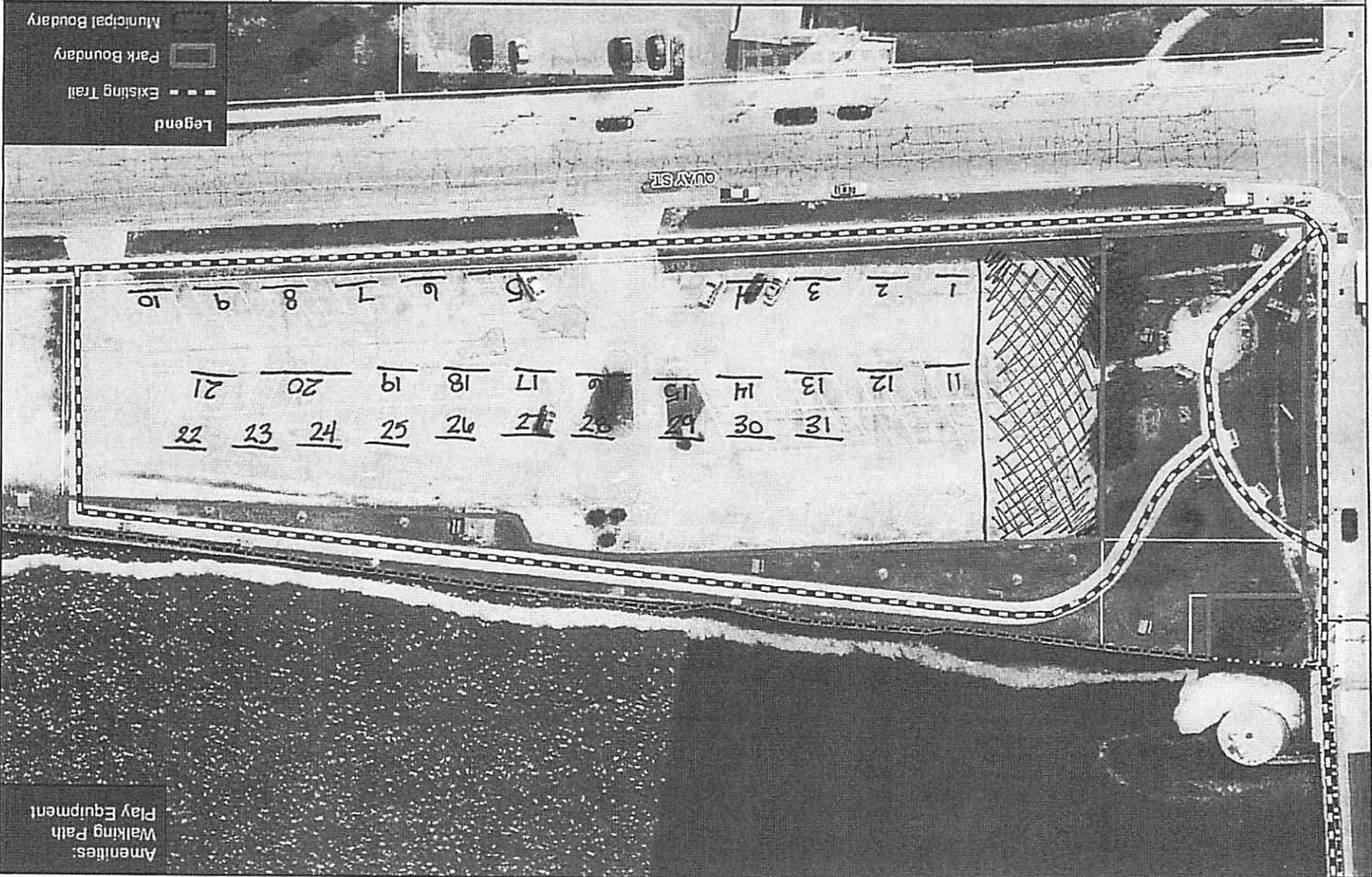
City of Manitowoc, Wisconsin

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



NOT TO SCALE

- Legend
- Existing Trail
 - Park Boundary
 - Municipal Boundary



- Amenities:
- Walking Path
 - Play Equipment