

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/22/2025

EVENT NAME: Metro Jam

ORGANIZER: Metro Jam/Sunrise Rotary Club - Bob Mittnacht and Peggy Kadow

E-MAIL ADDRESS: [rmittnacht@wi.rr.com](mailto:rmittnacht@wi.rr.com)

EVENT DATE: 6/20-21/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: 46th Annual free live music festival in Washington Park. There will be vendors, food, alcohol, fencing, and a tent. There will be amplified music ending at 10 p.m.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Waiver of alcohol at Washington Park

ITEMS TO INCLUDE IN LETTER:

Organizers must have a severe weather emergency plan to get spectators to shelter. Emergency sirens for noon on Saturday will be turned off this one instance.



## General Event Information

**Event name** Metro Jam

**Location** Washington Park

**Date** Friday, June 20, 2025

**End date if multiple day event and additional dates if applicable.** 06/21/2025

**Event time** 12:00 PM - 10:00 PM

**Setup start time** Friday, June 20, 2025 07:00

**Takedown end time** Saturday, June 21, 2025 23:59

## Applicant Information

**Name of Applicant** Bob Mittnacht / Peggy Kadow

**Organization Name** Metro Jam / Manitowoc Sunrise Rotary Club

**Address** 239 E. Chicago Street, Unit 605  
Milwaukee, WI, 53202

**Email** rmittnacht@wi.rr.com

**Phone number** (414) 852-5718

**On-site contact & phone number** Bob Mittnacht (414) 852-5718

**Security name & phone number** Bob Mittnacht (414) 852-5718

## Event Details

### Event description

46th Annual Metro Jam, a free admission live music concert with local, regional and national performers. Event to take place on the Metrostage bandshell in Washington Park with fencing set up around the bandshell and the perimeter of the paved basketball court area backstage which is used for entertainer parking and equipment set up. Tent to be set up on east side of bandshell for entertainer hospitality. Tent will also be set up on the west perimeter of the park for food and beverage sales by the Manitowoc Sunrise Rotary Club. Public parking for the event will be on adjacent and local area streets. This is the same set up and park layout as in 2024.

**Estimated total attendance** 3000

Est. attendance from outside  
Manitowoc 300

Event website www.metrojam.org

## Vendors & Money Exchange

Select all that apply to the event Alcohol sales Food or drink sales Vendor(s)

Expected revenue 1500

Revenue will be used for Sunrise Rotary Community Projects

## Route & Road Usage

Road Closure

None

Where are cars parking? Public parking for the event will be on adjacent and local area streets.

Time of amplified sound 12:00 PM - 10:00 PM

Amplified sound type Live music

## Event Structures

Select all that apply Portable restrooms Waste removal service

## Safety & Security

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

Occasional drive by or walk through presence by Police as available would be appreciated. Friday, June 20, 2025, 7pm to 9:30pm and Saturday, June 21, 2025, 4pm to 10pm at Washington Park.

## Equipment & Facility Requests

Park and Athletic Field Request Washington Park (\$75)

Do you need power or lighting? Power connection for stage by City electrician at 11:30am on Friday and disconnection at 11pm on Saturday. Also power for food and beverage stand.

Staging & risers

4'x8' Risers (6" tall)  $\frac{6}{\$20 \text{ max. } 10}$

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8'

Tables & seating

Banquet tables 8'x40'  $\frac{12}{\$7 \text{ max } 22}$

Benches 4'

Metal folding chairs  $\frac{24}{\$2 \text{ max } 200}$

Picnic tables 6'  $\frac{8}{\$6 \text{ max } 20}$

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll  $\frac{10}{\$7 \text{ max. } 17}$

Snow fence posts  $\frac{60}{\$2.50 \text{ max. } 100}$

Tent 10'x20'  $\frac{2}{\$55 \text{ max. } 2}$

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"  $\frac{10}{\$5.50}$

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

**Est. equipment cost per day** 895

### Equipment request notes

Equipment to be delivered and set up at Washington Park on Friday, June 20, 2025 at 8am. Take down and removal can be on Monday, June 23, 2025. Please include a 8' long mat or rug to cover the sound cable crossing a park walkway. Power connection for stage by City electrician at 11:30am on Friday and disconnection at 11pm on Saturday.

## Waiver of Fees

Are you requesting a Waiver of Fees?

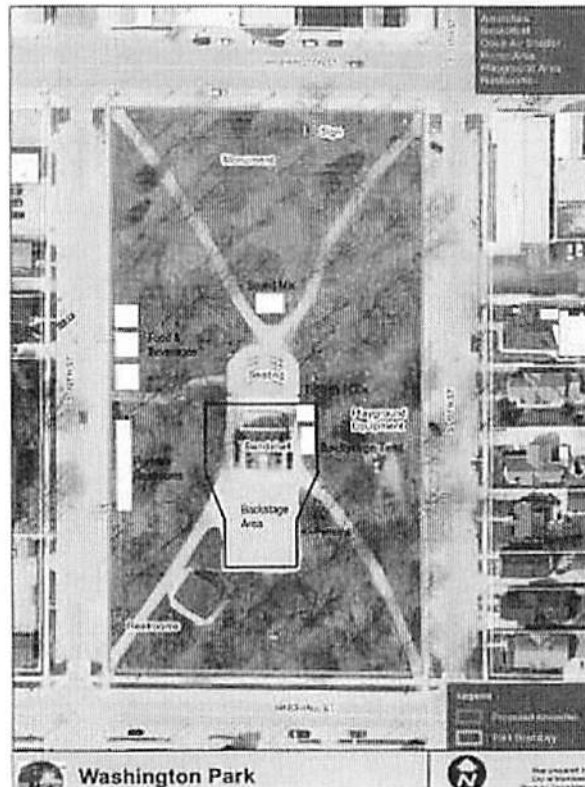
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

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

We would request that any charges for City services or equipment rental please be waived. Metro Jam is a non-profit event which is in it's 46th year as a free admission major music event for city residents and also provides a significant tourism attraction resulting in hotel room usage overall benefiting the City of Manitowoc. Thank you.

## Map

Upload map and supporting documents



### Questions and comments

This is Metro Jam's first year working with the Manitowoc Sunrise Rotary Club and we are excited to be

able to provide them with a great fundraising opportunity for their Foundation and the good work they do for the Manitowoc community.

## Legal Notice and Submission

**Would you like to meet with the Special Event Committee to discuss your event?** No

**Applicant date of birth** Thursday, August 27, 1953

**Sign** Bob Mittnacht