

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/28/2023

EVENT NAME: Seed Time and Harvest

ORGANIZER: RoseThorn Community Church - Rose Vukovich

E-MAIL ADDRESS: mountainministries@charter.net

EVENT DATE: 9/2/2023

NEW OR RECURRING: new

LOCATION/DESCRIPTION: Public church-sponsored event that invites Wisconsin musicians to come and perform contemporary Christian songs on the stage at Washington Park. Food vendors are a maybe.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freibtoh /ec Dan Koski /ec Eric Nycz /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

As part of the 2023 Mayor's budget, most fees for special events were waived. The 2024 budget has not been set. Non-waivable fees will be charged as set by policy.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name RoseThorn Community Church

Name of Applicant Pastor Rose Vukovich

Street Address 1015 S. 11th St.

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI. 54220

Primary Phone (920)485-9989

Cell Phone (920)344-6964

Email mountainministries@charter.net

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event _____

On-Site Contact Pastors Joe or Rose Vukovich

On-Site Cell Phone # 920-344-6964

On-Site Security Contact Name _____

On-Site Security Contact Phone # _____

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TB JF
EW

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing

From Gospel songs to contemporary Christian songs from various musicians & singers through out Wisconsin
Metro Stage
Open to the public
seating around metro stage area
food vendors
parking in designated place already there

Event Name Seed Time & Harvest

Public Event YES NO

Location Washington St.
1115 Washington Park
Manitowoc, WI. 54220

Estimated Total Attendance 150-200

Estimated Attendance 50
from outside City of Manitowoc

Staging Area Metro Stage, lighting, electrical outlets

Event Website rosethornchurch.net

Event Date(s) Sat. Sept. 2, 2023

Event Start Time 12:30 AM PM

Event End Time 6:00 AM PM

Setup Date(s) 09/02/2023

Setup Start Time 12 AM PM

Teardown Date(s) 09/02/2023

Teardown End Time 6:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

R 7676
▶ RECEIVED ◀
JUN 28 2023

FACILITY REQUESTS

- Facility Location Washington Park
- 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 _____ unknow
- 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 12:30 AM PM
- End Time 6:00 AM PM
- Type of Sound songs, musical instruments

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 _____ TIME _____ AM PM LOCATION _____
PICKUP DATE _____ TIME _____ 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' _____
- 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 unknown

Where do you plan to park vehicles In parking spots already available

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 to make sure everything is peaceful and orderly

Date/Time 09-02-2023

Location 1115 Washington St., Manitowoc Washington Park

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?

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 05 /25 / 1953

Signature of Applicant: Rosalie Vukovich

Date: 06-27-2023



