

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 2/28/2024

**EVENT NAME:** Sunrise Easter Celebration MCM

**ORGANIZER:** Manitowoc Cooperative Ministry - Matt Sauer

**E-MAIL ADDRESS:** [matt@mcmunited.com](mailto:matt@mcmunited.com)

**EVENT DATE:** 3/31/2024

**NEW OR RECURRING:** new

**LOCATION/DESCRIPTION:** Although this event has been occurring for 40 years, this is the first time it's come through Special Events. This is a sunrise Easter church service at Lighthouse Park beach from 6-6:30 am.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Not granted

**COMMITTEE DECISION:**

APPROVE	DENY
Shawn Alfred /ec Courtney Hansen /ec Todd Blaser /ec Jason Freiboth /ec	

**COUNCIL ACTION REQUIRED:**

Waiver of sound ordinance for Lighthouse Park 6-6:30 a.m.

**ITEMS TO INCLUDE IN LETTER:**

Waiver of fees was not granted as equipment and facilities were not requested.



Friday, February 23, 2024

## Special Event Application

### Approval Status

Not Started

### General Event Information

<b>Event name</b>	Community Easter Sunrise Celebration
<b>Location</b>	Lighthouse Park Beach
<b>Date</b>	Sunday, March 31, 2024
<b>Event time</b>	6:00 AM - 6:30 AM
<b>Setup date &amp; time</b>	Sunday, March 31, 2024 05:00
<b>Takedown date &amp; time</b>	Sunday, March 31, 2024 07:00

### Applicant Information

<b>Name of Applicant</b>	MATTHEW SAUER
<b>Organization name</b>	Manitowoc Cooperative Ministry
<b>Address</b>	502 N 8th Street Manitowoc, WI, 54220
<b>Email</b>	matt@mcmunited.com
<b>Phone number</b>	(920) 682-4688
<b>On-site contact name &amp; phone number</b>	19208606880
<b>Security name &amp; phone number</b>	Matt Sauer 9208606880

### Event Details

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

#### Event description

Easter Worship service, with a fire, live music, live radio discussion

**Estimated total attendance** 200

## 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.

## Route & Road Usage

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

Time of amplified sound 6:00 AM - 6:30 AM

Amplified sound type P.A. System

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

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

this is a 40 year-old event in the city of Manitowoc supported and attended by the community.

## 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



## 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, March 9, 1970

**Sign**

MATTHEW SAUER