

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/11/2021

EVENT NAME: Save the Flame

ORGANIZER: City of Manitowoc - Shawn Alfred

E-MAIL ADDRESS: salfred@manitowoc.org

EVENT DATE: 8/25/2021

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Press conference, check presentation, & photos by the Eternal Flame in the Soldiers & Sailors Monument and at the Manitowoc County Veterans' Memorial to celebrate the "Save the Flame" campaign reaching its \$200,000 fundraising goal; PD assistance crossing street

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Shawn Alfred/sr
Liz Majerus/sr
Jason Freiboth/sr
Dan Koski/sr

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name City of Manitowoc - Eternal Flame

Name of Applicant Shawn M. Alfred

Street Address 900 Quay St.

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-686-6961

Cell Phone 920-323-3221

Email salfred@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Shawn M. Alfred

On-Site Cell Phone # 920-323-3221

On-Site Security Contact Name _____

On-Site Security Contact Phone # _____

RECEIVED

AUG 10 2021

CITY OF MANITOWOC
ENGINEERING

EVENT INFORMATION

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

Missing Map/Drawing



August 25, 2021 from 9:00 am to 10: am max. Eternal Flame has reached the \$200,000 goal through the "Save the Flame" Campaign and will be hosting a press conference, check presentation and photo opportunity at the Veterans Memorial and Eternal Flame. N 18th St & Revere Dr, Manitowoc, WI.

Event Name Save The Flame

Public Event YES NO

Location N 18th St & Revere Dr, Manitowoc, WI.

Estimated Total Attendance 50+

Estimated Attendance 0
from outside City of Manitowoc

Staging Area Veteran Memorial

Event Website: https://www.facebook.com/ManitowocEternalFI

Event Date(s) 8/25/2021

Event Start Time 9:00 AM PM

Event End Time 10:00 AM PM

Setup Date(s) 08/25/2021

Setup Start Time 8:30 AM PM

Teardown Date(s) 08/25/2021

Teardown End Time 10:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

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

Possible. Individuals will cross 18th Northbound from the Veterans Memorial to the Eternal Flame structure for a picture and check presentation. Possible Police assistant 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 _____ 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 50

Where do you plan to park vehicles Manitowoc County ADRC/Veteran Affairs Office or Revere Dr

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 Crossing of 18th

Date/Time 9:30 ish on 8/25/2021

Location 18th and Revere Dr

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?

N/A

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.

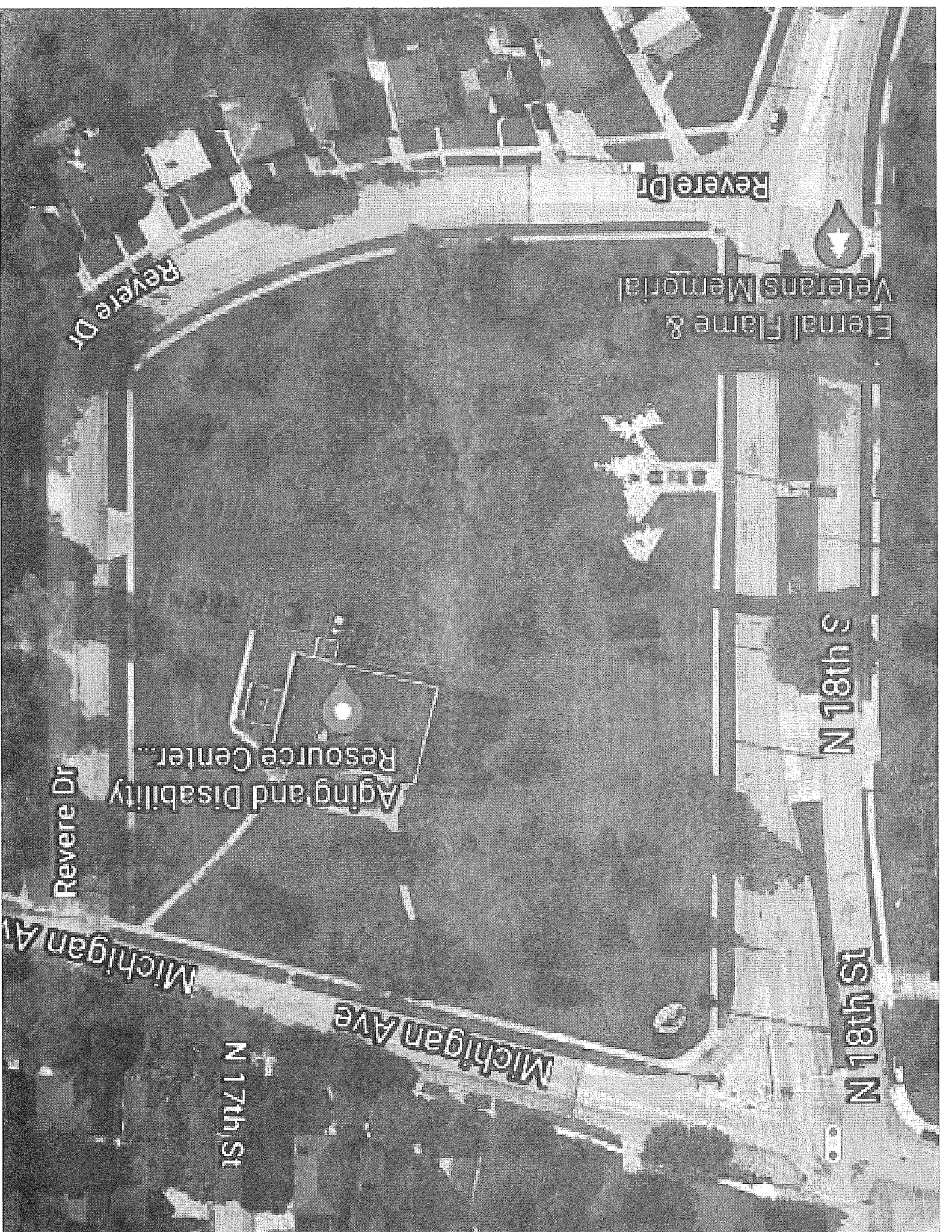
Date of birth of applicant 12 / 10 / 1981

Signature of Applicant: Shawn M. Alfred

Date: 8/10/2021

E-MAIL

PRINT



Revere Dr

Revere Dr

Eternal Flame &
Veterans Memorial

N 18th St

Revere Dr

Aging and Disability
Resource Center...

Michigan Ave

Michigan Ave

N 17th St

N 18th St