

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/14/2024

EVENT NAME: Street Party

ORGANIZER: Fat Seagull - Rachel Graff

E-MAIL ADDRESS: rlgraff@yahoo.com

EVENT DATE: 7/26/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: An annual street party that takes place on Quay Street in front of the Fat Seagull. The bandwagon and picnic tables will be placed in the street.

COMMITTEE CONCERNS:

WAIVER OF FEES: not granted

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec	
Eric Nycz /ec	
Dan Koski /ec	
Courtney Hansen /ec	

COUNCIL ACTION REQUIRED:

Approval of road closure for Quay Street in front of Fat Seagull for Friday July 25 to Monday July 29, 2025.
Approval of Extension of Premise

ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



Sunday, July 28, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	The Fat Seagull Street Party
Location	807 Quay Street
Date	Saturday, July 26, 2025
Event time	11:00 AM - 11:00 PM
Setup date & time	Friday, July 25, 2025 10:00
Takedown date & time	Sunday, July 27, 2025 07:00

Applicant Information

Name of Applicant	Rachel Graff
Organization name	The Fat Seagull
Address	807 Quay Street Manitowoc, Wisconsin, 54220
Email	rlgraff2000@yahoo.com
Phone number	(920) 323-3578
On-site contact name & phone number	Rachel Graff 920-323-3578

Event Details

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

Event description

The Fat Seagull hosts an annual street party the last weekend in July. This event has been going for years and brings a lot of people to the city. We have live music, host a 50/50 raffle to help benefit the local VA, and include a bean bag tournament. We block off the street between south 8th and Quay and 9th and Quay, leaving the west entrance to city hall parking lot open for access.

Estimated total attendance 200

Estimated total attendance from 100
outside Manitowoc

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.

Select all that apply to the event

Alcohol sales

Collecting monetary donations

Route & Road Usage

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

Road Closure

The road needs to be closed between south 8th Quay and south 9th and Quay, not to block the west entrance to City Hall.

Where are cars parking?

Adjacent streets

Time of amplified sound

1:00 PM - 10:00 PM

Amplified sound type

live music

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

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' 1
\$680 max. 1

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 30
\$6 max 20

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{4}{\$8}$

Barricades 12' rail type $\frac{6}{\$6}$

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs $\frac{2}{\$6}$

"Road Closed Ahead" signs

Est. equipment cost per day 760

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?

We are working with the local Am Vets club to help them raise money for their organization. They attend our street party every year.

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



Street Party Road Closure.docx

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

Sunday, July 28, 2024

Sign

Rachel Graff