

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/11/2021

EVENT NAME: One Year Anniversary Party

ORGANIZER: The Fat Seagull - Rachel Graff

E-MAIL ADDRESS: rachel.graff@gotoltc.edu

EVENT DATE: 9/11 to 9/12/21

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Outdoor, live music event on the street; closure of Quay St. from S 8th to S. 9th; use of traffic control equipment and picnic tables

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Closure of Quay St. from S 8th to S 9th; Extension of Premise

ITEMS TO INCLUDE IN LETTER:

1) The portable bandwagon is being used by another event that weekend. Please contact Brock Wetenkamp at (920) 686-6519 or the Parks Office at (920) 686-3580 if you would like to use risers or staging instead. 2) Please work ahead with your insurance company so that the City of Manitowoc can obtain a copy of your Certificate of Liability Insurance immediately after the 9/2/21 renewal date.



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name The Fat Seagull
 Name of Applicant Rachel Graff
 Street Address 807 Quay Street
 Mailing Address (if different) _____
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 920-374-4596
 Cell Phone 920-323-3578
 Email rachel.graff@gotolte.edu
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Rachel Graff
 On-Site Cell Phone # 920-323-3578
 On-Site Security Contact Name Scott Scheurell
 On-Site Security Contact Phone # 920-374-1960

RECEIVED

AUG 09 2021

CITY OF MANITOWOC
ENGINEERING

EVENT INFORMATION

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

Missing Map/Drawing



This event is a street party to celebrate the new owners 1 year anniversary. The event will be held in the street between 8th and 9th on Quay Street. This event will include live music.

Event Name The Fat Seagull 1 Year Ann. Party Public Event YES NO

Location 807 Quay Street
Manitowoc, WI 54220

Estimated Total Attendance 300-400

Estimated Attendance 100?
from outside City of Manitowoc

Staging Area Quay Street between 8th & 9th St Event Website _____

Event Date(s) Sept. 11 - Sept. 12

Event Start Time 11 AM PM

Event End Time 10 AM PM

Setup Date(s) Friday Sept. 10 - Sunday Sept. 12

Setup Start Time Friday AM PM

Teardown Date(s) Sunday / Monday Sept. 13

Teardown End Time 7 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

MANITOWOC

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 Bar closing
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 1-2
- 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) Quay Street between 8th and 9th street

- 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 # 1
- Tent # _____ Size _____
- Other # _____ Describe: _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 12 AM PM
- End Time 10 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 Sept. 10 TIME _____ AM PM LOCATION Quay Street
PICKUP DATE Mon. Sept 12 TIME 7 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 18
- Picnic Tables - 8' wooden, ADA accessible _____

TENTS

- Tent - 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades - 2' _____
- Barricades - 3' _____
- Barricades - 8' 6
- Barricades - 12' rail-type 1
- 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 2
 - 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 _____

Where do you plan to park vehicles _____

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 _____

Date/Time _____

Location _____

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?

This event is exactly the same setup as our recent event held on July 31-August 1. We also request a waiver for the fees for the bandwagon - we will have vendors present.

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 8/11/1975

Signature of Applicant: Rachel [Signature]

Date: 8-4-2021





License Number: _____

REQUEST FOR EXTENSION OF PREMISE FOR THE SALE OF LIQUOR AND/OR BEER

- Application must be submitted to the Clerk's Office at least 30 days prior to the event
- The Common Council must approve the Extension of Premise
- Upon approval, the license must be brought to the Clerk's Office to have the Extension added to the current premise description
- Any licensed establishment who wishes to extend premises onto adjacent private property shall provide written authorization from the neighboring property owner

APPLICANT INFORMATION

Applicant (Name of Corporation, LLC, Partnership, etc.): Da Brick House, LLC

Trade Name: The Fat Seagull Phone Number: 920-374-4596

Address of Establishment: 807 Quay Street Manitowoc, WI 54220

Agent or Owner of Establishment: Rachel Graff

PREMISE DESCRIPTION

Is the premise extension temporary or permanent?: temporary

Description of the New Extended Area:

The Fat Seagull needs to extend the premise from 8th and Quay to 9th and Quay.

If temporary, please answer the following questions:

Date of Event: 9-11/9-12-2021 Time of Event: 11 am - 10 pm

Are you requesting a waiver of the noise ordinance after 10 p.m.? Yes No

**** If yes, an additional Application for Waiver of Noise Ordinance must be completed****

Please attach a separate illustration or draw a diagram of the layout on the back of this application

SIGNATURE OF AGENT OR REPRESENTATIVE

Rachel Graff
Signature of Agent or Owner of Establishment

8-4-2021
Date

Office Use Only

Date Received by Clerk's Office: _____

Extension Approved

Common Council Approval Date: _____

Extension Denied