

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/1/2022

EVENT NAME: Car, Motorcycle, & Vintage Camper Show

ORGANIZER: Kiwanis Club of Manitowoc - Jim Pfeifer

E-MAIL ADDRESS: jimarypfeifer@gmail.com

EVENT DATE: 8/14/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Classic vehicles on display at Washington Park; waiver of rules prohibiting alcohol in the park; closure of S 11th & S 12th Streets betw. Washington & Marshall; use of traffic control items and parks equipment

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Jason Freiboth/ec
Kim Lynch/ec
Todd Blaser/ec
Dan Koski/ec

COUNCIL ACTION REQUIRED:

Closure of S 11th & 12th Streets between Washington & Marshall Streets; waiver of rules prohibiting alcohol in the park.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



City of Manitowoc

2022 2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Kiwanis Club of Manitowoc
 Name of Applicant _____
 Street Address _____
 Mailing Address (if different) P.O. Box 832
 City, State, Zip Manitowoc, WI 54220
 Primary Phone _____
 Cell Phone 920 629 7327
 Email jim.pfeifer@gmail.com
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Steve Kanter
 On-Site Cell Phone # 920 242 0240
 On-Site Security Contact Name Jim Pfeifer
 On-Site Security Contact Phone # 920 629 7327

EVENT INFORMATION

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

Missing Map/Drawing

Classic cars, trucks, motorcycles & vintage campers will be displayed in Washington Park see map attached.

Event Name Kiwanis car/motorcycle & vintage camper show

Public Event YES NO

Location Washington Park Manitowoc

Estimated Total Attendance 500-600

Estimated Attendance 100-150
from outside City of Manitowoc

Staging Area Washington Park

Event Website Kiwanis Club of Manitowoc

Event Date(s) August 13 a.m. only & August 14 2022 - EVENT DATE

Event Start Time 6:30 AM PM

Event End Time 5:00 AM PM

Setup Date(s) August 13, 2022 A.M. only

Setup Start Time 8:30 AM PM

Teardown Date(s) August 14, 2022

Teardown End Time 5:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAY 31 2022

CITY OF MANITOWOC
ENGINEERING

*A/N
4365*

FACILITY REQUESTS

Facility Location Washington Park

Mariner's Trail FROM N/A TO N/A

Athletic Field(s) Request N/A

Special Power Requirements N/A

Special Lighting (ex. ball diamonds) N/A

ADA Accommodations N/A

VENDORS & MONEY EXCHANGE

Alcohol Sales Request for Extension of Premises Class B License

Alcohol Served End Time 4:00 p.m. day of event

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many 2-3

Collecting Money Donations

Charging Admissions On-Site

Credit Card Sales/Transactions

Expected Revenue \$2,000 - \$2,500

Revenue to be used for To fund area youth Programs, Projects & Scholarships.

ROUTE

Route map must be submitted with application

Road Closure Describe location(s) + time(s) South 11th street and South 12th street between Washington & Marshall Streets. 6:30am - 4:00 p.m on August 14, 2022.

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 # 3

Signs/Banners #

Carnival Rides #

Dumpster #

Stage #

Tent # 1 Size 10' x 20'

Other # 1 Describe Paint Stripping
2 cases of Paint
By Stripping.

EVENT FEATURES

Animals # Type

Fireworks - Time

Drone #

Lights/Spotlights #

SOUND

Amplified Sound

Start Time 8:30 AM PM

End Time 4:00 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 Washington Park
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" 10
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 10
- Picnic Tables – 8' wooden, ADA accessible 2

TENTS

- Tent – 10'x 20' 1

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' 6
- Barricades – 8' 8
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" 25
- Cones – 28" reflective 8
- 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 4
 - Road Closed Ahead _____
 - handicap 2
 - _____

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 15
- Security stanchions _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels 4
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 200 - Show vehicles

Where do you plan to park vehicles in Washington Park

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 walk through the park during the show

Date/Time between 12 noon & 3 o'clock p.m.

Location 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) there will be an access lane through the park

that can be used for emergency vehicles.

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 01/13/1956

Signature of Applicant: [Handwritten Signature]

Date: 5-18-22

[E-MAIL](#)

[PRINT](#)

