

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/24/2021

EVENT NAME: Downtown Farmers Market

ORGANIZER: Downtown Farmers Market - Jennifer Bartz

E-MAIL ADDRESS: jbartz@manitowoc.org

EVENT DATE: 5/1 to 10/30/21

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Farmers Market held on Briess lot on Saturdays (except for the 1st week which will be on the City Hall lot); portable toilets to be placed in library parking lot; use of parks equipment & traffic control items

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
<i>Approved via Zoom</i> Todd B./sr Jason F./sr Liz M./sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Unless special parking requests were approved, all parking regulations will be enforced.



City of Manitowoc

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Downtown Manitowoc Farmers Market
 Name of Applicant Jennifer Bartz
 Street Address 900 Quay Street
 Mailing Address _____
 (if different)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 920-686-6930
 Cell Phone 920-686-6930
 Email jbartz@manitowoc.org
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Lauren Philippson
 On-Site Cell Phone # 920-717-8309
 On-Site Security Contact Name same
 On-Site Security Contact Phone # same

RECEIVED

MAR 23 2021

CITY OF MANITOWOC
ENGINEERING

EVENT INFORMATION

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

- Using Briess Lot and assigning vendors per marked stalls (see attached).

May 1st - vendors will use City Hall lot. They will be placed by Lauren when they arrive. Jen has been talking to City Electrician.

Event Name Downtown Manitowoc Farmers Market

Public Event YES NO

Location 720 Quay Street
Manitowoc, WI 54220

Estimated Total Attendance 1,000 per week

Estimated Attendance Unknown
from outside City of Manitowoc

Staging Area _____

Event Website manitowoc.org/farmersmarket

Event Date(s) Saturdays, May 1- October 30, 2021

Event Start Time 8:00 AM PM

Event End Time 01:00 AM PM

Setup Date(s) 05/01/2021

Setup Start Time 06:30 AM PM

Teardown Date(s) 05/01/2021

Teardown End Time 01:30 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

*A/N
R5639*

FACILITY REQUESTS

- Facility Location **Briess Lot**
- Mariner's Trail FROM _____ TO _____
- Athletic Field(s) Request _____
- Special Power Requirements Access to power grids, return keys at
- 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 45-55 each week
- 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
- Course Marking
Describe type
- Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground Perhaps sponsor banner
(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 04/30/2021 TIME 05:00 AM PM LOCATION Briess Park (green space to the north)
PICKUP DATE 11/01/2021 TIME 08:00 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 3
- Picnic Tables – 8' wooden, ADA accessible 1

TENTS & CANOPIES

- Canopy – 9'x9' _____
- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" 8
- 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 4
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 50

Where do you plan to park vehicles Briess Lot (vendors) or Library lot.

Are there any special parking considerations N/A
(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?

- We will order one regular and one accessible portable restroom to be placed in the far north corner of the Library parking lot - same location as previous years.
- Would like Lauren to be issued a set of keys to electrical so she can unlock and lock each week. She will return at end of season.
- Would like picnic tables (not sure if they need to be placed weekly) to be placed in the green space (Briess Park?) in the northwest/northeast corners of lot, spaced apart.
- Lauren keeps the cones with her all summer and uses each week. She returns to DPW at end of season.

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 ___/___/_____

Signature of Applicant: TEST
Jennifer Bartz

Digitally signed by TEST
Date: 2021.02.12 15:01:49 -0600

Date: 3/23/21

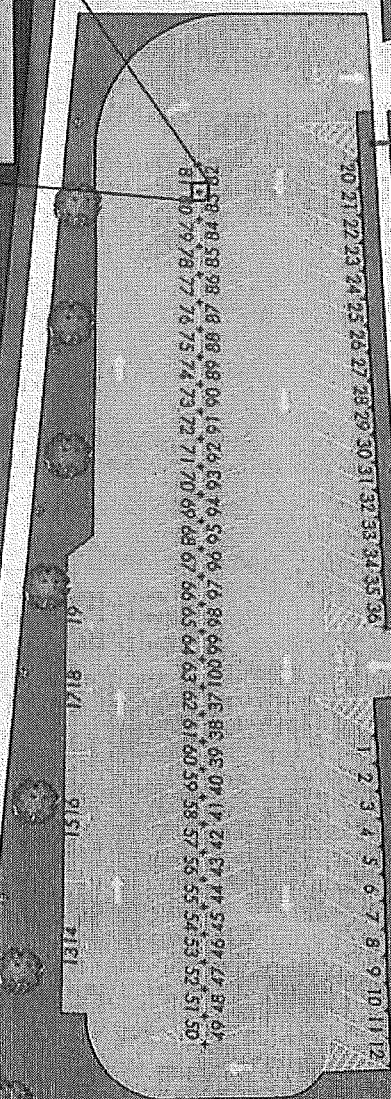
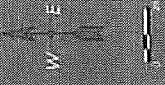
E-MAIL

PRINT

**City of Manitowoc Bress Riverside Park
Parking & Event Striping Layout**

Manitowoc River

0818
+
8382



South 6th Street

Quay Street

200amp Service

200amp Service

400amp Service

- 01 02 03 04 05 06 07 08 09 10 11 12
- 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36
- 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122