

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/22/2025

EVENT NAME: Sing Along Play Along

ORGANIZER: Manitowoc Public Library - Lynn Christiansen

E-MAIL ADDRESS: [lchristiansen@manitowoc.org](mailto:lchristiansen@manitowoc.org)

EVENT DATE: 7/9/2025

NEW OR RECURRING: New

LOCATION/DESCRIPTION: An outdoor family-friendly free concert using the bandwagon in Burger Boat Park and a sliver of the Briess Lot on the west side.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Todd Blaser /ec Jason Freiboth /ec	

COUNCIL ACTION REQUIRED:

--

ITEMS TO INCLUDE IN LETTER:

--



Wednesday, January 8, 2025

## Special Event Application

Approval Status

Not Started

### General Event Information

Event name	Sing-along & Play-along Concert with Jim Gill
Location	Burger Boat Park
Date	Wednesday, July 9, 2025
Event time	2:00 PM - 3:00 PM
Setup start time	Wednesday, July 9, 2025 08:00
Takedown end time	Wednesday, July 9, 2025 17:00

### Applicant Information

Name of Applicant	Lynn Christiansen
Organization Name	Manitowoc Public Library
Address	707 Quay Street Manitowoc, WI, 54220
Email	lchristiansen@manitowoc.org
Phone number	(920) 686-3030
On-site contact & phone number	Lynn Christiansen 920-686-3030

### Event Details

#### Event description

We are offering a free, family-friendly concert in conjunction with our Summer Reading Program.

Estimated total attendance 200

### Vendors & Money Exchange

Expected revenue 0.00

Revenue will be used for N/A

## Route & Road Usage

Where are cars parking?	Library and Briess parking lots
Time of amplified sound	2:00 PM - 3:00 PM
Amplified sound type	Live music - single musician

## Event Structures

## Safety & Security

## Equipment & Facility Requests

Park or facility request not listed above: Burger Boat Park

Do you need power or lighting? Power

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8'  $\frac{1}{\$680 \text{ max. } 1}$

Tables & seating

Banquet tables 8'x40'

Benches 4'  $\frac{12}{\$6 \text{ max } 40}$

Metal folding chairs

Picnic tables 6'

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels  $\frac{2}{\$6 \text{ max. } 50}$

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'  $\frac{6}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

**Est. equipment cost per day** 812

### Equipment request notes

The bandwagon should be placed on the pavement at the far west side of the Briess parking lot facing 8th street/Burger Boat Park. Audience will be sitting in the park.

## Waiver of Fees

**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?

The library is a nonprofit organization. This program is being done for the enrichment of the community.

## Map

Upload map and supporting documents



Map for Jim Gill concert.pdf

## Legal Notice and Submission

**Would you like to meet with the  
Special Event Committee to discuss  
your event?**

No

**Applicant date of birth**

Thursday, May 25, 1967

**Sign**

Lynn Christiansen