

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/1/2024

EVENT NAME: Kiwanis Car Show

ORGANIZER: Kiwanis Club of Manitowoc - James Pfeifer

E-MAIL ADDRESS: jimarypfeifer@gmail.com

EVENT DATE: 8/11/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual car, truck and motorcycle show at Washington Park.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Waiver of alcohol at Washington Park

ITEMS TO INCLUDE IN LETTER:

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Thursday, April 11, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Kiwanis Car/Truck/Motorcycle Show
Location	Washington Park - Manitowoc
Date	Saturday, August 10, 2024
End date if multiple day event and additional dates if applicable.	08/11/2024
Event time	6:00 AM - 4:30 PM
Setup date & time	Saturday, August 10, 2024 08:00
Takedown date & time	Sunday, August 11, 2024 16:30

Applicant Information

Name of Applicant	James Pfeifer
Organization name	Kiwanis Club of Manitowoc
Address	P. O. Box 832 Manitowoc, WI, 54220
Email	jimarypfeifer@gmail.com
Phone number	(920) 629-7327
On-site contact name & phone number	Steve Kanter 920 242 0240
Security name & phone number	Steve Kanter 920 242 0240

Event Details

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

Event description

Displaying vintage and classic vehicles in Washington Park Manitowoc.
The event is open to the public at no charge. Show vehicles pay \$10 to enter the show.

Estimated total attendance	1000
Estimated total attendance from outside Manitowoc	250
Event website	Kiwanis Club Facebook Page

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	Food or drink sales	Vendor(s)
	Food Trucks	Charging admission or registration	

Expected revenue	3500
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Revenue will be used for	Support programs, projects and scholarships for Manitowoc area youths
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Route & Road Usage

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

Road Closure

South 11th and south 12th street between Washington and Marshall Streets on Sunday from 6:00 a.m. until 4:00 p.m. Streets will be open to show vehicles entering and exiting Washington Park.

Road Crossing	See above info. Use of sign and barricades to close streets
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Where are cars parking?	show vehicles park in Washington Park. General public on street parking.
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Describe course markings and if this is a timed route	n/a
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Time of amplified sound	7:30 AM - 4:00 PM
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Amplified sound type	Loud speaker on Band Shelter
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Event Structures

Select all that apply	Stage	Portable restrooms	Tent(s)
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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.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

Walk through the Park during the show between 12 noon and 3 p.m. if Police officers are available.

Equipment & Facility Requests

Facility request

Washington Park12

Tables & seating not already at the location

Banquet tables 8'x40' $\frac{12}{\$7 \text{ max } 22}$

Benches 4'

Metal folding chairs

Picnic tables 6' $\frac{12}{\$6 \text{ max } 20}$

Parks items

Post pounder

Power pedestal

Safety vests $\frac{15}{\$4 \text{ max. } 20}$

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20' $\frac{1}{\$55 \text{ max. } 2}$

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3' $\frac{6}{\$7}$

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

Barricades 12' rail type

Channelizer drums 3'

Cones 18" $\frac{10}{\$5.50}$

Cones 28" $\frac{8}{\$5.50}$

Delineators 42"

"Road Closed" signs $\frac{4}{\$6}$

"Road Closed Ahead" signs

Est. equipment cost per day 428

Equipment request notes

Tent, banquet tables, cones and safety vests can placed in the band shelter storage area. Placements for 8' barricades 2 each at the following intersections:
2 on North side of Marshall and South 11th Street.
2 on South side of Washington and South 11th Street
2 on North side of Marshall and South 12th Street.
2 on South side of Washington and South 12th Street.
Picnic tables should all be placed directly on the west side of the band shelter.

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

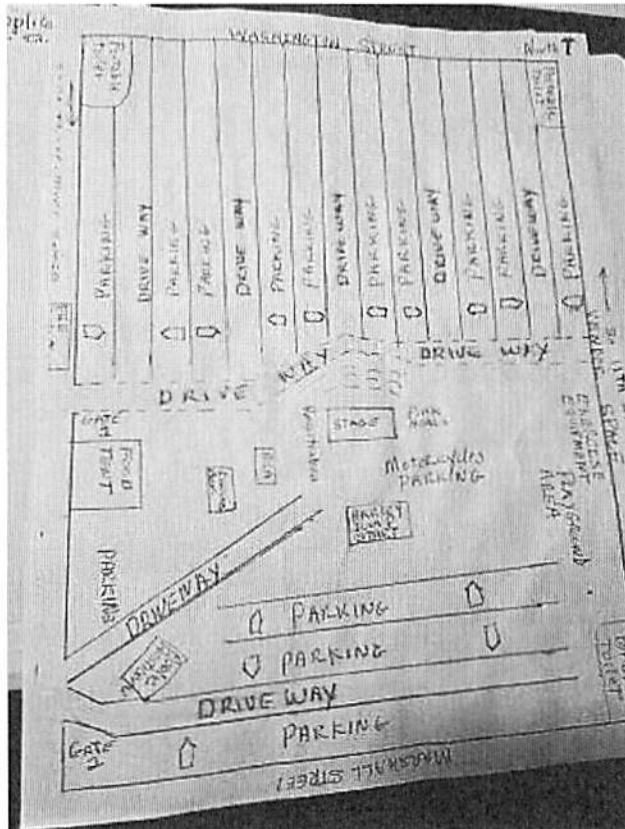
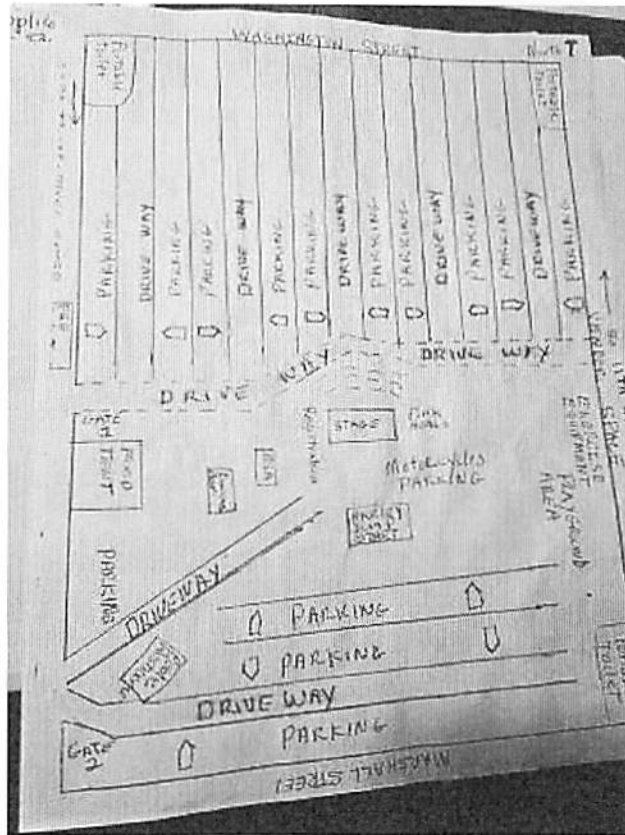
Why should this Waiver of Fees be granted?

The Kiwanis Club of Manitowoc is a Non-profit organization. All proceeds from the event are used to support events, programs, sponsorships and scholarships for the Manitowoc County youths.

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



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

Wednesday, April 10, 2024

Sign

James Pfeifer