

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/26/2024

EVENT NAME: Forensice Science Week Event

ORGANIZER: Manitowoc Co. Sheriff Office - Jessica Trzebiatowski

E-MAIL ADDRESS: jessicatrzebiatowski@manitowocountywi.gov

EVENT DATE: 9/17/2024

NEW OR RECURRING: new

LOCATION/DESCRIPTION: This event travels around the state, and this year it lands in Manitowoc. It's an opportunity for the community to learn about Law Enforcement and forensic sciences via booths and activities.

COMMITTEE CONCERNS:

WAIVER OF FEES: not requested

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Friday, June 21, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	3rd Annual- National Forensic Science Week Event
Location	Citizen Park
Date	Tuesday, September 17, 2024
Event time	3:30 PM - 6:30 PM
Setup date & time	Tuesday, September 17, 2024 14:00
Takedown date & time	Tuesday, September 17, 2024 19:00

Applicant Information

Name of Applicant	Jessica Trzebiatowski
Organization name	Manitowoc County Sheriff's Office
Address	1025 S 9th St Manitowoc, WI, 54220
Email	jessicatrzebiatowski@manitowoccountywi.gov
Phone number	(920) 973-9215
On-site contact name & phone number	Jessica Trzebiatowski 920-973-9215

Event Details

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

Event description

Every year in September during National Forensic Science Week, an educational event is hosted and this year it is in Manitowoc. Multiple agencies have booths at the event on different forensics topics such as shoe wear impressions, photography, fingerprints etc. This is a free event and aimed towards educating high school age students in the field of forensic science. This is also a very family friendly event as well. I plan to have a food truck there as well.

Estimated total attendance 100

Event website

facebook page TBD

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.

Route & Road Usage

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

Where are cars parking?

booth attendees parking in parking lot, event attendees parking on road. I was going to ask that- can attendees park on the road or is that an issue? Also, some agencies bring CSI vehicles, are they allowed to be parked on the grass outside the border of the parking lot or do they need to stay in the parking lot?

Event Structures

Select all that apply

Drone Tent(s)

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.

None

Equipment & Facility Requests

Facility request none

Athletic field request none

Special power or lighting request none

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 4
\$6 max 20

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 1 _____
\$6 max. 50

Est. equipment cost per day 6

Equipment request notes

requesting drop off of the trash bin and picnic tables for 2:30-3pm.

There will be a food truck there. Am I able to use the grass area next to the parking lot for the food truck and have the picnic tables and trash bin set up on front of/next to it?

You mentioned in the email about barricades for set up, due to all the vehicles that will be there, are those necessary?

thank you.

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.

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



Questions and comments

No street closures needed. Event is open to the public.

I included a couple questions in answers previously. But, are members of the public allowed to park along Rankin St to attend the event? Is this public parking?

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, November 18, 1998

Sign

Jessica Trzebiatowski

