

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/10/2024

EVENT NAME: Pumpkin Palooza

ORGANIZER: Visit Manitowoc - Erika Christel

E-MAIL ADDRESS: echristel@manitowoc.org

EVENT DATE: 10/16/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Free pumpkin decorating event at Burger Boat Park using picnic tables and trash cans. Original application was submitted then approved with incorrect date (10/17/24).

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /email Jason Freiboth /email Eric Nycz /email	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

October 15, 2024

Visit Manitowoc
Attn: Erika Christel
824 S 8th Street
Manitowoc, WI 54220

RE: Pumpkin Palooza – Date change from 10/17/2024 to 10/16/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **October 10, 2024**, the Special Events Committee approved your request to hold the **Pumpkin Palooza on October 16, 2024**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges. When listing sponsors for your event, we ask that you consider including *The City of Manitowoc and Visit Manitowoc* as some or all standard event-related fees have been waived; visit www.manitowoc.org/specialevent for a digital copy of the City of Manitowoc logo. Please refer to the Special Events Guidebook at www.manitowoc.org/specialevent for nonrefundable fees related to equipment order changes, event cancellations, and rules for the event location.

As a part of the 2024 budget, some fees for special events were waived. The 2025 budget has not yet been set. Non-waivable fees will be charged as set by policy.

If you have any questions, please contact me at (920) 686-6950 or via email at cityclerk@manitowoc.org.

Sincerely,

Mackenzie Reed
City Clerk / Deputy Treasurer

MR/jls
cc: Special Events Approval Group
Enclosures



Monday, August 12, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Pumpkin Palooza
Location	Burger Boat Park
Date	Thursday, October 17, 2024
Event time	3:00 PM - 6:00 PM
Setup date & time	Thursday, October 17, 2024 14:00
Takedown date & time	Thursday, October 17, 2024 19:00

Applicant Information

Name of Applicant	Erika Christel
Organization name	Visit Manitowoc
Address	824 S 8th St Manitowoc, WI - Wisconsin, 54220
Email	echristel@manitowoc.org
Phone number	(920) 686-3508
On-site contact name & phone number	Courtney Hansen 9209739508

Event Details

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

Event description

The public is invited to Burger Boat park to carve pumpkins for free that will be used to decorate Burger Boat and Shipbuilder parks. The Library will be open for restroom use. Carving tools will be supplied for participants who sign a waiver with language approved by City Attorney.

Estimated total attendance 50

Estimated total attendance from outside Manitowoc 10

Event website www.visitmanitowoc.com/events

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.

Event Structures

Select all that apply 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.

Equipment & Facility Requests

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 10
\$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' 1
\$55 max. 2

Ticket booth

Trash barrels 2 _____

Est. equipment cost per day

67

Equipment request notes

2 addtl' trash cans to what is already at the park. Please set up tent on Thursday.

Waiver of Fees ^{\$6 max, 50}

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

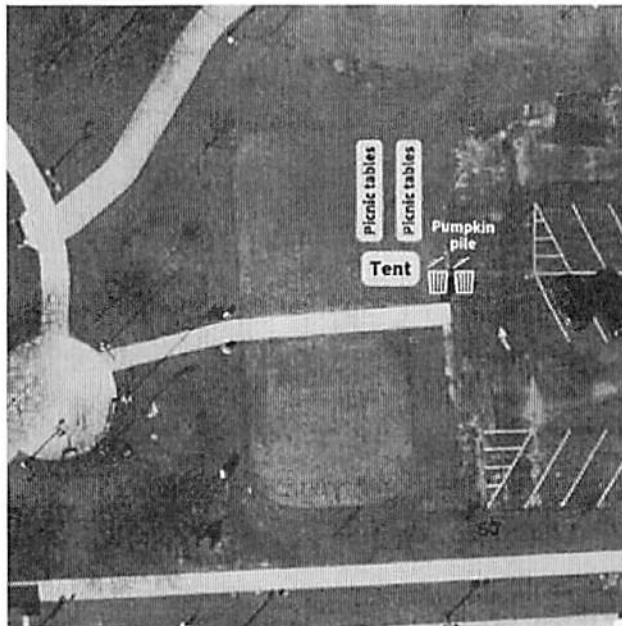
Why should this Waiver of Fees be granted?

City of Manitowoc dept.

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

Friday, June 12, 1998

Sign

Erika Christel