

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/14/2023

EVENT NAME: Employee Picnic

ORGANIZER: People Development Committee - Haelee Bauer

E-MAIL ADDRESS: hbauer@manitowoc.org

EVENT DATE: 8/17/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Annual employee picnic put on by the People Development Committee of the City of Manitowoc. Food, drinks, and comraderie will be held at the Rahr-West Art Museum

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



TOURISM City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name People Development Committee
Name of Applicant Haelee Bauer
Street Address 900 Quay St
Mailing Address _____
(if different)
City, State, Zip Manitowoc, WI 54220
Primary Phone 686.6982
Cell Phone 920.242.8742
Email _____
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact _____
On-Site Cell Phone # _____
On-Site Security Contact Name _____
On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing

This is the annual city employee picnic put on by the city's People Development Committee. Employees will gather in the afternoon for food + drink.

Event Name Employee Picnic

Public Event YES NO

Location Rahr West Art Museum

Estimated Total Attendance 200

Staging Area _____

Estimated Attendance 0
from outside City of Manitowoc

Event Website _____

Event Date(s) August 17, 2023

Event Start Time 3 AM PM

Event End Time 7 AM PM

Setup Date(s) 08/17/2023

Setup Start Time 12 AM PM

Teardown Date(s) 08/18/2023

Teardown End Time ANY for DPI AM PM
(Event to be cleaned by 9 a.m. on day following the event)

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 August 17, 2023 TIME 12 AM PM LOCATION Rahr West

PICKUP DATE August 18, 2023 TIME ANY 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" 10
- Benches - 4' wooden _____
- Bleachers - 15'x5' portable _____
- Chairs - metal, folding _____
- Picnic Tables - 6' wooden 10
- Picnic Tables - 8' wooden, ADA accessible _____

} outside in parking lot

TENTS

- Tent - 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades - 2' _____
- Barricades - 3' _____
- Barricades - 8' not Block entrance all day 8/17
- Barricades - 12' rail-type _____
- Channelizer drums - 3' reflective _____
- Cones - 18" _____
- 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 12 - 3 trash, 3 recycle & extra bags
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles _____

Where do you plan to park vehicles _____

Are there any special parking considerations No parking in lot, that's why we need to barricade the entrance
(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?

None

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 09 / 29 / 1987

Signature of Applicant: Hailee Bauer

Date: 6/8/23

E-MAIL

PRINT