

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/19/2025

EVENT NAME: Acoustic Fest

ORGANIZER: Catherine Egger

E-MAIL ADDRESS: c.egger313@gmail.com

EVENT DATE: 8/16/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: An acoustic music festival set at Washington Park with food trucks, drinks, and more. Proceeds go towards scholarships.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Waiver of Alcohol in Washington Park

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event if staking 6" or more into the ground. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



Special Event Application

Monday, February 17, 2025

General Event Information

Event name	Acoustic Fest
Location	Washington Park
Date	Saturday, August 16, 2025
Event time	10:00 AM - 10:00 PM
Setup start time	Saturday, August 16, 2025 07:00
Takedown end time	Saturday, August 16, 2025 22:00

Applicant Information

Name of Applicant	Catherine Egger
Organization Name	Acoustic Fest, Inc.
Address	1718 Cedar Court Manitowoc, WI, 54220
Email	c.egger313@gmail.com
Phone number	(920) 901-9822
On-site contact & phone number	9209019822

Event Details

Event description	
All day music festival.	
Estimated total attendance	700
Est. attendance from outside Manitowoc	200

Vendors & Money Exchange

Select all that apply to the event	Alcohol sales	Food or drink sales	Vendor(s)
	Food Trucks	Collecting monetary donations	

Accepting credit card sales/transactions

Expected revenue 2000.00

Revenue will be used for Music Scholarship

Route & Road Usage

Where are cars parking? Along the street

Time of amplified sound 10:00 AM - 10:00 PM

Amplified sound type Music

Event Structures

Select all that apply Portable restrooms Tent(s)

Waste removal service

Safety & Security

Equipment & Facility Requests

Park and Athletic Field Request Washington Park and MetroStage (\$75)

Do you need power or lighting? Yes

Tables & seating

Banquet tables 8'x40' 14
\$7 max 22

Benches 4'

Metal folding chairs 6
\$2 max 200

Picnic tables 6' 20
\$6 max 20

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" $\frac{5}{\$5.50}$

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

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?

This is a free, family-friendly community event. Proceeds go towards a music scholarship.

Map

Upload map and supporting documents



MAP.pdf

Legal Notice and Submission

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

No

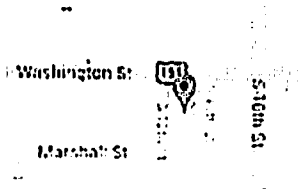
Applicant date of birth

Wednesday, March 13, 1963

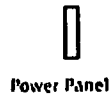
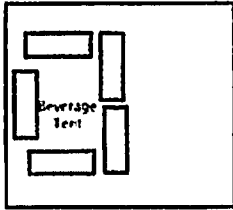
Sign

Catherine Egger

WASHINGTON ST./ HY 151



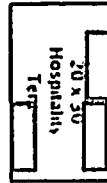
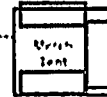
S. 12th STREET



Security Barricade

STAGE

Dressing Room



S. 11th STREET



Security Barricade

STAFF & PERFORMER PARKING

X = Enter parking area here.

[Rectangle] = Table

[Dashed Line] = Snow Fence

MARSHALL STREET