

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/19/2024

EVENT NAME: Roncalli Homecoming Tailgate

ORGANIZER: Roncalli - Ashley Gauger

E-MAIL ADDRESS: ashley.gauger@hotmail.com

EVENT DATE: 10/11/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Tailgate party for Roncalli students and friends at the parking lot at Ron Rubik Field. Asking for delivered equipment.

COMMITTEE CONCERNS: As this lot is maintained by MPSD, this approval is contingent on the MPSD's approval.

WAIVER OF FEES: not granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



Friday, June 14, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Roncalli Homecoming Tailgate
Location	Ron Rubik Memorial Field
Date	Friday, October 11, 2024
Event time	5:00 PM - 7:00 PM
Setup date & time	Friday, October 11, 2024 15:00
Takedown date & time	Friday, October 11, 2024 20:00

Applicant Information

Name of Applicant	Ashley Gauger
Organization name	Roncalli Catholic Schools
Address	2000 Mirro Drive Manitowoc, WI, 54220
Email	ashley.gauger@hotmail.com
Phone number	(920) 645-3085
On-site contact name & phone number	Ashley Gauger - (920) 645-3085
Security name & phone number	Ashley Gauger - (920) 645-3085

Event Details

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

Event description

Tailgate for Roncalli Homecoming game

Estimated total attendance 450

Estimated total attendance from 75
outside Manitowoc

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

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

Special power or lighting request Power panel

Tables & seating not already at the location

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

Benches 4'

Metal folding chairs

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

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{4}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 354

Equipment request notes

8 trash barrels, please.

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

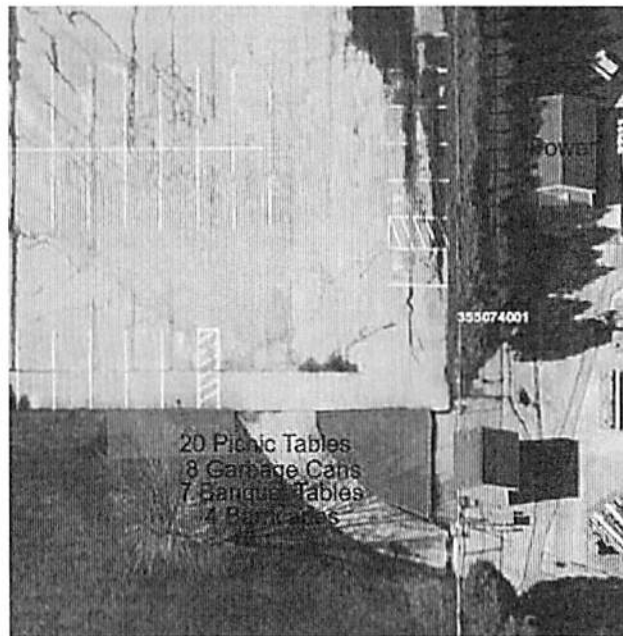
Why should this Waiver of Fees be granted?

The Waiver of Fees should be granted because this is a fun family event that everyone looks forward to every year. The use of your space and equipment enhances our event and is greatly appreciated from all who attend. The ability to celebrate next to the field is very convenient and enhances the community for our families.

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

Thank you!!!

Legal Notice and Submission

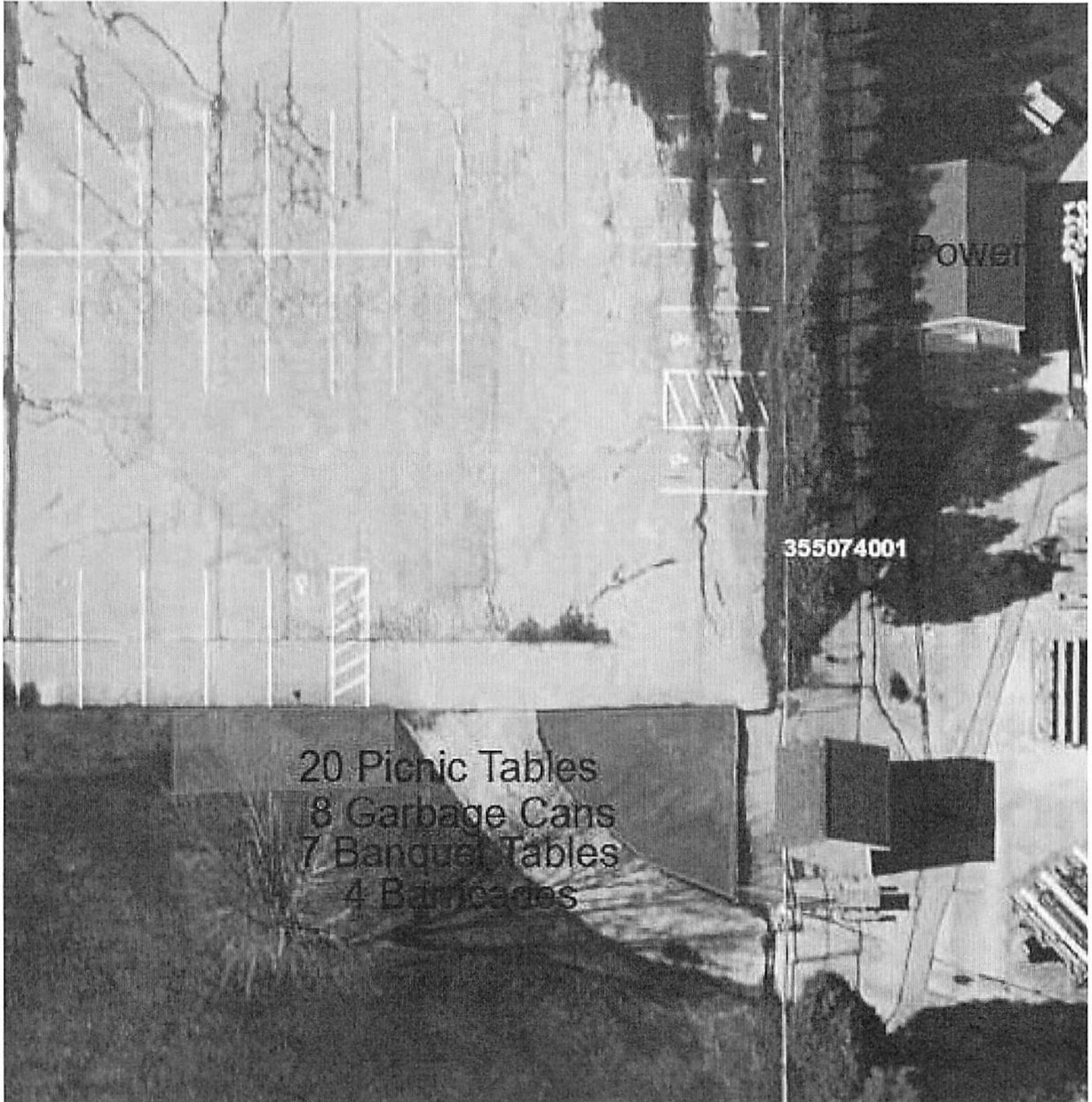
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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

Tuesday, September 30, 1986

Sign

Ashley Gauger



20 Picnic Tables
8 Garbage Cans
7 Banquet Tables
4 Barricades

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