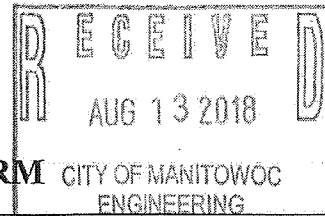


RETURN TO:
Parks Division
2655 S. 35th Street
Manitowoc, WI 54220

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM
CITY OF MANITOWOC
ENGINEERING



NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Birthday Party
2. Date of Event: 9/22/18 If multiple days, Start Date: / / End Date: / /
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: AM/PM Actual Start Time: AM/PM Finish Time: AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Chewy's
Name of organization responsible for event

Barbara A. Plaskowski
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 901-1203

Telephone # DURING event () -

Contact name DURING event (if different)

1702 S. 24th St

Street Address

Manitowoc WI 54220

City, State, Zip

E-mail address bpplaskow@global.net
of event organizer

Is the sponsoring organization a 501(c)(3) organization? ☐ Yes ☐ No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

Chewy's Bar and a Birthday party. Would like to have
Street blocked off from (3pm until 11pm).
Blocked off area, 8th Street until before the
Parking lot entrances to The Crossing and The
Bike Shop. DJ will be set up outside

Will the event be held in a Manitowoc park or utilize any park facilities? ☐ Yes Which park? ☒ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities? ☐ Yes ☒ No. If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? ☒ Yes ☐ No If yes, which street(s):

Buffalo St. inbetween 10th and 12th

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? ☐ Yes ☒ No Street

Block off Road From
9th St to right before
N

Parking lots

BIKE
SHOP

Entrance to
BIKE SHOP
PARKING LOT

Digger's

H&C
Elbow
Room

BUFFALO

Cheng's

Entrance to
Crossings
Parking lot

9th St

E

S

N