

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/22/2021

EVENT NAME: Waiver of Fees: Munich in Manitowoc Oktoberfest

ORGANIZER: PetSkull Brewing Co. - Paul Hoffman

E-MAIL ADDRESS: paul@petskullbrewing.com

EVENT DATE: 9/18/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of picnic tables, staging, & garbage cans for an annual Oktoberfest event that brings in 500-1000 people

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Shawn Alfred/sr
Todd Blaser/sr
Jason Freiboth/sr
Dan Koski/sr

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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**CITY OF MANITOWOC – DEPARTMENT OF PUBLIC INFRASTRUCTURE
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Munich in Manitowoc Oktoberfest

1. Name of club/organization making request PetSkull Brewing Company
Address 1015 Buffalo St Telephone 9209465670

2. Names of club officers: Name Address Telephone
President Paul Hoffman 1015 Buffalo St Manitowoc 9209465670
Secretary _____
Treasurer _____

3. Facility requested: NA
Equipment requested: Picnic Tables, Stage, Garbage Cans

4. Specific dates and hours facility/equipment will be used: Date(s) 9/18/21 Hrs. 2 - 10

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Our annual Oktoberfest brings in 500 - 1000 people annually, many of whom visit Manitowoc from throughout Northeast Wisconsin

6. Which do you consider your group to be?
A. Community service _____ B. Non-profit _____ C. Private business x
D. Club or organization _____ E. Other, please explain _____

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes x No _____

8. If #7 is "yes," explain and list specific charges We will beer and brats

9. What will revenues be used for? Continued business growth and expansion

10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No x
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed [Signature] Date 9/16/21

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, return this form to the City of Manitowoc – Dept. of Public Infrastructure
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

A/M
6/17

Sandy Ronski

From: Paul Hoffman PetSkull Brewing <paul@petskullbrewing.com>
Sent: Tuesday, September 14, 2021 11:29 AM
To: Sandy Ronski
Cc: Brock Wetenkamp
Subject: External: Re: Picnic Table Rental

Excellent! I am interested in the staging with the eight pieces with foldable legs. It could be delivered anytime on Friday as I will be here all day. Everything can just be placed on our patio on the west side of the building. Thank you!

Sent from my iPhone

> On Sep 14, 2021, at 10:23 AM, Sandy Ronski <sronski@manitowoc.org> wrote:

>

> Yes, it is still possible to rent equipment for this weekend. When you say "stage," are you looking for the portable bandwagon, the set of 8 pieces of staging with foldable legs (approximately 8'x12') or pieces of 4'x8' plywood staging (various heights)? A flyer with photos can be found here:

<https://www.manitowoc.org/DocumentCenter/View/28970/Parks-Special-Event-Rental-Items>. We would want to know what time you would like the items delivered and where to place them.

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> If your event is expected to bring visitors from outside the community, you can apply for a fee waiver. Here is a link to the City of Manitowoc webpage for Special Events: www.manitowoc.org/specialevents. Under "Organizing a Special Event," you will find the City's Waiver of Fees Request Form. Completed application forms should be turned in to the Parks Office. You can e-mail the application to me or fax it to (920) 686-6525 if you would like.

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> CHANGES TO EQUIPMENT REQUESTS:

> Please note that you can change any equipment requests at no charge up to the point where the application is approved. Once the application is approved, there is a \$50 non-waivable per change order fee to add or remove equipment. Requests to change equipment orders should be made to Brock Wetenkamp, Parks Planner, at bwetenkamp@manitowoc.org or (920) 686-6519 or to the Parks Office at parkadmin@manitowoc.org or (920) 686-3580.

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> If you have any additional questions, please e-mail me or call the Parks Office at (920) 686-3580 weekdays between 7:30 AM and 4 PM.

>

> Sincerely,

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>

> Sandy Ronski

> Operations Clerk II

> Transit, Cemetery, Parks, & Forestry

> City of Manitowoc

> 900 Quay St.

> Manitowoc, WI 54220

> 920-686-6518

> 920-686-6525 fax

> www.manitowoc.org

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> Get up-to-date information on City activities by:

> • Following the City of Manitowoc, the Manitowoc Parks and Recreation
> Department, Evergreen Cemetery and/or Maritime Metro Transit on
> Facebook; • Receiving information via text or e-mail. Sign up at [www.manitowoc.org/notifyme.](http://www.manitowoc.org/notifyme;); or • Downloading the
City of Manitowoc app from the App Store or Google Play, clicking on the Alert Center and subscribing to any number of
alert types.

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> -----Original Message-----

> From: Paul Hoffman PetSkull Brewing <paul@petskullbrewing.com>

> Sent: Monday, September 13, 2021 9:06 AM

> To: Sandy Ronski <sronski@manitowoc.org>

> Subject: External: Picnic Table Rental

>

> Hi Sandy -

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> I'm nothing if not great at last minute planning LOL

>

> I'm wondering if it's possible to still rent 12 picnic tables for delivery this Friday for our Oktoberfest party on Saturday.
I'd also be interested in renting a stage and getting about 6 garbage cans.

>

> Let me know how to proceed!

>

> Thanks

> Paul Hoffman

> PetSkull Brewing

> Be Alert !

> This is External or System generated Email. Please verify before opening any links or attachments.

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Be Alert !

This is External or System generated Email. Please verify before opening any links or attachments.

INSURANCE APPROVAL FORM

Date: 10/06/2021

RE: VOGAGER WOODWORKS/WILD

Please review and approve this insurance certificate.

- | | |
|--------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Special Event | <input type="checkbox"/> Theatre License |
| <input type="checkbox"/> SE Bounce House/Extreme Sport | <input type="checkbox"/> Contract |
| <input type="checkbox"/> SE Alcohol | <input type="checkbox"/> Temp Access Agreement |
| <input type="checkbox"/> Sidewalk Privilege Agreement | <input type="checkbox"/> Towing Agreement |
| <input type="checkbox"/> Lease Agreement | <input checked="" type="checkbox"/> Other MOBILE FOOD VENDOR |
| <input type="checkbox"/> Stormwater Agreement | |
| <input type="checkbox"/> Taxi Cab | |

Thank you!

City Clerk's Office