

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 9/22/2021

**EVENT NAME:** 5 Year Anniversary Celebration

**ORGANIZER:** Crossroads Community Church - Nick Stanislawski

**E-MAIL ADDRESS:** nick@crossroadsmanitowoc.org

**EVENT DATE:** 10/10/2021

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Use of Lincoln Park Fieldhouse and grounds for a 5 year anniversary party with catered food, bouncy houses, face painters, henna artist, yard games, a TV with Packer game on & a cotton candy machine

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

1)Please be considerate to the zoo animals. Keep noise levels down, & direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat. 2)Please remind participants that dogs are not allowed in the Lincoln Park Zoo area or inside park buildings.



# City of Manitowoc

## 2021 SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Crossroads Community Church

Name of Applicant Nick Stanislawski

Street Address 935 S. 8th St, Suite 105, Manitowoc, WI 54220

Mailing Address  
(If different)

City, State, Zip

Primary Phone 920-285-7139

Cell Phone Same

Email nick@crossroadsmanitowoc.org

Wisconsin Tax Exempt ☒

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Nick Stanislawski

On-Site Cell Phone # 920-285-7139

On-Site Security Contact Name Nick Stanislawski

On-Site Security Contact Phone # 920-285-7139

RECEIVED

SEP 22 2021

CITY OF MANITOWOC  
ENGINEERING

### EVENT INFORMATION

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

Missing Map/Drawing

☒ Check box to Attach Required Map/Drawing

This is our 5 year anniversary celebration for our church. We're looking to have food available in the field house catered in from a local business, along with seating for people who prefer to eat inside. Outside, we plan to have picnic tables for those who would like to eat outside, 3 different bouncy houses, face painters & a henna artist, yard games like bean bag toss, a TV with the Packer Game on it, and a cotton candy machine. This event will be not only open to our church family, but open to the public for families to come and enjoy. There is no charge to anyone for anything as the church is covering all costs associated with the event. We're planning for 200 people through the 12pm-3pm event time.

Event Name Crossroads Community Church 5-Year Anniversary Celebration

Public Event YES ☒ NO

Location Lincoln Park Field House and surrounding green spaces.

Estimated Total Attendance 200

Staging Area Same as location

Estimated Attendance NA

from outside City of Manitowoc

Event Website www.crossroadsmanitowoc.org

Event Date(s) 10-10-2021

Event Start Time 12:00 AM ☐ PM ☒

Event End Time 3:00 AM ☐ PM ☒

Setup Date(s) 10-10-2021

Setup Start Time 10:30 AM ☒ PM ☐

Teardown Date(s) 10-10-2021

Teardown End Time 5:00 AM ☐ PM ☒

(Event to be cleaned by 9 a.m. on day following the event)

## FACILITY REQUESTS

Facility Location \_\_\_\_\_

☐ Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_

☒ Athletic Field(s) Request \_\_\_\_\_

☒ Special Power Requirements \_\_\_\_\_

☐ Special Lighting  
(ex. ball diamonds) \_\_\_\_\_

☐ ADA Accommodations \_\_\_\_\_

## ROUTE

Route map must be submitted with application

☐ Road Closure  
Describe location(s)  
+ time(s) \_\_\_\_\_

☐ Timed Route

☐ Road Crossing  
Describe where  
if assistance needed \_\_\_\_\_

☐ Course Marking  
Describe type \_\_\_\_\_

☐ Sidewalk  
Describe usage \_\_\_\_\_

## EVENT STRUCTURES

Site map must be submitted with application

☒ Staking Structures into Ground  
(greater than 6")

☐ Fencing

☒ Bounce House # 2

☐ Portable Restrooms # \_\_\_\_\_

☒ Signs/Banners # 1

## VENDORS & MONEY EXCHANGE

☐ Alcohol Sales Request for Extension of Premises  
Class B license

☐ Alcohol Served End Time \_\_\_\_\_

☐ Beverage or Food Sales

☐ Merchandise Sales

☐ Vendor(s) How many \_\_\_\_\_

☐ Collecting Money Donations

☐ Charging Admissions On-Site

☐ Credit Card Sales/Transactions

Expected Revenue \_\_\_\_\_

Revenue to be used for \_\_\_\_\_

## EVENT FEATURES

☐ Animals # \_\_\_\_\_ Type \_\_\_\_\_

☐ Fireworks - Time \_\_\_\_\_

☐ Drone # \_\_\_\_\_

☐ Lights/Spotlights # \_\_\_\_\_

## SOUND

☒ Amplified Sound

Start Time 12 AM PM

End Time 3 AM PM

Type of Sound Speaker w/ iPod

## 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](http://www.manitowoc.org).

DELIVERY DATE 10/10/2021 TIME 10:30 AM ☒ PM ☐ LOCATION Lincoln Park Field House  
PICKUP DATE 10/10/2021 TIME 3:30 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 50
- ☐ Picnic Tables – 6' wooden
- ☒ Picnic Tables – 8' wooden, ADA accessible 8

### TENTS

- ☐ Tent – 10'x 20'

### TRAFFIC CONTROL ITEMS

- ☐ Barricades – 2'
- ☐ Barricades – 3'
- ☐ Barricades – 8'
- ☐ 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 4
- ☐ Other \_\_\_\_\_

## VEHICLES

Parking must be included on site map

Expected number of vehicles 100

Where do you plan to park vehicles In designated parking areas that the city already has.

Are there any special parking considerations NA  
(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) *We have certified first aid & CPR individuals who will be in attendance to help while we're waiting for emergency services to arrive.*

## 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?

## LEGAL NOTICE

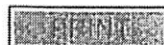
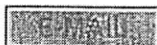
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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 11/25 / 1979

Signature of Applicant: Nick Stanislawski

Date: 9-16-2021



## City of Manitowoc Stake Permit

A stake permit is required to erect any tent, canopy, bounce house/inflatables, fence, sign, or similar item that requires stakes or posts to be placed more than 6" deep in the ground on City property. Stakes may be placed in approved areas only. There is a \$50 non-waivable fee for a stake permit. The special event sponsor is responsible for contacting Diggers Hotline at least three (3) business days before any stakes and fence posts are driven into the ground. The sponsor must also contact the Manitowoc Fire Department for fire safety guidelines for tents. Tents must be secured with filled sand bags or water barrels. The City reserves the right to require additional insurance.

Event Name/Description: Crossroads Community Church 5 Year Anniversary Celebration

Location (Park Name or Property Address): Lincoln Park

Date(s) of Event: 10/10/2021 Time: 12pm-3pm

What items will be erected or placed on City property or right-of-way?

Bounce House ☒ Yes, size 20x20 & 20x20 ☐ No

If electric, where will item be plugged in? To the portable power supply from the city

Tent or Canopy ☒ Yes, size 10x10 ☐ No

Fence ☐ Yes, size \_\_\_\_\_ ☐ No

Sign ☐ Yes, size \_\_\_\_\_ ☐ No

Other (describe) \_\_\_\_\_ Size \_\_\_\_\_

If electric, where will item be plugged in? \_\_\_\_\_

**Permit holder MUST provide a diagram of where item(s) will be placed.**

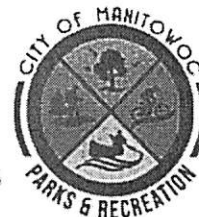
Name and address of event organizer:

Nick Stanislawski  
935 S. 8th St, Suite 105  
Manitowoc, WI 54220

Phone #: 920-285-7139

Return form/diagram to:

City of Manitowoc – Parks Division  
900 Quay St.  
Manitowoc, WI 54220  
Phone: 920-686-3580 • Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org



Rev. 4/2021



