

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/22/2021

EVENT NAME: Holiday Fair

ORGANIZER: Manitowoc Senior Center - Katelin Dorow

E-MAIL ADDRESS: kndorow@manitowoc.org

EVENT DATE: 11/6/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Manitowoc Senior Center for annual fundraising event; demos, sales of craft items, bake sale, & light lunch

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

2021 SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Manitowoc Senior Center
Name of Applicant Amanda Orth/Katelin Dorow
Street Address 3330 Custer St.
Mailing Address _____
(If different)
City, State, Zip Manitowoc, WI, 54220
Primary Phone 920-686-3060
Cell Phone 920-374-0474
Email seniorcenter@manitowoc.org
Wisconsin Tax Exempt ☒

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Amanda Orth/Katelin Dorow
On-Site Cell Phone # 920-374-0474
On-Site Security Contact Name Amanda Orth/Katelin Dorow
On-Site Security Contact Phone # 920-686-3060

EVENT INFORMATION

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

Missing Map/Drawing



The Manitowoc Senior Center Holiday Fair is an annual fundraising event for the Manitowoc Senior Center. Various Senior Center groups participate in the fair to do demos, sell craft items, and help promote the Senior Center. The Holiday Fair includes a craft sale- all items are hand made by Senior Center Members, woven rugs and water color paintings made by members are sold, there is a bake sale and also a light lunch.

Event Name Holiday Fair

Location Manitowoc Senior Center- Assembly Room and Lobby

Staging Area N/A

Event Date(s) November 6, 2021

Event Start Time 9:00 AM ☒ PM ☐

Event End Time 2:00 AM ☐ PM ☒

Setup Date(s) 11/04/2021

Setup Start Time 12:00 AM ☐ PM ☒

Teardown Date(s) 11/06/2021

Teardown End Time 6:00 AM ☐ PM ☒
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES ☒ NO ☐

Estimated Total Attendance 150

Estimated Attendance 50
from outside City of Manitowoc

Event Website www.manitowoc.org/seniorcenter

RECEIVED

SEP 15 2021

CITY OF MANITOWOC
ENGINEERING

FACILITY REQUESTS

Facility Location Manitowoc Senior Center

☐ 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 # _____

☐ 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 20

☐ Collecting Money Donations

☐ Charging Admissions On-Site

☒ Credit Card Sales/Transactions

Expected Revenue \$2,000

Revenue to be used for SC events/programs

EVENT FEATURES

☐ Animals # _____ Type _____

☐ Fireworks - Time _____

☐ Drone # _____

☐ Lights/Spotlights # _____

SOUND

☒ Amplified Sound

Start Time 9 AM ☒ PM ☐

End Time 5 AM ☐ PM ☒

Type of Sound music from inside speaker

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.

DELIVERY DATE N/A TIME AM ☐ PM ☐ LOCATION

PICKUP DATE _____ TIME _____ 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" _____
- ☐ Benches – 4' wooden _____
- ☐ Bleachers – 15'x5' portable _____
- ☐ Chairs – metal, folding _____
- ☐ Picnic Tables – 6' wooden _____
- ☐ Picnic Tables – 8' wooden, ADA accessible _____

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 _____
- ☐ Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 75

Where do you plan to park vehicles Senior Center Parking Lot

Are there any special parking considerations We have ADA Parking available, and no parking zones for Emergency Vehicle:
(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)

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?

We just want to thank the committee for taking the time to review our request. Please feel free to reach out with any questions.

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 07 / 12 / 1994

Signature of Applicant: Katelin A Dorow

Date: 9/15/2021

E-MAIL

PRINT