

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/10/2024

EVENT NAME: Touch the Trucks

ORGANIZER: Manitowoc Public Library - Sharon Verbeten

E-MAIL ADDRESS: sverbeten@manitowoc.org

EVENT DATE: 7/10/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Big and small trucks are set up in the Briess Lot for families to come and check them out. Requesting barricades to close off entry/exit of the lot.

COMMITTEE CONCERNS:

WAIVER OF FEES: Approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Thursday, January 4, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Touch the Trucks
Location	Briess Parking Lot
Date	Wednesday, July 10, 2024
Event time	10:00 AM - 12:00 PM
Setup date & time	Tuesday, January 9, 2024 20:00
Takedown date & time	Wednesday, January 10, 2024 12:00

Applicant Information

Name of Applicant	Sharon Verbeten
Organization name	Manitowoc Public Library
Address	707 Quay St. Manitowoc, WI, 54220
Email	sverbeten@manitowoc.org
Phone number	(920) 686-3025
On-site contact name & phone number	Sharon Verbeten, 920-655-8285

Event Details

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

Event description

Touch the Trucks is MPL's annual event for families and children to get up close and personal with some of their favorite vehicles from local organizations and businesses. We'll have big trucks, little trucks, and everything in between.

Estimated total attendance 1200

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.

Road Closure

No road closures needed, but will need Briess parking lot barricaded off the evening of July 9.

Where are cars parking?

Vehicles participating in the event will be parked at Briess.

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

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{2}{\$8}$

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 16

Equipment request notes

Barricades should be placed at both Briess parking lot entrances the evening of July 9, after 8 p.m.

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

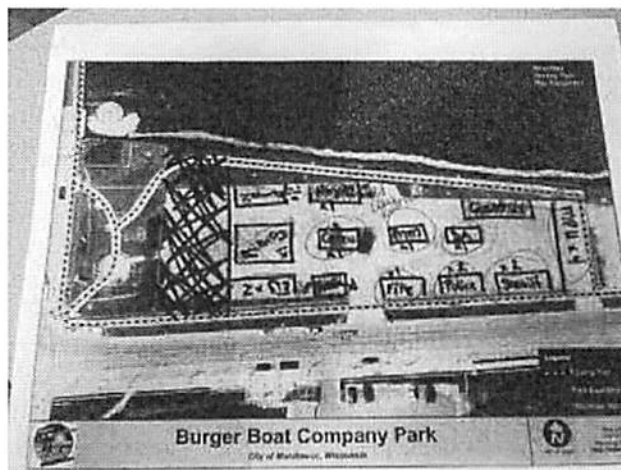
Why should this Waiver of Fees be granted?

We are another city department.

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



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

Saturday, November 20, 1965

Sign

Sharon Verbeten