

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/25/2025

EVENT NAME: St. Francis of Assisi Parish Picnic

ORGANIZER: St. Francis of Assisi - Randall Heinzen

E-MAIL ADDRESS: connie.heinzen@sfamanitowoc.org

EVENT DATE: 8/9-10/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual church picnic using much of their own property and the closure of N 14th St.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec	
Todd Blaser /ec	
Dan Koski /ec	
Eric Nycz /ec	
Matt Wallander /ec	

COUNCIL ACTION REQUIRED:

Road closure of N 14th Street, between Menasha Ave and Waldo Blvd.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents. The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

July 22, 2025

St. Francis of Assisi Parish
Attn: Randall Heinzen
601 N 8th Street
Manitowoc, WI 54220

RE: St. Francis of Assisi Parish Picnic – August 9-10, 2025 – Road closure of N 14th Street, between Menasha Ave and Waldo Blvd

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. The above request was acted upon by Common Council at the meeting held on **July 21, 2025**, at which time the Common Council granted your request to hold the **St. Francis of Assisi Parish Picnic on August 9-10, 2025**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges.

The Committee has denied the request for Waiver of Fees. Factors for consideration to waive fees include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts. The City of Manitowoc reserves the right to deny special events and requests for waived fees on a case-by-case basis. In October 2023, revisions to the Special Events Policy were approved at City Council.

Costs for Parks and Streets equipment and facilities will be invoiced after the Special Event. Questions regarding fees and reservations should be directed to parksadmin@manitowoc.org.

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 late application fee at the City of Manitowoc, 900 Quay St, Manitowoc, WI 54220.

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.

If you have any questions, please contact me at (920) 686-6950 or via email at cityclerk@manitowoc.org.

Sincerely,

Mackenzie Reed
City Clerk / Deputy Treasurer

MR:jls

cc: Special Events Approval Group
Enclosures



Special Event Conditions



INSURANCE: At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to jswokowski@manitowoc.org. Special Events Insurance Requirements are also enclosed. ***Insurance not provided within the required timeline may result in a fee of \$300.***



CREDIT/DEBIT CARD PAYMENTS: Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence OR letter evidencing payment card information (PCI) compliance OR letter evidencing use of payment card information (PCI) compliant 3rd party vendor



TAVERNS: Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.



BEER/WINE SALES: A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.



FOOD: Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office



VENDORS: All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.



STAKES/BOUNCE HOUSES: Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**



EQUIPMENT: For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580. For concerns with facilities or equipment outside of business hours, please call 920-323-0850.



TRAFFIC CONTROL: If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.



STREET CLOSURE: In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.



POLICE: The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.



PARKING: Unless special parking requests were approved, all parking regulations will be enforced.



FIREWORKS: Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.



LINCOLN PARK: Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.



DOGS: Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.



TOILETS: Based on estimated attendance, you should have ____ number of portable toilets.



NOISE: Waiver of the noise ordinance was approved from ____ to ____.



DATE	INVOICE NO
6/25/2025	0560718

BILL TO
ST FRANCIS OF ASSISI PARISH, CORP. 601 N 8TH ST MANITOWOC, WI 54220

DUE DATE
6/25/2025

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						0.00
TOURISM - SPECIAL EVENT APPLICATION LATE FEE:						
SPECIAL EVENT LATE APPLICATION	1.00	100.00	100.00	0.00	0.00	100.00
INVOICE TOTAL:			100.00	0.00	0.00	100.00

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (920) 686-6960

Customer Name: ST FRANCIS OF ASSISI PARISH, CO
Customer No: 043495
Account No: 0002312

DUE DATE	INVOICE NO
6/25/2025	0560718



Please remit payment by the due date to:

City of Manitowoc
900 Quay St.
Manitowoc, WI 54220-4543

Invoice Total: 100.00
Discounts: 0.00
Credit Applied: 0.00
Ending Balance: 100.00
INVOICE BALANCE: \$100.00
AMOUNT PAID: _____



Special Event Application

Friday, June 13, 2025

General Event Information

Event name St. Francis of Assisi Parish Picnic

Location 1121 North 14th Street

Date Saturday, August 9, 2025

End date if multiple day event and additional dates if applicable. 08/10/2025

Event time 11:00 AM - 10:00 PM

Setup start time Friday, August 8, 2025 08:00

Takedown end time Sunday, August 10, 2025 13:00

Applicant Information

Name of Applicant Randall Heinzen

Organization Name ST FRANCIS OF ASSISI PARISH

Address 601 North 8th Street
Manitowoc, Manitowoc, 54220

Email CONNIE.HEINZEN@SFAMANITOWOC.ORG

Phone number (920) 684-3718

On-site contact & phone number 9203236400

Security name & phone number 9208600174

Event description

Parish Picnic, Dates of August 9th & 10th, 2025

Activites Include:

Saturday, August 9th: Children's Games, Cribbage & Sheephead Tournament, Bingo, Raffles, Outdoor Polka Mass, Dueling Pianos live music until 9:30pm.

Sunday, August 10th: Pancake Breakfast, Raffles, Balloon Lady for the Kids.

Estimated total attendance 500

Est. attendance from outside
Manitowoc 100

Event Features

Select all that apply to the event Alcohol sales Food or drink sales

Expected revenue 10000

Revenue will be used for Parish Operations

Route & Road Usage

Road Closure

Closure of North 14th Street, between Menasha Avenue and Waldo Boulevard.

Where are cars parking? School parking lot

Time of amplified sound 4:00 PM - 9:30 PM

Amplified sound type Pianos & Vocals, Polka Music

Event Structures

Select all that apply Fencing Tent(s)

Safety & Security

Equipment & Facility Requests

Do you need power or lighting? no

Tables & seating

Banquet tables 8'x40' $\frac{22}{\$7 \text{ max } 22}$

Benches 4'

Metal folding chairs

Picnic tables 6'

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{4}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs $\frac{4}{\$6}$

"Road Closed Ahead" signs

Estimated cost per day 210

Equipment will be dropped off at the discretion of DPI. Equipment request notes:
Drop off on Friday morning please. at: 1122 North 14th Street, Church garage.

Waiver of Fees

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Map

Upload map and supporting documents



map of event for city 2023.pdf

Questions and comments

No Friday Fish Boil this year.

Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event?

No

Applicant date of birth

Monday, August 3, 1964

Sign

Randall Heinzen

