



# CITY OF MANITOWOC

WISCONSIN, USA

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

May 15, 2024

St. Francis of Assisi Parish  
Attn: Stephen DCamp  
601 N 8<sup>th</sup> Street  
Manitowoc, WI 54220

RE: Assumption in the Park – 8/15/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **May 8, 2024**, the Special Events Committee approved your request to hold the **Assumption in the Park** on **August 15, 2024**. 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 [parkadmin@manitowoc.org](mailto:parkadmin@manitowoc.org).

If you have any questions, please contact me at (920) 686-6950 or via email at [cityclerk@manitowoc.org](mailto: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](mailto: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 3<sup>rd</sup> 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.

**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 \_\_\_\_\_.

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/8/2024

**EVENT NAME:** Assumption in the Park

**ORGANIZER:** St. Francis of Assissi Parish

**E-MAIL ADDRESS:** [stephen.dcamp@sfamanitowoc.org](mailto:stephen.dcamp@sfamanitowoc.org)

**EVENT DATE:** 8/15/2024

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** An outdoor church service held in Washington Park.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Not Granted

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



Tuesday, April 30, 2024

## Special Event Application

Approval Status

Not Started

### General Event Information

Event name	Assumption in the Park
Location	Washington Park Band Shell
Date	Thursday, August 15, 2024
Event time	6:00 PM - 8:00 PM
Setup date & time	Thursday, August 15, 2024 17:00
Takedown date & time	Thursday, August 15, 2024 20:00

### Applicant Information

Name of Applicant	Stephen DCamp
Organization name	St. Francis of Assisi Parish
Address	601 N. 8th St. Manitowoc, WI, 54220
Email	stephen.dcamp@sfamanitowoc.org
Phone number	(920) 652-7811
On-site contact name & phone number	9206527811

### Event Details

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

#### Event description

A Catholic Mass held in the Washington Park Bandshell

Estimated total attendance 500

Event website <https://sfamanitowoc.org/>

## 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.

Select all that apply to the event

Collecting monetary donations

## Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Time of amplified sound

6:00 PM - 8:00 PM

Amplified sound type

Music and Speaking

## 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.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

Potential need for a peace of mind police presence during the Mass.

## Equipment & Facility Requests

Facility request

Washington Park Bandshell

Est. equipment cost per day

0

## 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 a religious organization, hoping to hold an outdoor service.

CES Number: 008-0000416060-05

## Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.



## 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**

Sunday, August 17, 1997

**Sign**

Stephen DCamp