

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/6/2024

**EVENT NAME:** July 3rd Celebration

**ORGANIZER:** Brennan Seehafer Productions - Brennan Seehafer

**E-MAIL ADDRESS:** [brennan@brennanseehafer.com](mailto:brennan@brennanseehafer.com)

**EVENT DATE:** 7/3/2024

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Live music on stage with food vendors and refreshments in the Briess Lot that serves as a fundraiser for Gumby's Club. The event is contained to the parking lot, Quay St, and Burger Boat Park from 4-11:30 pm.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Approved

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Waiver of park hours for Burger Boat Park until 11:30 pm, Waiver of Sound Ordinance until 11:30 pm, Road closure for Quay St from 6th St to 8th St from 8am on July 3 to 2am on July 4.

**ITEMS TO INCLUDE IN LETTER:**



Wednesday, February 28, 2024

## Special Event Application

### Approval Status

Not Started

## General Event Information

Event name	July 3rd Celebration
Location	Farmers Market Lot
Date	Wednesday, July 3, 2024
Event time	4:00 PM - 11:30 PM
Setup date & time	Tuesday, July 2, 2024 15:00
Takedown date & time	Wednesday, July 3, 2024 23:30

## Applicant Information

Name of Applicant	Brennan Seehafer
Organization name	BRENNAN SEEHAFFER PRODUCTIONS, LLC
Address	PO BOX 1113 MANITOWOC, WI, 54221
Email	brennan@brennanseehafer.com
Phone number	(920) 242-3450
On-site contact name & phone number	Brennan Seehafer
Security name & phone number	Tri-Bolt

## Event Details

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

### Event description

July 3rd Celebration

Featuring live music, food vendors and refreshments.

Fundraiser for Gumby's Club For A Cure, helping local Manitowoc Family's affected by cancer.

**Estimated total attendance** 4000  
**Estimated total attendance from outside Manitowoc** 1500  
**Event website** brennananseehafer.com

## 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**  Alcohol sales  Food or drink sales  Food Trucks

## Route & Road Usage

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

### Road Closure

Quay Street from South 8th to South 6th (closed at 8 AM on 7/3 until 2 AM on 7/4)

**Road Crossing** South 8th intersection

**Where are cars parking?** ADA, Emergency on Quay

**Describe course markings and if this is a timed route** -

**Time of amplified sound** 4:00 PM - 11:00 PM

**Amplified sound type** Live Music

## Event Structures

**Select all that apply**  Fencing  Stage  Portable restrooms  Tent(s)  
 Waste removal service

## 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.**

PD to assist with crosswalk on South 8th and Quay.

## Equipment & Facility Requests

**Special power or lighting request** Use of 50ft power cord split with panel

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8'  $\frac{1}{\$680 \text{ max. } 1}$

Tables & seating not already at the location

Banquet tables 8'x40'  $\frac{16}{\$7 \text{ max } 22}$

Benches 4'

Metal folding chairs  $\frac{20}{\$2 \text{ max } 200}$

Picnic tables 6'  $\frac{24}{\$6 \text{ max } 30}$

Parks items

Post pounder  $\frac{2}{\$0 \text{ max. } 3}$

Power pedestal  $\frac{1}{\$50 \text{ max. } 3}$

Safety vests

Security stanchions  $\frac{18}{\$7 \text{ max. } 18}$

Wooded snow fence 50' roll  $\frac{12}{\$7 \text{ max. } 20}$

Plastic snow fence 50' roll

Snow fence posts  $\frac{70}{\$2.50 \text{ max. } 100}$

Tent 10'x20'

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'  $\frac{6}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs  $\frac{2}{\$6}$

"Road Closed Ahead" signs  $\frac{1}{\$6}$

Est. equipment cost per day 1413

### 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 filing on behalf of Gumby's Club For A Cure a 501(c)(3). This event is a fundraiser to support there mission of helping local families affected by cancer. This event has donated raised over \$65,000.00 in past years.

### 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**

Thursday, July 22, 1993

**Sign**

Brennan Seehafer

BRENNAN SEEHAFFER PRODUCTIONS

JULY 3, 2024

