

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/7/2023

**EVENT NAME:** Special Event - Parish Picnic

**ORGANIZER:** St. Francis of Assisi - Connie Heinzen

**E-MAIL ADDRESS:** [connie.heinzen@sfamanitowoc.org](mailto:connie.heinzen@sfamanitowoc.org)

**EVENT DATE:** 8/11-13/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Picnic on St. Francis property and N 14th St with games, food, and raffles.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Shawn Alfred /ec Courtney Hansen /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec	

**COUNCIL ACTION REQUIRED:**

Approval of road closure for N 14th St between Menasha Ave. and Waldo Blvd.

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for notifying and obtaining written approval for a street closure from the affected property owners and/or residents. Do not place any items in the street that are not able to be quickly and easily moved in the event that emergency services are needed. Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name St. Francis of Assisi Parish  
 Name of Applicant Constance F. Heinzen  
 Street Address 601 North 8th Street  
 Mailing Address \_\_\_\_\_  
 (If different)  
 City, State, Zip Manitowoc, WI 54220  
 Primary Phone (920) 684-3718  
 Cell Phone (920) 323-0192  
 Email connie.heinzen@sfamanitowoc.org  
 Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Randy or Connie Heinzen  
 On-Site Cell Phone # (920) 323-6400  
 On-Site Security Contact Name Randy Heinzen  
 On-Site Security Contact Phone # (920) 323-6400

### EVENT INFORMATION

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

Missing Map/Drawing



Parish Picnic dates of: August 11-12-13, 2023

Activities Include:  
 Friday: Dueling Pianos, fish boil, children's games, raffles  
 Saturday: Children's games, raffles, cribbage tournament, sheepshead tournament, grilled food (brats/burgers), outdoor polka Mass with polka music to follow, raffles  
 Sunday: Pancake/Omelets Breakfast (outdoor), raffles

Event Name St. Francis of Assisi Parish Picnic  
 Location North 14th Street, between Menasha Avenue and Waldo Boulevard  
 Staging Area Grassy area on west side of church building  
 Event Date(s) August 11-12-13, 2023  
 Event Start Time various AM  PM   
 Event End Time 10:00 AM  PM   
 Setup Date(s) 08/09/2023 & 8/10/23  
 Setup Start Time 8:00 AM  PM   
 Teardown Date(s) 08/13/2023  
 Teardown End Time 5:00 AM  PM   
 (Event to be cleaned by 9 a.m. on day following the event)

Public Event YES  NO   
 Estimated Total Attendance 400-600  
 Estimated Attendance 100  
 from outside City of Manitowoc  
 Event Website sfamanitowoc.org/parish-picnic

**FACILITY REQUESTS**

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_ TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

**VENDORS & MONEY EXCHANGE**

- Alcohol Sales  Request for Extension of Premises
- Class B License *(Already have)*
- Alcohol Served End Time 10:00 p.m.
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many \_\_\_\_\_
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \_\_\_\_\_
- Revenue to be used for \_\_\_\_\_

**ROUTE**

Route map must be submitted with application

- Road Closure Describe location(s) + time(s) Closure of North 14th Street between Menasha Avenue & Waldo Boulevard

- 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
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # 1
- Tent # 3 Size 140x50' & 50x100' & 20x40'
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**SOUND**

- Amplified Sound
- Start Time 4:00 AM  PM
- End Time 10:00 AM  PM
- Type of Sound Dueling Pianos + Polka Band

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

DELIVERY DATE 8/9/23 TIME 8:00 AM  PM  LOCATION church garage on N. 14 Street  
PICKUP DATE 8/14/23 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" 10 ?
- 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' 4
- 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 4
  - 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 100

Where do you plan to park vehicles In our parking lot

Are there any special parking considerations n/a  
(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?

Temporary Retailers Class B Liquor License has already been obtained (copy attached).  
We would be interested in renting 70 tables (8'x40") if available?

**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.

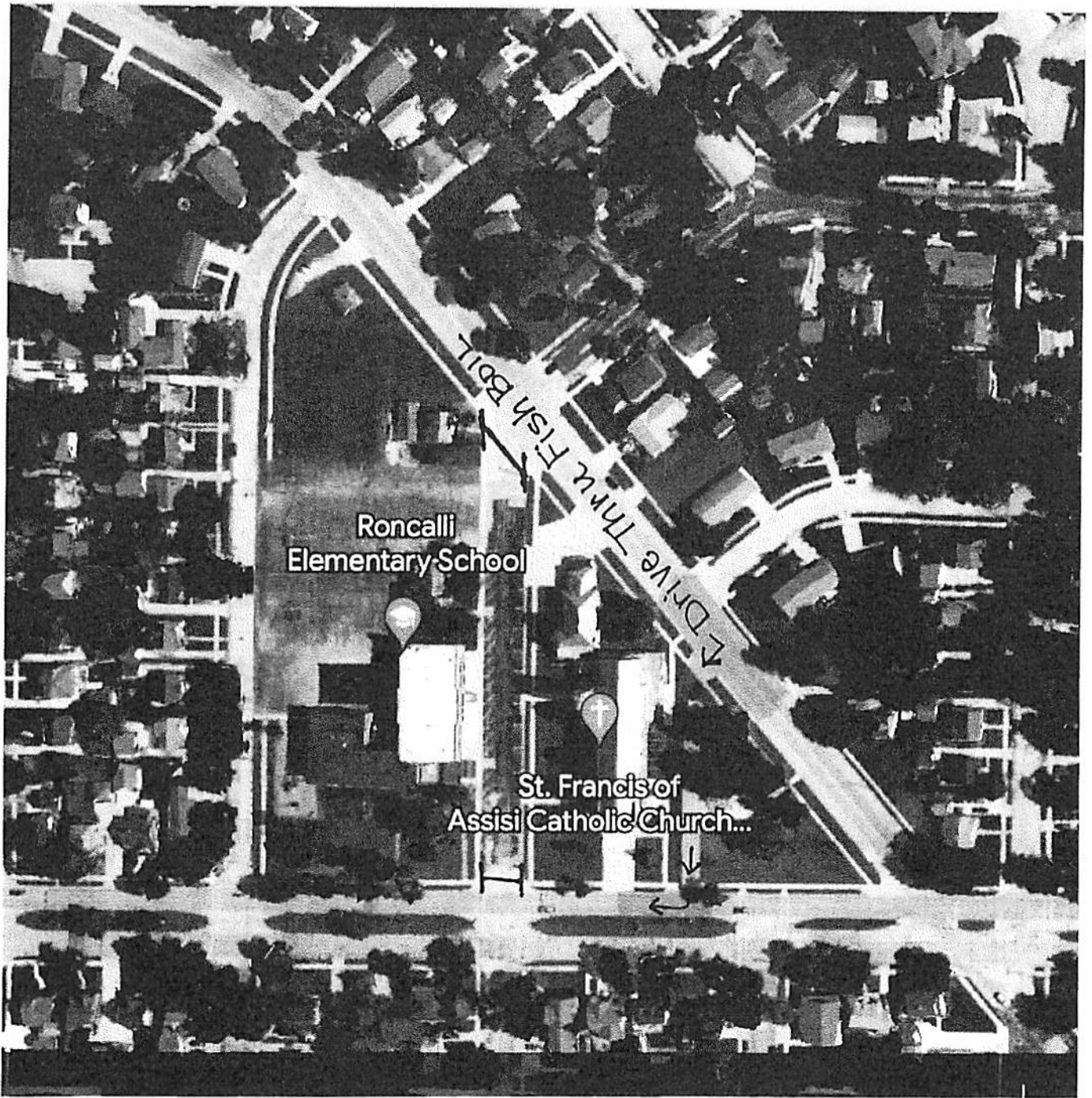
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 06 / 27 / 1966

Signature of Applicant: Constance Heinzen Date: 5/30/23

E-MAIL

PRINT



Roncalli  
Elementary School

St. Francis of  
Assisi Catholic Church...

Drive thru Fish Bolt

Drive thru Fish Bolt



# CITY OF MANITOWOC

## Temporary Retailers License

WHEREAS, the local governing body of the CITY OF MANITOWOC, County of Manitowoc, Wisconsin, has upon application duly made, pursuant to Section 125.26(6) and 125.51(10) of the Statutes of the State of Wisconsin, and Local Ordinances, granted and authorized the issuance of the below listed license to:

**ST FRANCIS OF ASSISI PARISH**

AND WHEREAS, Pursuant to the Wisconsin Statutes and local ordinances, the said applicant has paid to the treasurer all fees and has complied with all requirements necessary for obtaining the following licenses:


**LIQUOR LICENSE:**

License # **TMP-2309 TEMPORARY CLASS "B" RETAILERS LICENSE** for the sale of Fermented Malt Beverages/ Wine Coolers/ Hard Seltzers at a **GATHERING OR PICNIC** **Cost \$10**

**LICENSE IS HEREBY ISSUED** to said applicant to sell, deal and traffic at retail, Fermented Malt Beverages/Hard Seltzers and/or Wine Coolers at the following described premises: **BEER WILL BE STORED, SERVED AND CONSUMED ON SOUTHWEST CORNER AND WESTSIDE OF THE CHURCH BUILDING (OUTSIDE) at 1121 N 14TH ST.**

**FOR THE PERIOD** from **8/11/2023** to **8/13/2023**.

Given under my hand and the corporate seal of the City of Manitowoc this 3rd day of May, 2023.

 (SEAL)  
CLERK

This License must be **FRAMED** and **POSTED** in a conspicuous place in the room or place where Fermented Malt Beverages / Wine Coolers / Hard Seltzers is served, sold and consumed.