

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/12/2024

EVENT NAME: Outdoor Movie Night

ORGANIZER: Visit Manitowoc - Courtney Hansen

E-MAIL ADDRESS: chansen@manitowoc.org

EVENT DATE: 8/8/2024

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Free community movie showing at Lighthouse Park and Beach with select food and beverage vendors.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen / ch Todd Blaser / ch Jason Freiboth / ch Brock Wetenkamp / ch	

COUNCIL ACTION REQUIRED:

Waiver of sound ordinance.

ITEMS TO INCLUDE IN LETTER:



Tuesday, June 11, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Outdoor Movie Night
Location	Lighthouse Park & Beach
Date	Thursday, August 8, 2024
Event time	8:30 PM - 11:00 PM
Setup date & time	Thursday, August 8, 2024 19:30
Takedown date & time	Thursday, August 8, 2024 23:00

Applicant Information

Name of Applicant	Courtney Hansen
Organization name	Visit Manitowoc
Address	824 S 8th St Manitowoc, WI, 54220
Email	chansen@manitowoc.org
Phone number	(920) 686-3508
On-site contact name & phone number	Courtney Hansen 920-973-9508

Event Details

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

Event description

Free movie showing at Lighthouse Park and beach. Alcohol may be present from licensed vendor or brewery as food trucks will be in the parking lot. Movie is yet to be determined. We are requesting the movie screen set up and ready to go. Exact location would be determined by the wind direction, but ideally it would be off the corner of the lighthouse pavillion in the grass

Estimated total attendance 50

Estimated total attendance from outside Manitowoc 10

Event website www.visitmanitowoc.com/events

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 Vendor(s)

Food Trucks

Route & Road Usage

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

Where are cars parking? south side of parking lot

Time of amplified sound 8:30 PM - 11:00 PM

Amplified sound type speakers for movie

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

Special power or lighting request extension cord for movie screen and hookups for food trucks

Parks items

Post pounder

Power pedestal 1
\$50 max. 3

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{3}{\$8}$

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 74

Equipment request notes

We would need the movie screen with extension cord and set up. Power will be needed for the food trucks, most likely a small brewery truck and dessert truck.

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?

City of Manitowoc entity

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, December 16, 1993

Sign

Courtney Hansen

