

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/8/2023

EVENT NAME: Metro Jam

ORGANIZER: Metro Jam/Grow It Forward - Bob Mittnacht

E-MAIL ADDRESS: rmittnacht@wi.rr.com

EVENT DATE: 6/14/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: 45th Annual Metro Jam free music festival in Washington Park using the stage.
There will be alcohol, food vendors, waste service, and porta potties.

COMMITTEE CONCERNS:

WAIVER OF FEES: Approved

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred /ec Courtney Hansen /ec Todd Blasesr /ec Jason Freibtoh /ec Dan Koski /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

Waiver of Alcohol in Washington Park

ITEMS TO INCLUDE IN LETTER:

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Tuesday, November 7, 2023

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Metro Jam
Location	Washington Park and Metrostage
Date	Friday, June 14, 2024
End date if multiple day event and additional dates if applicable.	06/15/2024
Event time	12:00 PM - 10:00 PM
Setup date & time	Friday, June 14, 2024 07:00
Takedown date & time	Saturday, June 15, 2024 23:59

Applicant Information

Name of Applicant	Bob Mittnacht
Organization name	Metro Jam / Grow It Forward, Inc.
Address	239 E. Chicago Street, Unit 605 MILWAUKEE, Wisconsin, 53202
Email	rmittnacht@wi.rr.com
Phone number	(414) 852-5718
On-site contact name & phone number	Bob Mittnacht 414-852-5718
Security name & phone number	Bob Mittnacht 414-852-5718

Event Details

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

Event description

45th Annual Metro Jam, a free admission live music concert with local, regional and national performers.

Event to take place on the Metrostage bandshell in Washington Park with fencing set up around the bandshell and the perimeter of the paved basketball court area backstage which is used for entertainer parking and equipment set up. Tent to be set up on east side of bandshell for entertainer hospitality. Public parking for the event will be on adjacent and local area streets. This is the same set up and park layout as in 2023.

Estimated total attendance 3000

Estimated total attendance from outside Manitowoc 500

Event website www.metrojam.org

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/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? Concert attendees park on city streets. Entertainers park backstage.

Time of amplified sound 12:00 PM - 10:00 PM

Amplified sound type Live music, various genres.

Event Structures

Select all that apply Portable restrooms 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.

Occasional drive by and/or walk through presence by Manitowoc Police Department as available would be appreciated. Friday, June 14, 2024, 7pm to 9:30pm and Saturday, June 15, 2024, 4pm to 10pm at Washington Park.

Equipment & Facility Requests

Facility request Washington Park and Metrostage

Special power or lighting request City Electrician connection Friday 6/14/2024 at 12:30 pm and

disconnection Saturday 6/15/2024 at 11:00 pm to power at stage.

Staging & risers

4'x8' Risers (6" tall) $\frac{6}{\$55 \text{ max. } 10}$

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8'

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions $\frac{15}{\$7 \text{ max. } 18}$

Wooded snow fence 50' roll

Plastic snow fence 50' roll $\frac{10}{\$7 \text{ max. } 17}$

Snow fence posts $\frac{50}{\$2.50 \text{ max. } 100}$

Tent 10'x20' $\frac{1}{\$55 \text{ max. } 2}$

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18" $\frac{10}{\$5.50}$

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 740

Equipment request notes

Deliver equipment Friday, June 14, 2024 at 7 am, pickup Monday, June 17, 2024 at 7 am. City to install fencing and set up tent.

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

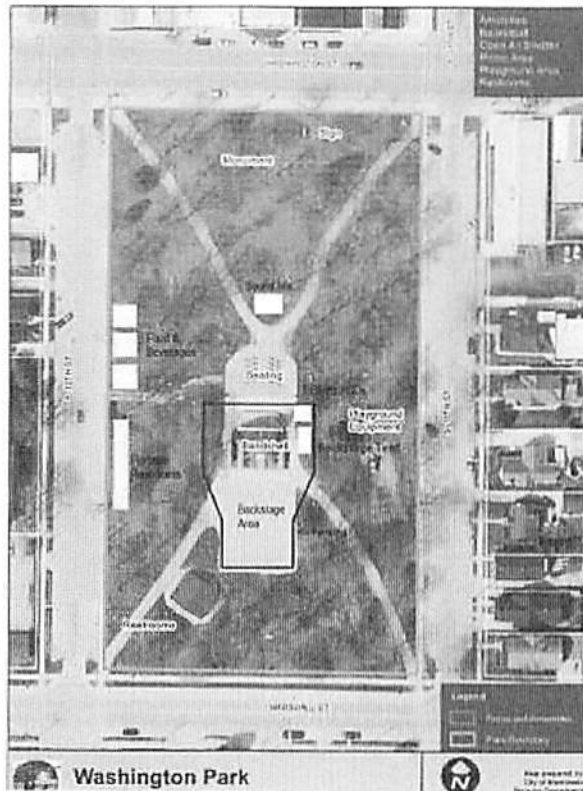
Why should this Waiver of Fees be granted?

We would request that any charges for City services or equipment rental please be waived. Metro Jam is a long standing non-profit event presented in partnership with Grow It Forward, Inc. Metro Jam is in it's 45th year as a FREE admission major music event presented for the enjoyment of city residents and also provides a significant tourism attraction with attendance also by out of town music lovers, some of which stay in local hotels all benefiting the City of Manitowoc. Thank you.

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



Questions and comments

We look forward to the 45th anniversary of Metro Jam in 2024 and presenting a great concert for the City of Manitowoc. We very much appreciate the support of the City of Manitowoc in making Metro Jam possible for 45 years! Thank you!!

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, August 27, 1953

Sign

Bob Mittnacht