

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/6/2026

EVENT NAME: Garden Faire Extraordinaire

ORGANIZER: Stark Ministries - Kristy Wichlacz

E-MAIL ADDRESS: kristykay.stark@gmail.com

EVENT DATE: 6/13/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Washington Park and side streets to host a large vendor fair

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Craig Jansen /email	
Courtney Hansen /email	
Todd Blaser /email	
Eric Nycz /email	
Dan Koski /email	

COUNCIL ACTION REQUIRED:

Road closure of S 12th St and S 11th St between Washington and Marshall from 8am-3pm on 6/13/26

ITEMS TO INCLUDE IN LETTER:

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee.
Please pay the \$100 late application fee at the City of Manitowoc, 900 Quay St, Manitowoc, WI 54220



Special Event Application

Wednesday, May 6, 2026

General Event Information

Event name Manitowoc's Garden Faire Extraordinaire

Location Washington Park

Date Saturday, June 13, 2026

Event time 8:00 AM - 3:00 PM

Setup start time Friday, June 12, 2026 14:00

Takedown end time Saturday, June 13, 2026 18:00

Applicant Information

Name of Applicant Kristy Wichlacz

Organization Name Stark Ministries

Address 9408Fox Ln
Two Rivers, WI, 54241

Email kristykay.stark@gmail.com

Phone number (920) 973-9282

On-site contact & phone number 9209739282

Event description
vendor fair with live music and food trucks

Estimated total attendance 5000

**Est. attendance from outside
Manitowoc** 3000

Event Features

Select all that apply to the event Food or drink sales Vendor(s) Food Trucks

Expected revenue 4000

Revenue will be used for Camp Tapawingo

Route & Road Usage

Road Closure

the two way streets adjacent to the park will be closed 8am-3pm

Where are cars parking? street parking and off-site parking with shuttle

Time of amplified sound 9:00 AM - 3:00 PM

Amplified sound type live music

Event Structures

Select all that apply Tent(s)

Safety & Security

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

crossing guard on washington street

Equipment & Facility Requests

Facility Request Lincoln Park Concession Stand (\$74) < must be an accident

Park and/or Athletic Field Request Washington Park and MetroStage (\$100)

Do you need power or lighting? access to power panel

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 30
\$6 max 20

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels $\frac{20}{\$6 \text{ max. } 50}$

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{4}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs $\frac{4}{\$6}$

"Road Closed Ahead" signs

Estimated cost per day 530

Equipment will be dropped off at the discretion of DPI. Equipment request notes:
same as previous years

Waiver of Fees

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?

this has been a huge community event for many years and all proceeds get donated to local organizations

Map

Upload map and supporting documents



SEA Garden Faire Extraordinaire 0614... .pdf

She uploaded last year's application. Map attached at end

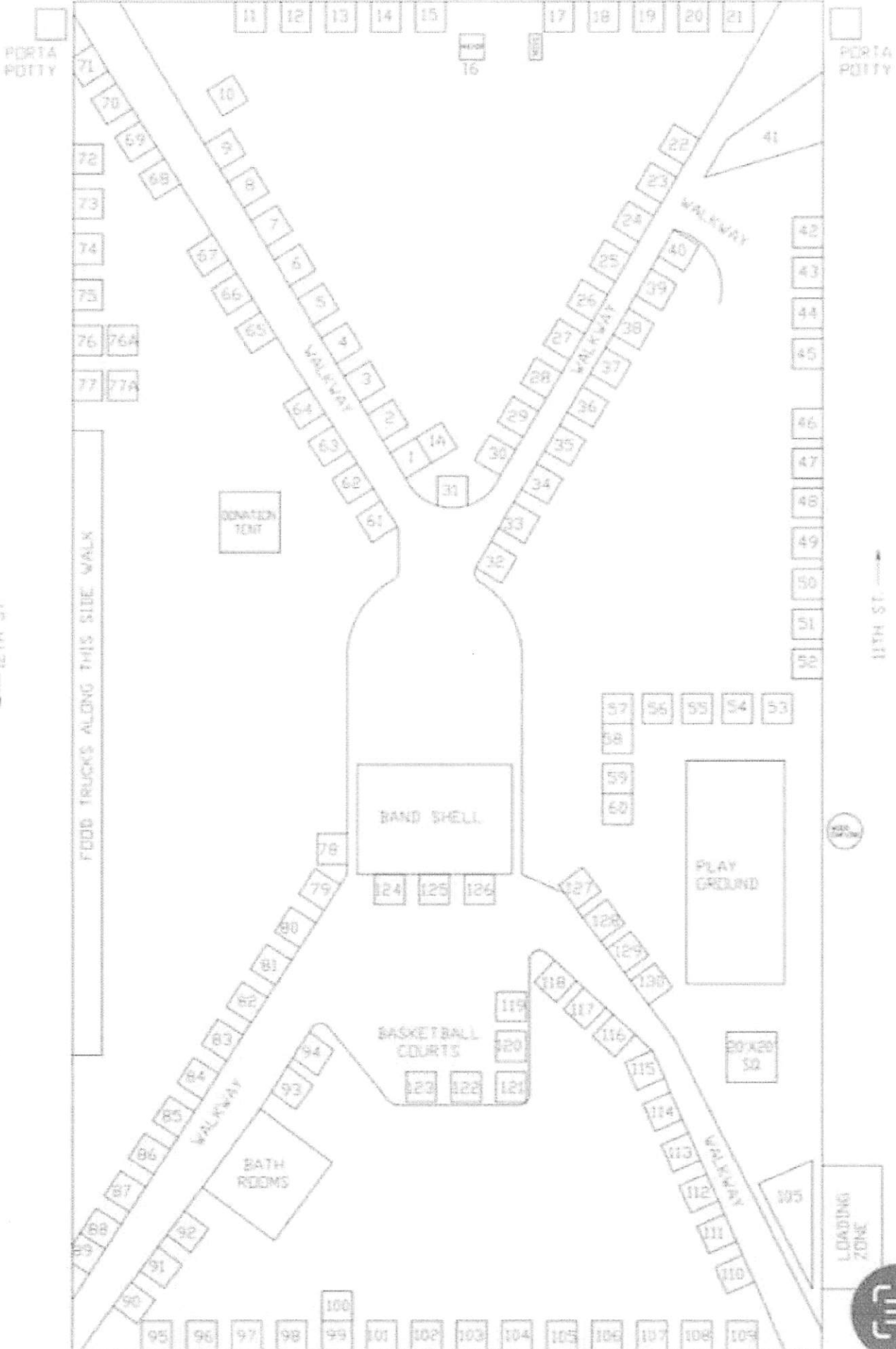
Legal Notice and Submission

Would you like to meet with the
Special Event Committee to discuss
your event? No

Applicant date of birth Wednesday, May 6, 2026

Sign Kristy Wichlacz

← WASHINGTON ST →
12-3-19



← 11TH ST →

← 11TH ST →

