

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/8/2023

EVENT NAME: Special Event - Downtown Farmer's Market

ORGANIZER: Farmer's Market - Jennifer Bartz

E-MAIL ADDRESS: jbartz@manitowoc.org

EVENT DATE: Saturdays May 6 to Oct.
28

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION:

Saturday morning farmer's markets using Briess Lot. This year, adding more food trucks. August 5th location will be City Hall parking lot and Quay st.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Jason Frieboth /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /ec Shawn Alfred /ec Jason Russ /ec	

COUNCIL ACTION REQUIRED:

Approval of road closure (Quay st, between 8th and 10th streets on August 5th)

ITEMS TO INCLUDE IN LETTER:

Aug. 5th event: Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Downtown Manitowoc Farmers Market

Name of Applicant Jennifer Bartz

Street Address 900 Quay Street

Mailing Address _____
(If different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-686-6930

Cell Phone _____

Email jbartz@manitowoc.org

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Christine Wendell

On-Site Cell Phone # 920-323-4553

On-Site Security Contact Name same

On-Site Security Contact Phone # same

EVENT INFORMATION

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

Missing Map/Drawing



- Using Briess Lot and assigning vendors per marked stalls. Limited changes from 2022.
- Hoping for more food trucks, which MAY require some on street placement. This is TBD.

Event Name Downtown Manitowoc Farmers Market

Public Event YES NO

Location <u>Briess Lot</u>	<u>Exception location TBA for August</u>
<u>720 Quay Street</u>	<u>5, 2023, as to not conflict with</u>
<u>Manitowoc, WI 54220</u>	<u>Briess's Brew Fest</u>

Estimated Total Attendance 40k+ annually

Estimated Attendance Unknown
from outside City of Manitowoc

Staging Area _____

Event Website manitowoc.org/farmersmarket

Event Date(s) Saturdays, May 6 - October 28

Event Start Time 8:00 AM PM

Event End Time 1:00 AM PM

Setup Date(s) 05/06/2023

Setup Start Time 6:30 AM PM

Teardown Date(s) 10/28/2023

Teardown End Time 1:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location Briess Lot
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements Access to power grids, will return keys
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- 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 # 1
- Signs/Banners # 1

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many 50+ weekly
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue _____
- Revenue to be used for _____

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

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.

DELIVERY DATE 05/05/2023 TIME 05:00 AM PM LOCATION Briess Lot (green space to the north)
PICKUP DATE 10/30/2023 TIME 08:00 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" _____
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 3
- Picnic Tables – 8' wooden, ADA accessible 1

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" 8
- 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 _____
 - 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 4
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 50+

Where do you plan to park vehicles Briess Lot (vendors), visitors on street or any public parking space downtown including

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 It was recommended to have a visible police presence by a drive by or walk through weekly so vendors and guests

Date/Time Each Saturday

Location Lot/Street

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?

There continues to be an issue with vehicles being left in the parking lot overnight. It is posted, but continues to be an issue during peak downtown activity times. This causes an issue in the mornings for vendor placement.

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.

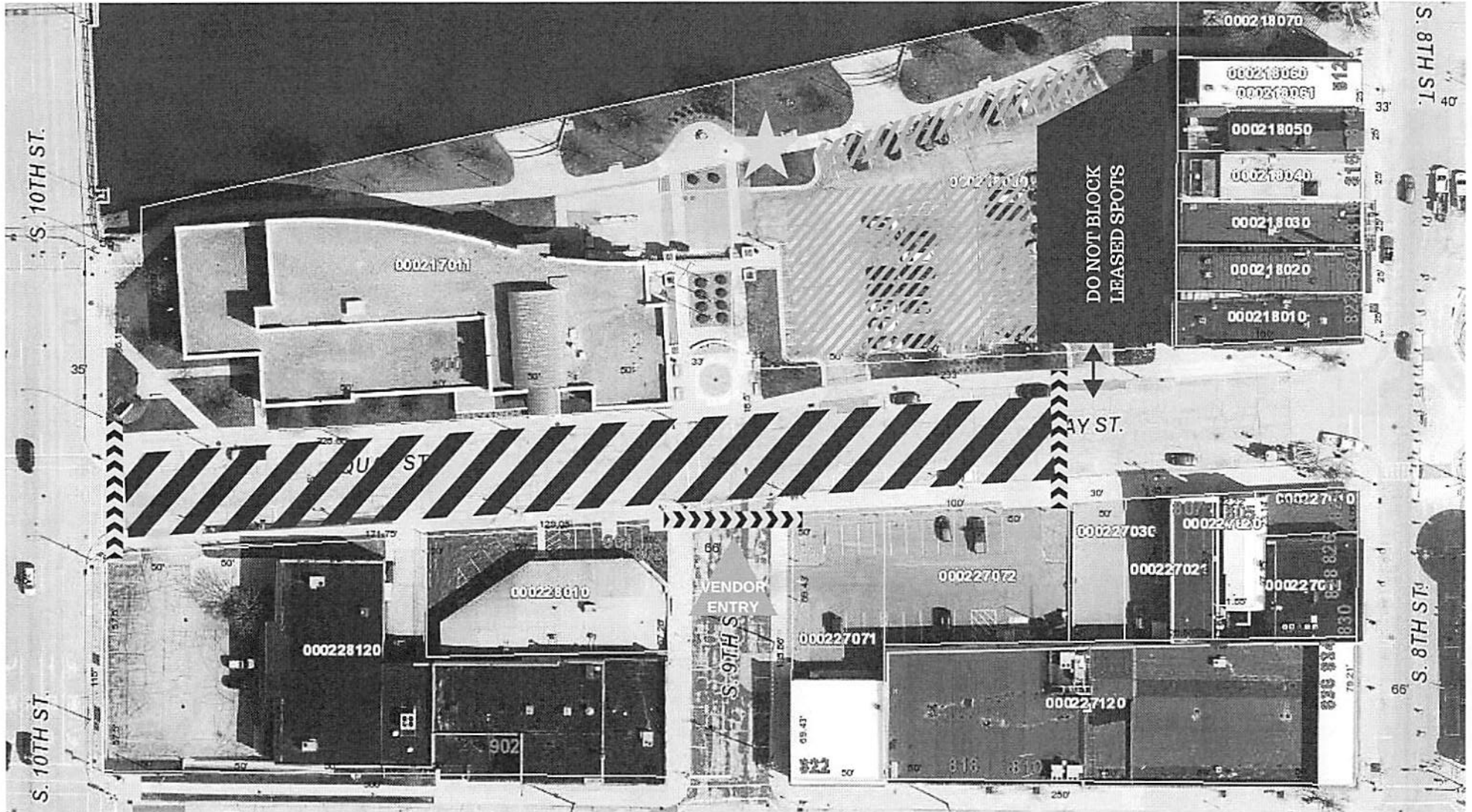
Date of birth of applicant 2 / 1 / 2023

Signature of Applicant: Jennifer Bartz/Community Development Date: 2/1/2023

E-MAIL

PRINT

August 5, 2023 Farmers Market



Street Barricade Locations - 6:30am - 1:30pm

Vendors will be placed on a first-come, first-serve basis unless there is a specific need (electricity, etc.)



Food Trucks, Large Unit & Overflow Vendors



Vendors to Use Marked Spots Only



Portable Restroom