

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/26/2023

EVENT NAME: Chewy's Annual Block Party

ORGANIZER: Barb Piaskowski

E-MAIL ADDRESS: bppasko66@gmail.com

EVENT DATE: 9/16/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Street closure on small section of Buffalo directly in front of Chewy's

COMMITTEE CONCERNS:

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Approval of Road Closure of small section of Buffalo St in front of Chewy's

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for 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.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/otherversions>

APPLICANT INFORMATION

Business/Org Name Chewy's LLC
 Name of Applicant Barb Piaskowski
 Street Address 215 N. 8th St
 Mailing Address (if different) 1702 S. 24th St
 City, State, Zip Manitowoc WI 54220
 Primary Phone —
 Cell Phone 920-901-7203
 Email Bppasko66@gmail.com
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Barb Piaskowski
 On-Site Cell Phone # 920-901-7203
 On-Site Security Contact Name _____
 On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing

SEE Attachment

Event Name Annual Block Party

Public Event YES NO

Location 215 N. 8th St
Manitowoc WI 54220

Estimated Total Attendance 100

Estimated Attendance from outside City of Manitowoc _____

Staging Area _____

Event Website _____

Event Date(s) 9-16-23

Event Start Time 1:00 AM PM

Event End Time 10:00 AM PM

Setup Date(s) 9-16-23

Setup Start Time 10:00 AM PM

Teardown Date(s) 9-16-23

Teardown End Time 10:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

► RECEIVED ◀

JUL 25 2023

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
- Alcohol Served End Time 11:00 PM
- 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) - See attached

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 # _____

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

EVENT FEATURES

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

SOUND

- Amplified Sound 3:00
Start Time ~~12:00~~ AM PM
- End Time 10:00 AM PM
- Type of Sound D, J.

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 _____ TIME _____ AM PM LOCATION _____

PICKUP DATE _____ 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" _____
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 4
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' 1

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- 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 _____
 - 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 _____

Where do you plan to park vehicles _____

Are there any special parking considerations _____
(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?

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.

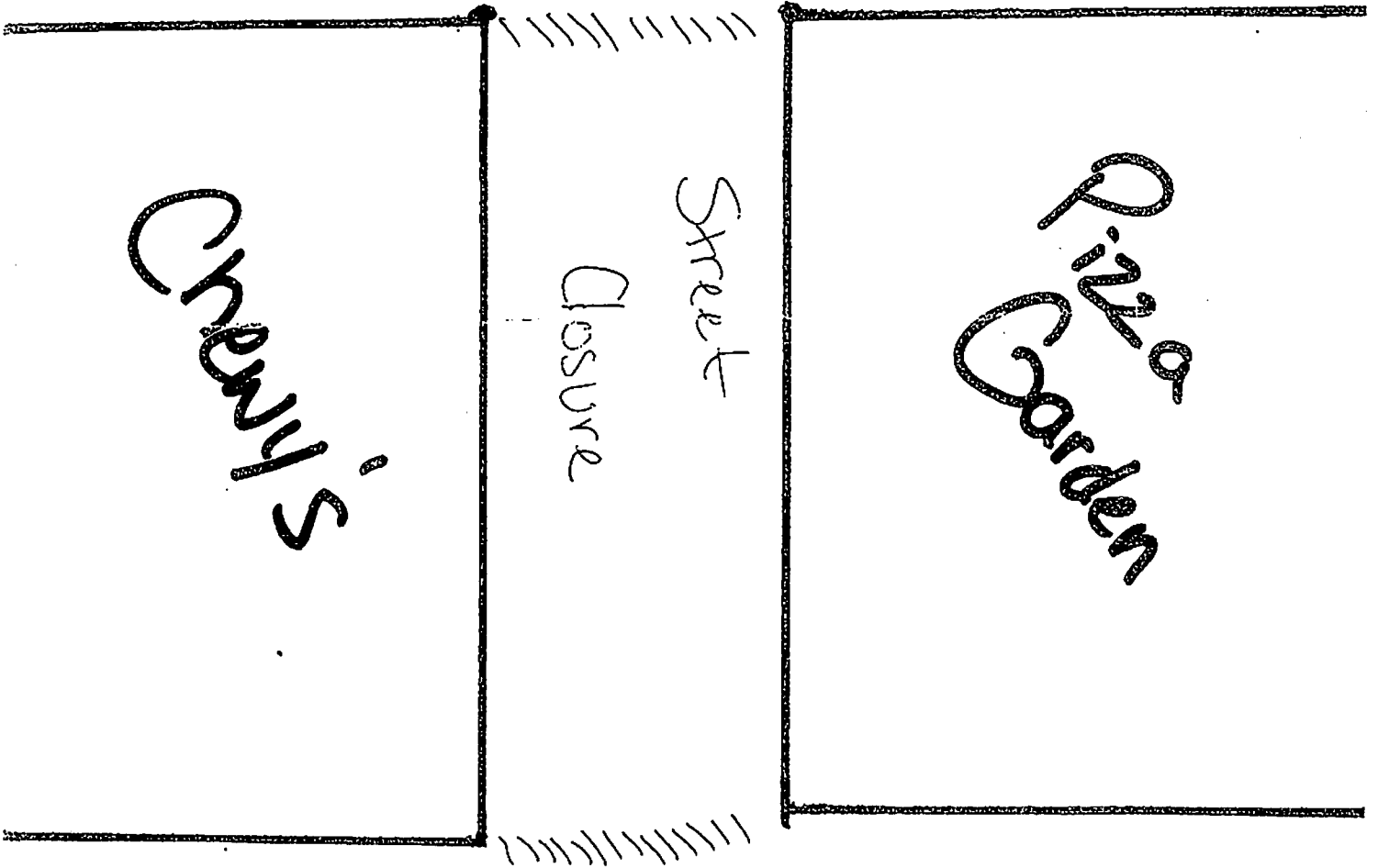
Date of birth of applicant 5/24/1966
Signature of Applicant Barbara Piasnowski Date: 7/24/23

E-MAIL

PRINT



N 8th Street



Lot
Parking

Buffalo
Street

Pizza
Garden
Parking / Driveway