

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/19/2024

EVENT NAME: Hoods and Hops Car Show

ORGANIZER: Craft Creek Brewing - Brittany Hogan

E-MAIL ADDRESS: brittany@craftcreekbrewing.com

EVENT DATE: 10/6/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Classic car show requesting part of 9th St to be closed. Serves in part as a fundraiser for The Harper Group.

COMMITTEE CONCERNS:

WAIVER OF FEES: granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Eric Nycz /ec Todd Blaser /ec Courtney Hansen /ec	

COUNCIL ACTION REQUIRED:

Approval of road closure for 9th St from Chicao to York, as well as Buffalo St from 9th to 10th for the hours of 10am-4:30pm. An extension of premise is also requested.

ITEMS TO INCLUDE IN LETTER:

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



Saturday, June 15, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Hoods and Hops 3rd Annual Classic Car Show
Location	Craft Creek Brewing Co. 220 N. 9th Street Manitowoc WI
Date	Sunday, October 6, 2024
Event time	12:00 PM - 4:00 PM
Setup date & time	Sunday, October 6, 2024 08:00
Takedown date & time	Sunday, October 6, 2024 16:30

Applicant Information

Name of Applicant	Brittany Hogan
Organization name	Craft Creek Brewing Co.
Address	220 N. 9th Street Manitowoc, WI, 54220
Email	brittany@craftcreekbrewing.com
Phone number	(920) 627-0408
On-site contact name & phone number	Brittany Hogan 920-627-0408
Security name & phone number	Andrew Hogan 920-676-8807

Event Details

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

Event description

Craft Creek Brewing Co. would like to host its 3rd Annual Hoods and Hops Classic Car Show. This event would feature craft beer served by Craft Creek Brewing Co. and classic cars brought in by local patrons looking to show their car at the event. The event would be located on North 9th Street between the blocks of York St. and Chicago Street, as well as Buffalo street between 9th and 10th street. Barricades would be placed at the end of York Street and Chicago Street, along with blocking off the T-crossing between 9th and 10th street. The sides streets in parallel to the event would be utilized for guest parking. As part of the

event we will be raising money for The Harper Group Inc. to be donated to a local family.

Estimated total attendance 150

Estimated total attendance from outside Manitowoc 50

Event website Facebook 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

Expected revenue 2500.00

Revenue will be used for Sales and The Harper Group

Route & Road Usage

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

Road Closure

We would be looking to close 9th street from York St. to Chicago St., as well as Buffalo St. from 9th St to 10th St. This would allow for the cars to park for the classic car show. The Car show would last from 12-4 PM, so we would be looking to close the streets from 10:00 AM-4:30PM to allow for set up and take down of the event.

Road Crossing No Assistance is needed

Where are cars parking? surrounding parking lots

Describe course markings and if this is a timed route N/A

Time of amplified sound 12:00 PM - 4:00 PM

Amplified sound type Live Music

Event Structures

Select all that apply Portable restrooms

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.

No Assistance is needed. We have first aid kits available and ID's are required for alcohol sales.

Equipment & Facility Requests

Facility request N/A

Athletic field request N/A

Special power or lighting request N/A

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 $\frac{3}{\$6 \text{ max. } 50}$

Traffic control

Barricades 2'

Barricades 3'

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

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 82

Equipment request notes

No Special Instructions. Just notify where and when it is dropped off.

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

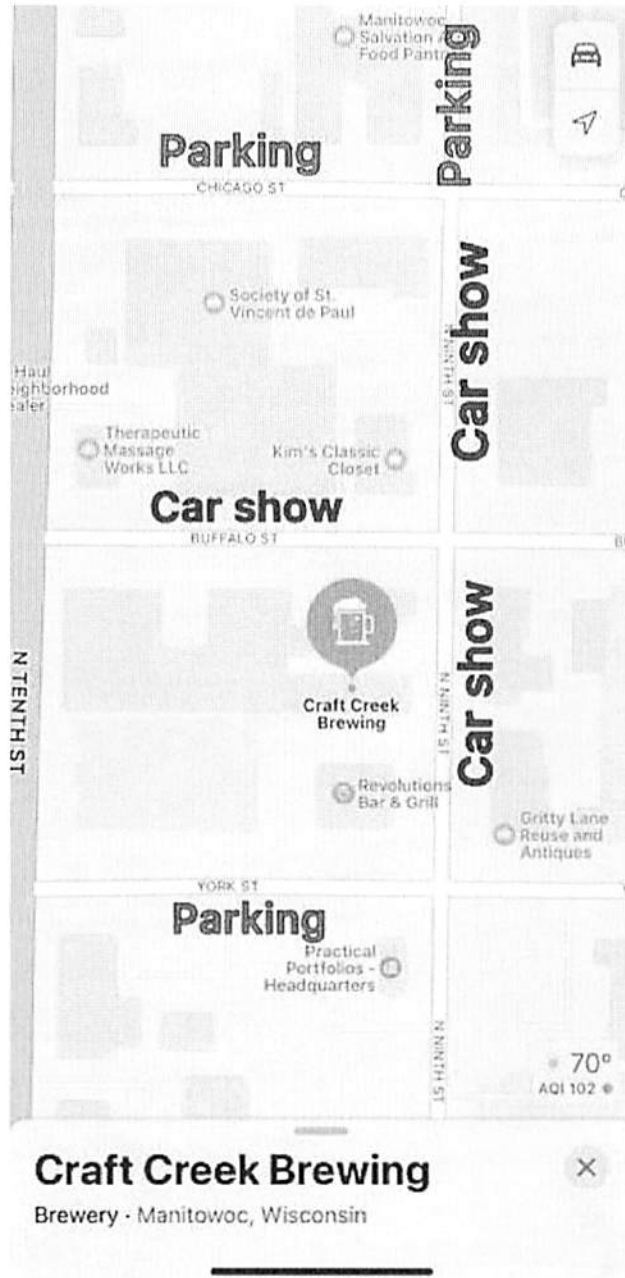
Why should this Waiver of Fees be granted?

We are requesting that the fees for the event are waived as we are partnering with a local non-profit organization, The Harper Group. The Harper Group supports local families in need through financial assistance to children and young adults that are going through critical illnesses. We will be using partial sales from the event and raffle baskets to collect proceeds for the organization.

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

Please feel free to reach out with any other information for the event. I will send the insurance approval and 1 day permit for selling alcohol around the perimeter of the brewery.

Legal Notice and Submission

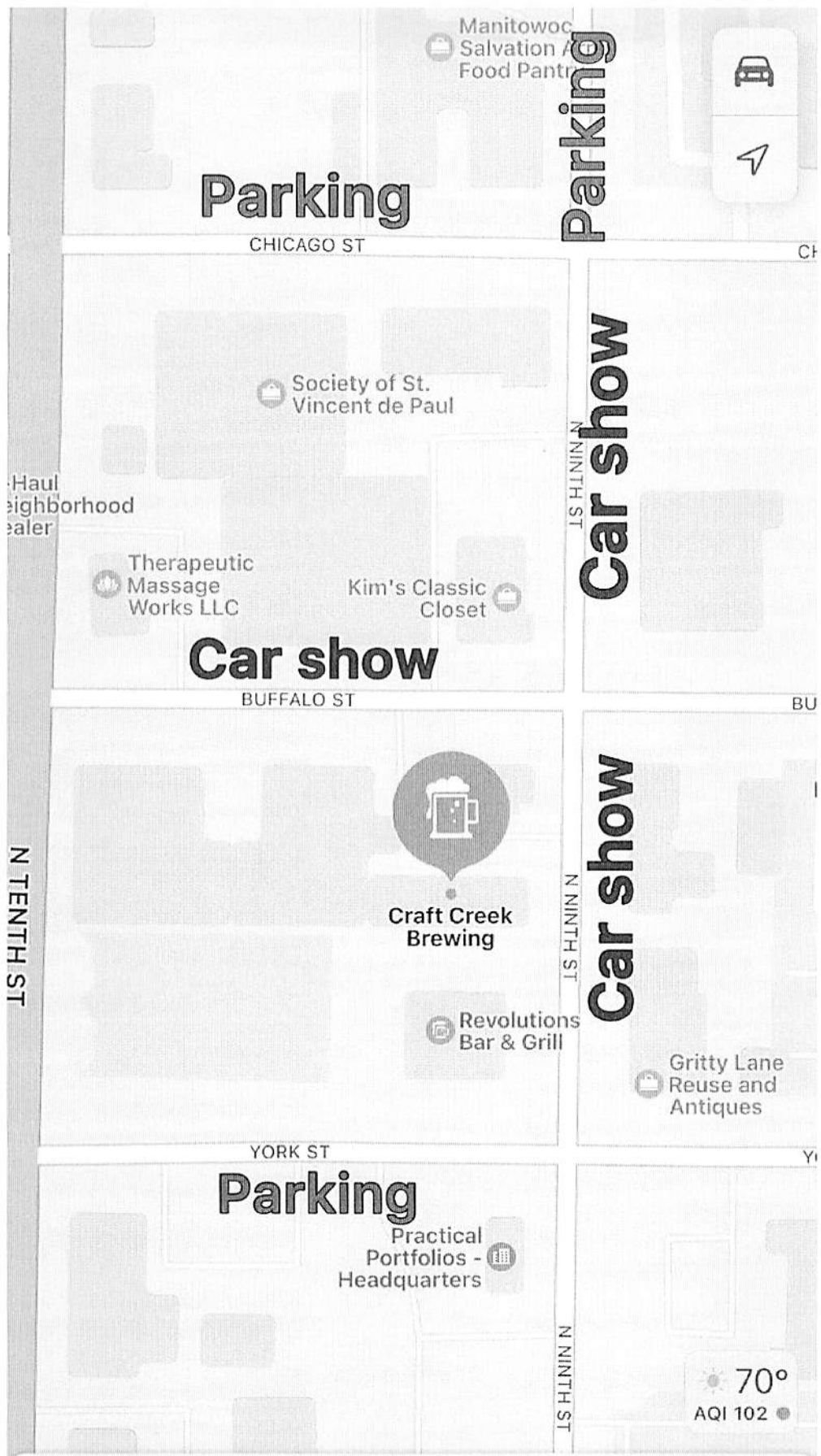
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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 29, 2089

Sign

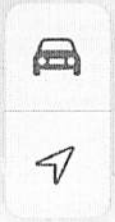
Brittany Hogan



Parking

CHICAGO ST

Parking



Society of St. Vincent de Paul

Haul Neighborhood Dealer

Therapeutic Massage Works LLC

Kim's Classic Closet

Car show

BUFFALO ST

Car show



Craft Creek Brewing

Car show

Revolutions Bar & Grill

Gritty Lane Reuse and Antiques

N TENTH ST

YORK ST

Parking

Practical Portfolios - Headquarters

N NINTH ST

70°
AQI 102

Craft Creek Brewing



Brewery · Manitowoc, Wisconsin