

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/10/2024

EVENT NAME: Jason and Tina Prigge Fundraiser

ORGANIZER: Digger Dave's - Steve Diederichs

E-MAIL ADDRESS: diggersbeergarden@gmail.com

EVENT DATE: 7/11/2024

NEW OR RECURRING: new

LOCATION/DESCRIPTION: One time fundraising event to raise funds for The Prigges. There will be food trucks, live music, and alcoholic drinks with a road closure to ensure safety.

COMMITTEE CONCERNS:

WAIVER OF FEES: granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Approval of road closure for Buffalo St from 8th halfway to 7th. Approval of extension of premise.

ITEMS TO INCLUDE IN LETTER:

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



Tuesday, July 9, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Jason & Tina Prigge Fundraiser
Location	Digger Dave's
Date	Thursday, July 11, 2024
Event time	3:00 PM - 10:00 PM
Setup date & time	Thursday, July 11, 2024 13:00
Takedown date & time	Thursday, July 11, 2024 22:00

Applicant Information

Name of Applicant	Steve Diederichs
Organization name	Digger Dave's
Address	714 Buffalo St. Manitowoc, WI, 54220
Email	diggersbeergarden@gmail.com
Phone number	(920) 901-7156
On-site contact name & phone number	Steve Diederichs 920-901-7155

Event Details

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

Event description

The event has been organized to raise money for Jason & Tina Prigge. We plan to sell beer and cocktails, host food trucks and offer live music in the Pizza Garden parking lot.

Estimated total attendance	200
Event website	None

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 Food or drink sales Food Trucks

Collecting monetary donations

Expected revenue 2000.00

Revenue will be used for Donation

Route & Road Usage

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

Road Closure

Due to the unknown size of the event we are requesting that the block be closed just east of Digger Dave's to N. 8th street.

Road Crossing Buffalo Street

Where are cars parking? Public Parking where available.

Time of amplified sound 5:00 PM - 9:00 PM

Amplified sound type Live Music

Event Structures

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.

Equipment & Facility Requests

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' $\frac{8}{\$6 \text{ max } 20}$

Parks items

Post poulder

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

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 100

Equipment request notes

Please provide road barricads to close off Buffalo Street starting at N. 8th street going East just past Digger Dave's.

Waiver of Fees

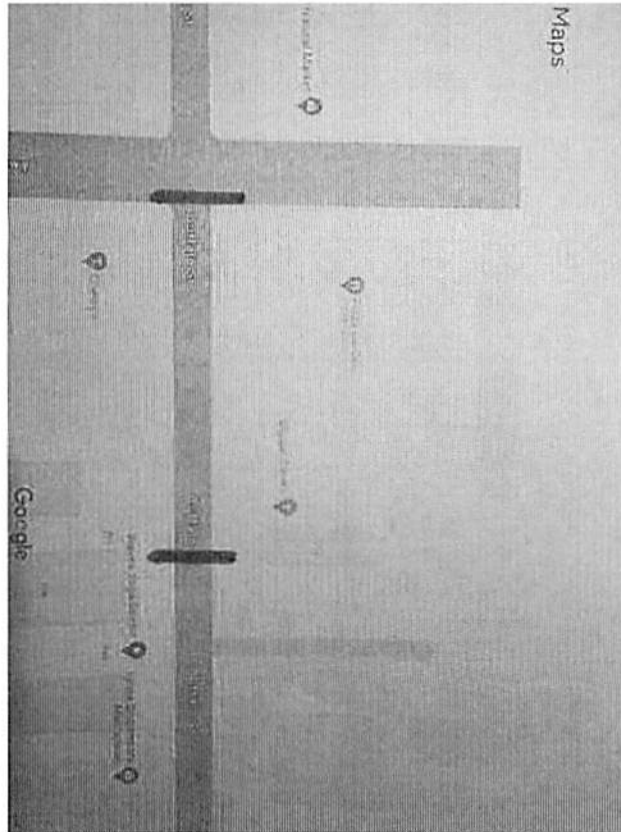
Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not 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

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



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

Sunday, February 24, 1985

Sign

Steve Diederichs