SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/25/2023

EVENT NAME: Fat Seagull Street Party **ORGANIZER:** Fat Seagull - Rachel Graff **E-MAIL ADDRESS:** <u>rlgraff2000@yahoo.com</u>

6/29-30/24, 7/27-28/24,

EVENT DATE: 9/14-15/24 NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Block party with alcohol in front of Fat Seagull on Quay St for three weekends.

Road closure, portable bandwagon, and picnic tables are requested.

COMMITTEE CONCERNS: All trash in the event area should be picked up before the bandwagon is picked up Monday morning.

WAIVER OF FEES: denied

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec	
Eric Nycz /ec	
Todd Blaser /ec	
Jason Freiboth /ec	
Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

Road closure of Quay Street from 8th to 9th Streets, Extension of Premise

ITEMS TO INCLUDE IN LETTER:

All trash in the event area should be picked up by 6:00 a.m. the Monday following the event.

Event 3 Copy to: Clerk



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION	ON SITE CONTACT INFORMATION During Event
Business/Org Name The Fat Seagull	On-Site Contact Rachel Graff
Name of Applicant Rachel Graff	On-Site Cell Phone # 920-323-3578
Street Address 807 Quay Street	On-Site Security Contact Name
Mailing Address	On-Site Security Contact Phone #
City, State, Zip Manitowoc, WI 54220	
Primary Phone 920-374-4596	
Cell Phone	
Email rlgraff2000@yahoo.com	
Wisconsin Tax Exempt	
	Missing Map/Drawing
EVENT INFORMATION Event Description and Map with Event Setup and Parking Required (Sc	
Event Name The Fat Seagull Street Party	Public Event YES X NO
Location 807 Quay Street	Estimated Total Attendance 200+
	Estimated Attendance 50-100
Staging Area 8th and Quay to 9th and Quay	from outside City of Manitowoc Event Website
Event Date(s) June 29-30, 2024	
Event Start Time 11 AM X PM	
Event End Time 10 AM PM X	
Setup Date(s) 06/29/2024	
Setup Start Time 8 AM X PM	
Teardown Date(s) <u>06/30/2024</u>	
Teardown End Time 6 AM PM (Event to be cleaned by 9 a.m. on day following the event)	

FACILITY REQUESTS	VENDORS & MONEY EXCHANGE
Facility Location	
Mariner's Trail FROM	
то	Beverage or Food Sales
Athletic Field(s) Request	Merchandise Sales
Special Power Requirements	Vendor(s) How many
Special Lighting	
A more research restriction to the first ()	Charging Admissions On-Site
ADA Accommodations	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) We will be closing the road out City Hall.	tside of the building from 8th and Quay to 9th and Quay, not to block one entrance to
☐ 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	Carnival Rides #
(greater than 6") Fencing	Dumpster #
Bounce House #	Stage #
Portable Restrooms #	Tent # Size
Signs/Banners #	Other # Describe
EVENT FEATURES	SOUND
Animals # Type	
Fireworks - Time	Start Time1 AM PM 🔀
Drone #	End Time10 AM PM 🔀
Lights/Spotlights #	Type of Sound

Fees will be calculated based on organize subject to non-refundable fees. Photo	er's meeting with the s and more information	Special Event C on about rental	ommitte tems ca	ee. Afte n be fo	er event is approved, changes to equipment orders are ound at www.manitowoc.org.
DELIVERY DATE 6/28/2024	TIME	AM [] PM	X	LOCATION 807 Quay Street
PICKUP DATE 7/1/2024	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 Platforn					
6" H 12"H	18"H				
☐ Staging – 8'x12' ☑ Portable Bandwagon – 35'x8'					
TABLES & SEATING (Do NOT count any	tables benches e	to already lov	atad at	thon	park or in a facility)
	, tables, benches, e	tc. already lot	ated at	the p	ark or in a facility)
☐ Banquet tables – 8'x40" ☐ Benches – 4' wooden					
☐ Bleachers – 15'x5' portable					
Chairs – metal, folding					
☑ Picnic Tables – 6' wooden					
☐ Picnic Tables – 8' wooden, ADA a	ccessible				
TENTS					
☐ Tent – 10'x 20'					
- 10 X 20					
TRAFFIC CONTROL ITEMS					
☐ Barricades – 2′					
☐ Barricades – 3′					
■ Barricades – 8′ _8_					
⊠ Barricades – 12' rail-type 2					
☐ Channelizer drums – 3' reflective ☐ Cones – 18")				
Cones – 28" reflective					
Delineators – 42" reflective	_				
Parking posts with concrete base		pe not includ	ed)		
☐ Traffic signs (sign only – typically					
Road Closed					
Road Closed Ahead					
Ц					
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					

EQUIPMENT REQUESTS

/EHICLES Parking must be included on site map	
Expected number of vehicles100	
Where do you plan to park vehicles Streets adjacent to location	
Are there any special parking considerations(VIP, ADA, Security, Emergency Vehicles, etc)	
FETY & SECURITY ne 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 m (If so, please attach)	ay occur? YES NO
DDITIONAL QUESTIONS	
Please attach any additional information which you feel will assist the Committee in evaluation	ng your request.
Do you have any questions/comments/additional requests?	
I understand the filing of this application does not ensure approval of a Special Event. I also organizers and participants must comply with all applicable City Ordinances, traffic rules, codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses other necessary licenses and permits are in addition to the fees submitted for the Speunderstand 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 a injury claims occurring during this event. It is further agreed that all personal property of shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liab said property or injury to any persons on the premises. The undersigned agrees to be resp said facility or equipment by mischief or negligence. By signing, I acknowledge that I have organization and acknowledge that I have received, read and understand the Special Events be bound by all requirements as stated in the Special Events Policy and it is hereby incorporagreement.	park rules, state health laws, fire s, stake and fireworks permits, and ecial Events Application. I further and all damage claims or personal any kind brought on the premises le for any injury, loss or damage to sonsible for any damage caused to e authority to bind the sponsoring Guidelines and Policy and agree to
organizers and participants must comply with all applicable City Ordinances, traffic rules, codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses other necessary licenses and permits are in addition to the fees submitted for the Spannerstand 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 a injury claims occurring during this event. It is further agreed that all personal property of shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liab said property or injury to any persons on the premises. The undersigned agrees to be resp said facility or equipment by mischief or negligence. By signing, I acknowledge that I have organization and acknowledge that I have received, read and understand the Special Events be bound by all requirements as stated in the Special Events Policy and it is hereby incorpo	park rules, state health laws, fire s, stake and fireworks permits, and ecial Events Application. I further and all damage claims or personal any kind brought on the premises le for any injury, loss or damage to consible for any damage caused to e authority to bind the sponsoring Guidelines and Policy and agree to

Rev. 12/2021



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION		ON SITE CONTACT INFORMATION During Event
Business/Org Name The Fat Sea	gull	On-Site Contact Rachel Graff
Name of Applicant Rachel Graff		On-Site Cell Phone # 920-323-3578
Street Address 807 Quay Street		On-Site Security Contact Name
Mailing Address		On-Site Security Contact Phone #
City, State, Zip Manitowoc, WI 54	220	
Primary Phone <u>920-374-4596</u>		
Cell Phone		
Wisconsin Tax Exempt		
VENT INFORMATION		Missing Map/Drawing
Event Description and Map with Event	Setup and Parking Required (S	Some maps available online)
Event Name The Fat Seagull Stre	eet Party	Public Event YES NO
Location 807 Quay Street		Estimated Total Attendance 200+
		Estimated Attendance 50-100 from outside City of Manitowoc
Staging Area 8th and Quay to 9th	and Quay	Event Website
Event Date(s) July 27-28, 2024		
Event Start Time11	АМ 🔀 РМ 🗌	
Event End Time10	AM PM 🔀	
Setup Date(s) <u>07/27/2024</u>	<u></u>	
Setup Start Time8	AM 🔀 PM 🗌	
Teardown Date(s) <u>07/28/2024</u>		
Teardown End Time 6 (Event to be cleaned by 9 a.m. on day f	_ AM PM X	

FACILITY REQUESTS	VENDORS & MONEY EXCHANGE
Facility Location	
Mariner's Trail FROM	Alcohol Served End Time
то	Beverage or Food Sales
Athletic Field(s) Request	Merchandise Sales
Special Power Requirements	Vendor(s) How many
Special Lighting	
(ex. ball diamonds)	Charging Admissions On-Site
ADA Accommodations	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) We will be closing the road outside of the building the road outside of the road outside o	ng from 8th and Quay to 9th and Quay, not to block one entrance to
☐ 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")	Carnival Rides #
Fencing	Dumpster #
Bounce House #	Stage #
Portable Restrooms #	Tent # Size
Signs/Banners #	Other # Describe
EVENT FEATURES	SOUND
Animals # Type	★ Amplified Sound
Fireworks - Time	Start Time1 AM PM 🔀
Drone #	End Time10 AM PM 🔀
Lights/Spotlights #	Type of Sound

Fees will be calculate subject to non-refun	d based on organizer's dable fees. Photos an	meeting with the Special more information abo	al Event Cor ut rental ite	nmitte ms car	e. Afte n be fo	r event is approved, changes to equipment orders are und at www.manitowoc.org.
DELIVERY DATE 7/26	//2024	TIME	АМ 🗌	PM	\times	LOCATION 807 Quay Street
PICKUP DATE 7/29/2	024	TIME	$AM \times$	PM		Place Items in original drop-off location after event.
*Indicate Quantities of	on Line					
GAMES						
☐ Bean Bag Toss _						
☐ Ring Toss						
Sports Kit						
STAGING / RISERS						
☐ RISERS – 4′ x 8′ V 6″ H ☐ Staging – 8′x12′ ☑ Portable Bandwa	12"H	18"H				
TABLES & SEATING (D	o NOT count any ta	bles, benches, etc. alr	eady loca	ted at	the pa	ark or in a facility)
☐ Banquet tables -	- 8'x40"					
☐ Benches – 4' wo						
☐ Bleachers – 15'x	- 17					
☐ Chairs — metal, f ☑ Picnic Tables — 6						
☐ Picnic Tables – 8		essible				
TENTS						
☐ Tent – 10'x 20'_						
TRAFFIC CONTROL IT	EMS					
☐ Barricades – 2′_						
☐ Barricades – 3′_						
■ Barricades – 8′						
☒ Barricades – 12'☐ Channelizer drui						
Cones – 18"		_				
☐ Cones – 28" refl						
☐ Delineators – 42	" reflective					
		42"H (rope or tape no	ot include	d)	_	
☐ Traffic signs (sign		iced on barricades)				
Road Clo	osed Ahead					
MISCELLANEOUS ITEM	MS					
☐ Disc golf basket -						
☐ Grill – 2' x 3' port						
		ard, 2 speakers with	stands			
□ Post pounder / d						
□ Power pedestal - □ Safety vests						
Security stanchic						
☐Snow fence – 50		wooden				
☐Snow fence – po						
☐Ticket booths – c						
☐Trash barrels ☐Other						

EQUIPMENT REQUESTS

/EHICLES Parking must be included on site map	
Expected number of vehicles 100	
Where do you plan to park vehicles Streets adj	acent to location
de la companya de la	
FETY & SECURITY ne City requires security based on attendance	
Do you need assistance from: Police Dept	Fire Dept/Ambulance
Describe	
Location	
Other than dialing 911, do you have a plan in p (If so, please attach)	lace to deal with medical emergencies that may occur? YES NO
DDITIONAL QUESTIONS	
Please attach any additional information which	you feel will assist the Committee in evaluating your request.
Do you have any questions/comments/addition	nal requests?
I understand the filing of this application does organizers and participants must comply with codes, and liquor licensing regulations. Fees fo other necessary licenses and permits are in	not ensure approval of a Special Event. I also understand that all Special Event all applicable City Ordinances, traffic rules, park rules, state health laws, fire park facilities, temporary beer/wine licenses, stake and fireworks permits, and addition to the fees submitted for the Special Events Application. I further
I understand the filing of this application does organizers and participants must comply with codes, and liquor licensing regulations. Fees fo other necessary licenses and permits are in understand that an incomplete application may The undersigned agrees to indemnify and hol injury claims occurring during this event. It is shall be at the sole risk of the undersigned, and said property or injury to any persons on the said facility or equipment by mischief or negliorganization and acknowledge that I have rece	all applicable City Ordinances, traffic rules, park rules, state health laws, fire park facilities, temporary beer/wine licenses, stake and fireworks permits, and addition to the fees submitted for the Special Events Application. I further
organizers and participants must comply with codes, and liquor licensing regulations. Fees fo other necessary licenses and permits are in understand that an incomplete application may. The undersigned agrees to indemnify and hol injury claims occurring during this event. It is shall be at the sole risk of the undersigned, and said property or injury to any persons on the said facility or equipment by mischief or negliorganization and acknowledge that I have rece be bound by all requirements as stated in the	all applicable City Ordinances, traffic rules, park rules, state health laws, fire park facilities, temporary beer/wine licenses, stake and fireworks permits, and addition to the fees submitted for the Special Events Application. I further y be cause for the denial of the event. Id the City of Manitowoc harmless for any and all damage claims or personal further agreed that all personal property of any kind brought on the premises d that the City of Manitowoc shall not be liable for any injury, loss or damage to premises. The undersigned agrees to be responsible for any damage caused to igence. By signing, I acknowledge that I have authority to bind the sponsoring ived, read and understand the Special Events Guidelines and Policy and agree to

Rev. 12/2021



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

	During Event
Business/Org Name The Fat Seagull	D 1.10 "
Name of Applicant Rachel Graff	On-Site Cell Phone # 920-323-3578
Street Address 807 Quay Street	On-Site Security Contact Name
Mailing Address	On-Site Security Contact Phone #
City, State, Zip Manitowoc, WI 54220	
Primary Phone 920-374-4596	
Cell Phone	
Email rlgraff2000@yahoo.com	
Wisconsin Tax Exempt	
FAIT INFORMATION	Missing Map/Drawing
ENT INFORMATION Event Description and Map with Event Setup and Parking Required (Sor	
Event Name The Fat Seagull Street Party	
	Public Event YES X NO
	Public Event YES X NO Sestimated Total Attendance 200+
	Estimated Total Attendance 200+ Estimated Attendance 50-100
ocation 807 Quay Street	Estimated Total Attendance 200+
Location 807 Quay Street Staging Area 8th and Quay to 9th and Quay	Estimated Total Attendance 200+ Estimated Attendance 50-100 from outside City of Manitowoc
Staging Area 8th and Quay to 9th and Quay Event Date(s) September 14-15, 2024	Estimated Total Attendance 200+ Estimated Attendance 50-100 from outside City of Manitowoc
Staging Area 8th and Quay to 9th and Quay Event Date(s) September 14-15, 2024 Event Start Time 11 AM X PM	Estimated Total Attendance 200+ Estimated Attendance 50-100 from outside City of Manitowoc
Event Start Time 10 AM PM	Estimated Total Attendance 200+ Estimated Attendance 50-100 from outside City of Manitowoc
Staging Area 8th and Quay to 9th and Quay Event Date(s) September 14-15, 2024 Event Start Time 11 AM PM PM Event End Time 10 AM PM Setup Date(s) 09/14/2024	Estimated Total Attendance 200+ Estimated Attendance 50-100 from outside City of Manitowoc
Staging Area 8th and Quay to 9th and Quay Event Date(s) September 14-15, 2024 Event Start Time 11 AM PM PM Event End Time 10 AM PM Setup Date(s) 09/14/2024 Setup Start Time 8 AM PM TEARD PM	Estimated Total Attendance 200+ Estimated Attendance 50-100 from outside City of Manitowoc

ACILITY REQUESTS	VENDORS & MONEY EXCHANGE
Facility Location	■ Alcohol Sales ■ Request for Extension of Premises □ Class B License
Mariner's Trail FROM	Alcohol Served End Time
то	Beverage or Food Sales
Athletic Field(s) Request	Merchandise Sales
Special Power Requirements	Vendor(s) How many
Special Lighting(ex. ball diamonds)	Collecting Money Donations
(ex. ball diamonds)	Charging Admissions On-Site
ADA Accommodations	Credit Card Sales/Transactions
	Expected Revenue
	Revenue to be used for
DUTE	
oute map must be submitted with application	
Road Closure Describe location(s) + time(s) We will be closing the road of City Hall.	outside of the building from 8th and Quay to 9th and Quay, not to block one entrance to
Timed Route	
Road Crossing Describe where + if assistance needed	
Course Marking Describe type	
Sidewalk Describe usage	
VENT STRUCTURES	
te map must be submitted with application	
Staking Structures into Ground (greater than 6")	Carnival Rides #
Fencing	Dumpster #
Bounce House #	Stage #
Portable Restrooms #	Tent # Size
Signs/Banners #	Other # Describe
VENT FEATURES	SOUND
Animals # Type	Amplified Sound
Fireworks - Time	Start Time1 AM PM X
Drone #	End Time 10 AM PM 🔀
Lights/Spotlights #	Type of Sound

Fees will be calculated based on organizer subject to non-refundable fees. Photos a	's meeting with the Specia nd more information abo	al Event Com ut rental ite	mittee. ms can b	After oe fou	event is approved, changes to equipment orders are ind at www.manitowoc.org.
DELIVERY DATE 9/13//2024	TIME	АМ 🗌	PM [X	LOCATION 807 Quay Street
PICKUP DATE 9/16/2024	TIME	$AM\ igotimes$	РМ [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 ☐ Staging – 8'x12' ☑ Portable Bandwagon – 35'x8'		¥			
TABLES & SEATING (Do NOT count any t	ables, benches, etc. alr	eady locat	ed at th	ne pa	rk or in a facility)
□ Banquet tables – 8'x40" □ Benches – 4' wooden □ Bleachers – 15'x5' portable □ Chairs – metal, folding ☑ Picnic Tables – 6' wooden □ Picnic Tables – 8' wooden, ADA acc	cessible				
TENTS					
☐ Tent – 10'x 20'					
TRAFFIC CONTROL ITEMS ☐ Barricades - 2' ☐ Barricades - 3' ☒ Barricades - 8' _8 ☒ Barricades - 12' rail-type _2 ☐ Channelizer drums - 3' reflective ☐ Cones - 18" ☐ Cones - 28" reflective ☐ Delineators - 42" reflective ☐ Parking posts with concrete base - ☐ Traffic signs (sign only - typically p	- 42"H (rope or tape no laced on barricades)	ot included	i)		
MISCELLANEOUS ITEMS					
□ Disc golf basket — portable □ Grill — 2′ x 3′ portable, outdoor □ P.A. system — microphone, sound b □ Post pounder / driver □ Power pedestal — portable □ Safety vests □ Security stanchions □ Snow fence — 50′ rolls — plastic □ Snow fence — posts □ Ticket booths — outdoor	oard, 2 speakers with	stands			
☐ Trash barrels ☐ Other					

EQUIPMENT REQUESTS

HICLES rking must be included on site map	
Expected number of vehicles100	
Where do you plan to park vehicles Streets adjacent to location	
Are there any special parking considerations(VIP, ADA, Security, Emergency Vehicles, etc)	
FETY & SECURITY e 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)	
DDITIONAL QUESTIONS	
Please attach any additional information which you feel will assist the Comm	ittee in evaluating your request.
Do you have any questions/comments/additional requests?	
Do you have any questions/comments/additional requests?	
Do you have any questions/comments/additional requests? GAL NOTICE	
	es, traffic rules, park rules, state health laws, fire er/wine licenses, stake and fireworks permits, and ted for the Special Events Application. I further
GAL NOTICE I understand the filing of this application does not ensure approval of a Spe organizers and participants must comply with all applicable City Ordinance codes, and liquor licensing regulations. Fees for park facilities, temporary be other necessary licenses and permits are in addition to the fees submit	es, traffic rules, park rules, state health laws, fire er/wine licenses, stake and fireworks permits, and ted for the Special Events Application. I further event. The event and all damage claims or personal hal property of any kind brought on the premises shall not be liable for any injury, loss or damage to grees to be responsible for any damage caused to edge that I have authority to bind the sponsoring a Special Events Guidelines and Policy and agree to
GAL NOTICE I understand the filing of this application does not ensure approval of a Spe organizers and participants must comply with all applicable City Ordinance codes, and liquor licensing regulations. Fees for park facilities, temporary be other necessary licenses and permits are in addition to the fees submit understand that an incomplete application may be cause for the denial of the The undersigned agrees to indemnify and hold the City of Manitowoc har injury claims occurring during this event. It is further agreed that all person shall be at the sole risk of the undersigned, and that the City of Manitowoc said property or injury to any persons on the premises. The undersigned agaid facility or equipment by mischief or negligence. By signing, I acknowled organization and acknowledge that I have received, read and understand the be bound by all requirements as stated in the Special Events Policy and it is agreement.	es, traffic rules, park rules, state health laws, fire er/wine licenses, stake and fireworks permits, and ted for the Special Events Application. I further event. The event and all damage claims or personal hal property of any kind brought on the premises shall not be liable for any injury, loss or damage to grees to be responsible for any damage caused to edge that I have authority to bind the sponsoring a Special Events Guidelines and Policy and agree to

Rev. 12/2021