

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/12/2023

**EVENT NAME:** Special Event - Manitowoc Garden Faire Extraordinaire

**ORGANIZER:** Stark Ministries - Kristy Stark

**E-MAIL ADDRESS:** [kristykay.stark@gmail.com](mailto:kristykay.stark@gmail.com)

**EVENT DATE:** 6/10/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Annual large garden and art fair held at Washington Park. Estimated attendance is 500 people. Use of barricades and other parks equipment is requested to ensure a smooth event.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Stark Ministries  
 Name of Applicant Kristy Stark  
 Street Address 1313 21<sup>st</sup> St  
 Mailing Address (if different) \_\_\_\_\_  
 City, State, Zip Two Rivers, WI 54241  
 Primary Phone 920-973-9282  
 Cell Phone \_\_\_\_\_  
 Email KristyKay.stark@gmail.com  
 Wisconsin Tax Exempt X

### ON SITE CONTACT INFORMATION

During Event \_\_\_\_\_  
 On-Site Contact Kristy Stark  
 On-Site Cell Phone # 920-973-9282  
 On-Site Security Contact Name Tim Hagenow  
 On-Site Security Contact Phone # 920-973-2277

### EVENT INFORMATION

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

Manitowoc's Garden Faire Extragardinaire - Vendor event

Event Name Manitowoc's Garden Faire

Location Washington Park

Staging Area \_\_\_\_\_

Event Date(s) ~~JUN 9 2023~~ June 10, 2023

Event Start Time 10:00 AM ~~PM~~

Event End Time 3 AM ~~PM~~

Setup Date(s) ~~JUN 9 2023~~ June 9, 2023

Setup Start Time 12 AM ~~PM~~

Teardown Date(s) June 11

Teardown End Time 5 AM ~~PM~~

(Event to be cleaned by 9 a.m. on day following the event)

Public Event  YES  NO

Estimated Total Attendance 5000

Estimated Attendance 3000  
from outside City of Manitowoc

Event Website \_\_\_\_\_

RECEIVED  
APR 17 2023

**FACILITY REQUESTS**

Facility Location M Washington Park

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 \_\_\_\_\_

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many 100

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) S. 11<sup>th</sup> + S 12<sup>th</sup> from Washington to Marshall

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 # 3

Signs/Banners # 1

Carnival Rides # \_\_\_\_\_

Dumpster # 2

Stage # 1

Tent # \_\_\_\_\_ Size \_\_\_\_\_

Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

Animals # \_\_\_\_\_ Type \_\_\_\_\_

Fireworks - Time \_\_\_\_\_

Drone # \_\_\_\_\_

Lights/Spotlights # \_\_\_\_\_

**SOUND**

Amplified Sound

Start Time 9 AM PM

End Time 3 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](http://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 \_\_\_\_\_
- X Picnic Tables - 6' wooden **40** \_\_\_\_\_
- Picnic Tables - 8' wooden, ADA accessible \_\_\_\_\_

TENTS

- Tent - 10'x 20' \_\_\_\_\_

TRAFFIC CONTROL ITEMS

- Barricades - 2' \_\_\_\_\_
- X Barricades - 3' **8** \_\_\_\_\_
- X Barricades - 8' **8** \_\_\_\_\_
- Barricades - 12' rail-type \_\_\_\_\_
- Channelizer drums - 3' reflective \_\_\_\_\_
- X Cones - 18" **20** \_\_\_\_\_
- Cones - 28" reflective \_\_\_\_\_
- Delineators - 42" reflective \_\_\_\_\_
- Parking posts with concrete base - 42" H (rope or tape not included) \_\_\_\_\_
- X Traffic signs (sign only - typically placed on barricades)  
X Road Closed **2** \_\_\_\_\_  
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 \_\_\_\_\_
- X Trash barrels **14** \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 2000

Where do you plan to park vehicles street parking

Are there any special parking considerations (VIP, ADA, Security, Emergency Vehicles, etc) handicap parking on S 11th - signs to be put up on June 10. Temp. bus stop area on Marshall

**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?

Call the same as last year

**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 8/18/86

Signature of Applicant: [Signature]

Date: 4/7/23