

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/24/2023

**EVENT NAME:** Special Event Application - Sputnikfest

**ORGANIZER:** Rahr West Art Museum - Kim Andrastek

**E-MAIL ADDRESS:** [kandrastek@manitowoc.org](mailto:kandrastek@manitowoc.org)

**EVENT DATE:** 9/9/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Annual festival with 5k run, food and alcoholic beverages, animals road closures, costume contests, and more. This year, the band shell will be located on Park St in front of the museum to leave 8th Street open for longer.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

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

**COUNCIL ACTION REQUIRED:**

Road closure of Park St from 7th to 9th, and N 8th St from State St to St Clare from 12pm 9/8 to 12pm 9/10

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for notifying and obtaining written approval for a street closure from the affected property owners and/or residents. Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at [revenue.wi.gov](http://revenue.wi.gov).



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Rahr-West Art Museum  
Name of Applicant Kim Andrastek  
Street Address 610 N 8th Street  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Manitowoc, WI 54220  
Primary Phone 920.686.3090  
Cell Phone \_\_\_\_\_  
Email kandrastek@manitowoc.org

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Greg Vadney  
On-Site Cell Phone # 920-645-7227  
On-Site Security Contact Name Greg Vadney  
On-Site Security Contact Phone # 920-645-7227

### EVENT INFORMATION

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

Document Attached



Sputnikfest will take place at N. 8th & Park Streets. N. 7th Street should be closed to traffic from State Street to St. Clair Street and Park Street should be closed from N. 7th Street to N. 9th Street. Tents will be set up on Park Street the afternoon of Friday, September 8, so Park Street will need to be closed on Friday. The event will take place outdoors from 12:pm-6:00PM, with set up beginning at 8:00am clean up being completed by 11pm. The tents on Park Street will be removed either Sunday or Monday morning.

Tent between 8th and 7th on Park street will be weighted, tent between 8th and 9th will be weighted, as will the tent in the St. Francis parking lot. See attached maps for event layout and 5K route.

Road Closures Requested: Park St. 7th-9th 12:00pm 9/8 to 12pm 9/10  
North 8th St. from State Street to St Clare 12pm 9/8 to 12pm 9/10

Event Name Sputnikfest

Public Event YES  NO

Location N. 8th and Park Streets

Estimated Total Attendance 1,000-3,000

Estimated Attendance 1500  
from outside City of Manitowoc

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

Event Website https://www.manitowoc.org/1109/Sputnikfest

Event Date(s) September 9th

Event Start Time 12:00 AM  PM

Event End Time 6 AM  PM

Setup Date(s) 09/08/2023

Setup Start Time 10:00 AM  PM

Teardown Date(s) 09/10/2023

Teardown End Time 5 AM  PM

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

## FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM See attached map  
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 5:30 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)  

Park St between 7th and 9th 12pm 9/8 to 12pm 9/10. North 8th St. between State St. and St Clare. 12pm 9/8 to 12pm 9/10. enough signs on road so people can not drive around them.
- Timed Route
- Road Crossing  
Describe where + if assistance needed  

See attached 5K map & info below regarding police assistance, or cadett assistance.
- Course Marking  
Describe type
- Sidewalk  
Describe usage  

5K 12:00-2:00 See attached map

## EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # 6
- Signs/Banners # 10
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # 3 Size 40x60, 40x60, 40x80
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

- Animals # 20 Type Dogs, cats, (Pets)
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

## SOUND

- Amplified Sound
- Start Time 11:00 AM  PM
- End Time 6:00 AM  PM
- Type of Sound Music

## 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 9/8 TIME 1-2:00 AM  PM  LOCATION TBD  
PICKUP DATE 9-11-23 TIME Any 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" 22
- Benches – 4' wooden 30
- Bleachers – 15'x5' porta22ble \_\_\_\_\_
- Chairs – metal, folding 75
- Picnic Tables – 6' wooden 20
- Picnic Tables – 8' wooden, ADA accessible 2

### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades – 2' 12
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' 20
- Barricades – 12' rail-type 10
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective 40
- 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 10
  - Road Closed Ahead 10
  - \_\_\_\_\_
  - \_\_\_\_\_

### 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 30
- Other 10 Sand bags & 2 racks of cr 75

## VEHICLES

Parking must be included on site map

Expected number of vehicles 100

Where do you plan to park vehicles Street parking on nearby streets

Are there any special parking considerations ADA parking in Museum parking lot  
(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 Will need traffic control at Buffalo Street & Maritime Drive, also on Park Street at the intersections of N. 7th, 6th&5th

Date/Time Saturday September 9th from 12:00-2:00

Location See attached map

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?

We will need MPFD Ladder Truck to do the alien Drop Raffle at 5:00pm, at intersections of N. 8th and Park Street.

## 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 08 / 14 / 1963

Signature of Applicant: Kim Andrastek Date: 5/1/2023

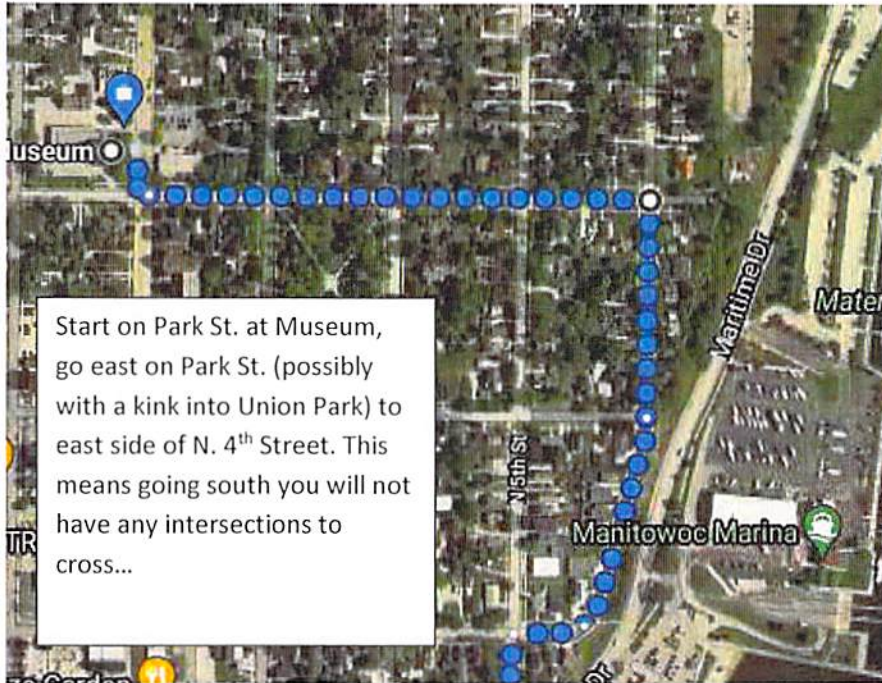
E-MAIL

PRINT

Possible 5K Course

~1.7 miles to turn around



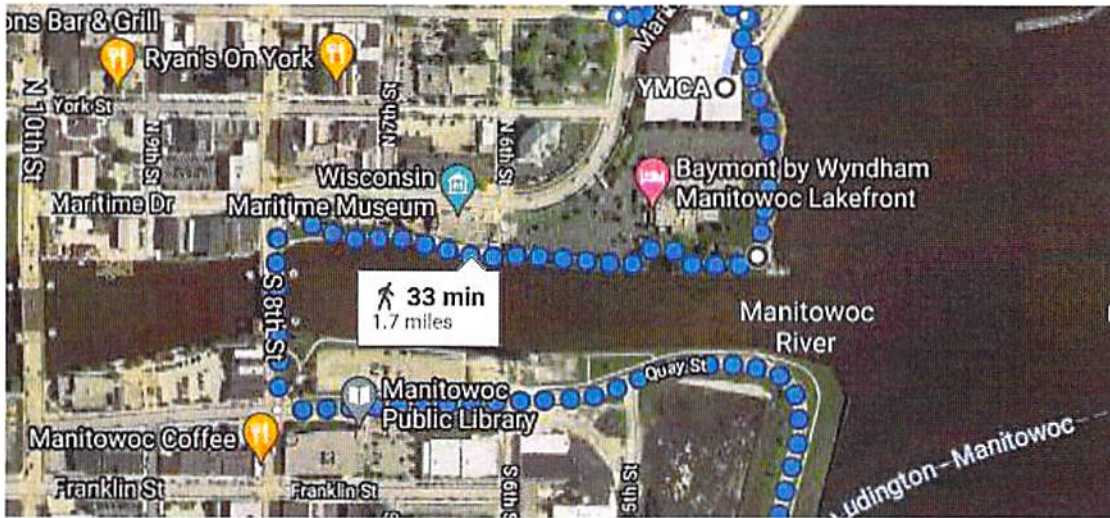


Start on Park St. at Museum, go east on Park St. (possibly with a kink into Union Park) to east side of N. 4<sup>th</sup> Street. This means going south you will not have any intersections to cross...



...Turning onto Chicago St. and then 3<sup>rd</sup> St., you will stay on east sidewalk until Maritime Drive – THIS WILL BE THE ONLY CROSSING ON THE ROUTE.

Crucially, you would need to cross the YMCA parking lot to join the Mariner's Trail (permission needed) The trail will take you to the Cobia



After passing the Cobia you will turn south on 8<sup>th</sup> Street at the newly renovated corner, cross the bridge on the east side, and turn east on the pathway to the river walk. Continuing down to The Wharf, you would stay on the north side of Quay St. down to the Badger Sculpture...



...and around to a point near the SS Badger welcome center for the turn around. This will allow you to at least catch a glimpse of the bobber mural at the water treatment center.

Return exactly the way you came. Again, the only major intersection is Maritime Drive. Additionally, there may need to be officers at the Park Street Intersections.

Total length: ~3.4miles (maybe we can figure out cuts to get it to 5K)  
 Total # of Public Art viewed: 9 (I think – depending on angles)