



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

February 9, 2024

Creating 4 Jesus Inc
Attn: Stacy Rendon
2005 Lincoln St
Two Rivers, WI 54241

RE: ZION Rally – 6/22/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **February 7, 2024**, the Special Events Committee approved your request to hold the **ZION Rally on June 22, 2024**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges.

The Committee has denied the request for Waiver of Fees. Factors for consideration to waive fees include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts. The City of Manitowoc reserves the right to deny special events and requests for waived fees on a case-by-case basis. In October 2023, revisions to the Special Events Policy were approved at City Council.

Please report vendors and food truck to the Wisconsin DOR using the form S-240 at www.revenue.wi.gov.

Costs for Parks and Streets equipment and facilities will be invoiced after the Special Event. Questions regarding fees and reservations should be directed to parkadmin@manitowoc.org.

If you have any questions, please contact me at (920) 686-6950 or via email at cityclerk@manitowoc.org.

Sincerely,

Mackenzie Reed
City Clerk / Deputy Treasurer

MR/jls
cc: Special Events Approval Group
Enclosures



Special Event Conditions



INSURANCE: At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to jswokowski@manitowoc.org. Special Events Insurance Requirements are also enclosed. **Insurance not provided within the required timeline may result in a fee of \$300.**



CREDIT/DEBIT CARD PAYMENTS: Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence OR letter evidencing payment card information (PCI) compliance OR letter evidencing use of payment card information (PCI) compliant 3rd party vendor



TAVERNS: Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.



BEER/WINE SALES: A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.



FOOD: Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office



VENDORS: All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.



STAKES/BOUNCE HOUSES: Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**



EQUIPMENT: For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580.



TRAFFIC CONTROL: If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.



STREET CLOSURE: In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.



POLICE: The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.



PARKING: Unless special parking requests were approved, all parking regulations will be enforced.



FIREWORKS: Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.



LINCOLN PARK: Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.



DOGS: Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.



TOILETS: Based on estimated attendance, you should have 1 number of portable toilets.



NOISE: Waiver of the noise ordinance was approved from _____ to _____.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/7/2024

EVENT NAME: ZION Rally

ORGANIZER: Creating 4 Jesus - Stacy Rendon

E-MAIL ADDRESS: creating4jesus@gmail.com

EVENT DATE: 6/22/2024

NEW OR RECURRING: new

LOCATION/DESCRIPTION: Fundraising event with live music, food trucks and vendors to raise money to open a Christ-centered recovery home in Manitowoc.

COMMITTEE CONCERNS: Due to the Establishment Clause, the City of Manitowoc can not waive fees for this event.

WAIVER OF FEES: not approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at revenue.wi.gov.



Wednesday, January 31, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	ZION Rally
Location	Washington Park
Date	Saturday, June 22, 2024
Event time	10:00 AM - 5:00 PM
Setup date & time	Saturday, June 22, 2024 06:00
Takedown date & time	Saturday, June 22, 2024 17:00

Applicant Information

Name of Applicant	Stacy Rendon
Organization name	Creating 4 Jesus Inc.
Address	2005 Lincoln st two rivers, wi, 54241
Email	creating4jesus@gmail.com
Phone number	(920) 374-1090
On-site contact name & phone number	Stacy Rendon 920-629-1843
Security name & phone number	Raul Rendon 920-242-8362

Event Details

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

Event description

Praise and Worship event with Food Trucks and vendors. This is a fundraising event to raise money for ZION Zealous Individuals Off Narcotics to open a Christ-centered recovery home in Manitowoc.

Estimated total attendance 100

Estimated total attendance from outside Manitowoc 20

Event website creating4Jesus.org

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
Food or drink sales Vendor(s) Food Trucks
Collecting monetary donations
Accepting credit card sales/transactions

Expected revenue 2000

Revenue will be used for Recovery home can not give exact amount of money to be raised

Route & Road Usage

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

Where are cars parking? street parking

Time of amplified sound 10:00 AM - 5:00 PM

Amplified sound type live music

Event Structures

Select all that apply
Portable restrooms Tent(s)

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.
possibly police presence one or two officers

Equipment & Facility Requests

Facility request Washington park

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4' 5
\$6 max 40

Metal folding chairs 50
\$2 max 200

Picnic tables 6' 10
\$6 max 30

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 10
\$6 max. 50

Est. equipment cost per day 390

Equipment request notes

drop off before 8am on date of event or the day before

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 a non-profit 5013c and any funds made will be given to go toward ZION for opening a Christ-centered recovery home. This will be a huge benefit for our community as there is a need for this here. We have recovery homes, however, none that offer Jesus to those who would want this. We currently have to offer to send people out of the area and that is a hard choice to make especially for those who have their support system here and the children they would have to leave behind,.

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

This is my first time making a map if you have any questions please contact us

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, June 13, 1982

Sign

Stacy Rendon

PRESENTATION
EXPORT



EVENT NAME:

ZION Rally

STORYBOARD NAME:

story-1

EVENT LOCATION:

Washington Park Manitowoc

EXPORT DATE & TIME: EXPORT REQUESTED BY:

31/Jan/24 at 14:25

stacyandraul@gmail.com





V I E W : View name-1



100m (-11965)

Presentation Export Event Name ZION Rally




Storyboard Name story-1

Event Location Washington Park Manitowoc

Designed with OnePlan 2024



K E Y

-  Food Truck (5)
-  Security (1)
-  Toilets (Existing) (1)

V I E W : View name-1

-  Medical (1)
-  Tent 6mx6m (9)
-  Toilets (Temporary) (1)
-  Parking Area Red (4)
-  Tent 6mx9m (1)

