

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/8/2023

**EVENT NAME:** Special Event - Night Market 920

**ORGANIZER:** Grow It Forward - Amber Daug

**E-MAIL ADDRESS:** [amber@grow54220.com](mailto:amber@grow54220.com)

**EVENT DATE:** 6/21/23, 7/19/23, 8/9/23

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Night Market hosts concerts, food and drink, and entertainment in the Briess Lot, contracting with Brennan Seehafer Productions.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Jason Frieboth /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /ec Shawn Alfred /ec Jason Russ /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

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



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Grow It Forward Inc.

Name of Applicant Amber Daus

Street Address 1501 Marshall Street

Mailing Address  
(if different)

City, State, Zip Manitowoc

Primary Phone 920-645-9467

Cell Phone 920-323-8958

Email amber@grow54220.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Amber Daus

On-Site Cell Phone # 920-323-8958

On-Site Security Contact Name Amber Daus

On-Site Security Contact Phone # 920-323-8958

### EVENT INFORMATION

Missing Map/Drawing

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

Free admission event which serves as a fundraiser for Grow It Forward Inc. Grow It Forward contracts Brennan Seehafer Productions to produce the event on our behalf. Funds raised assist with our organization's mission to provide dignified access to good food in Manitowoc County, along with opportunities to grow, cook, share and advocate for it. Annual Night Market 920 concert at the Briess lot in Downtown Manitowoc (720 Quay Street). Same setup and layout as in previous years.

Event Name Night Market 920

Public Event YES  NO

Location Briess lot, Downtown Manitowoc, along with attached portion of Burger Boat park.

Estimated Total Attendance 2000

Estimated Attendance Unknown

from outside City of Manitowoc

Staging Area Briess lot, Downtown Manitowoc

Event Website grow54220.com

Event Date(s) June 21, July 19, August 9

Event Start Time 5 AM  PM

Event End Time 10 AM  PM

Setup Date(s) June 21, July 19, August 9

Setup Start Time 7 AM  PM

Teardown Date(s) June 21, July 19, August 9 --most things will be gone by night of event with exception of dumpsters, band shell, park equipment, portable toilets. Rest will be removed the following day by 9am.

Teardown End Time 9 AM  PM

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

**FACILITY REQUESTS**

Facility Location **Briess Lot**

Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_

Athletic Field(s) Request \_\_\_\_\_

Special Power Requirements \_\_\_\_\_

Special Lighting \_\_\_\_\_

ADA Accommodations \_\_\_\_\_

**VENDORS & MONEY EXCHANGE**

Alcohol Sales  Request for Extension of Premises  
 Class B License

Alcohol Served End Time \_\_\_\_\_ **10pm**

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many \_\_\_\_\_ **20**

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 and duration

Timed Route

Road Crossing  
Describe location and duration

Course Marking  
Describe type

Sidewalk  
Describe type

**EVENT STRUCTURES**

Site map must be submitted with application

Staking Structures into Ground  
(greater than 6")

Fencing

Bounce House # \_\_\_\_\_

Portable Restrooms # **16**

Signs/Banners # **unknown exactly as vendors may have their own. we will have up to 20 signs/banners**

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

Dumpster # **2**

Stage # **1**

Tent # **20** Size **10x10 vendor tents**

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

**EVENT FEATURES**

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

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

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

Lights/Spotlights # **unknown**

**SOUND**

Amplified Sound

Start Time **5** AM  PM

End Time **10** AM  PM

Type of Sound **Band PA**

## 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 June 21, July 19, August 9 TIME 7 AM  PM  LOCATION 720 Quay/Briess Lot  
PICKUP DATE June 22, July 20, August 10 TIME 9 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" 20
- Benches – 4' wooden 20
- Bleachers – 15'x5' portable
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden 30
- Picnic Tables – 8' wooden, ADA accessible \_\_\_\_\_

### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' 4 Rail type--long (or) several orange cones to block off lot from being used
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective \_\_\_\_\_
- 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 \_\_\_\_\_
  - 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 18
- Snow fence – 50' rolls – plastic \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence – posts \_\_\_\_\_
- Ticket booths – outdoor \_\_\_\_\_
- Trash barrels 20--however, if you prefer Pozorski Hauling to provide, that is totally fine--just let us know.
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles varies

Where do you plan to park vehicles in Briess lot for vendors/food trucks/bands/sherrif...attendees off street/public parking

Are there any special parking considerations  
(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 Private contract with Sherriff Department

Date/Time June 21, July 19, August 9 from 5-10pm

Location Briess Parking Lot

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 request all fees waived as this is a free public concert to raise funds to assist community members in need. City can be listed in all marketing material in lieu of sponsorship/fee waiver.


**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 11 / 16 / 1979

Signature of Applicant: \_\_\_\_\_



Date: 03/01/2023

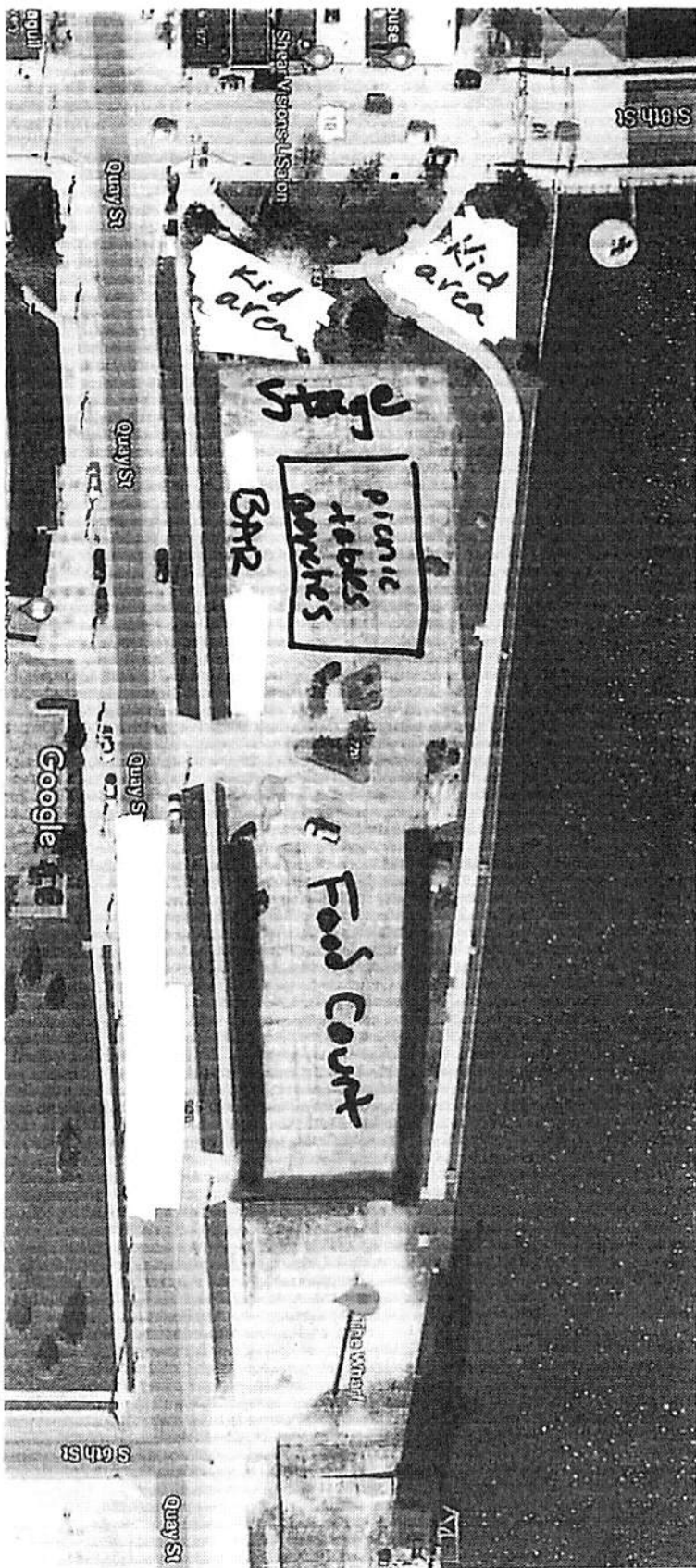
E-MAIL

PRINT

6/5/2021

The Wharf - Google Maps

Google Maps



Imagery ©2021 Maxar Technologies, Map data ©2021 59 ft

