



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

February 9, 2024

Friends of Citizen Park Rec Center
Attn: Lynn Lemberger
4315 County Road CR
Manitowoc, WI 54220

RE: Spring Vendor Fair – 4/13/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **January 31, 2024**, the Special Events Committee approved your request to hold the **Spring Vendor Fair on April 13, 2024**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges.

Please report vendors 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 ____ number of portable toilets.

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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/31/2024

EVENT NAME: Spring Vendor Fair

ORGANIZER: Friends of Citizen Park Rec Center - Lynn Lemberger

E-MAIL ADDRESS: lynnlemburger@gmail.com

EVENT DATE: 4/13/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Vendor fair held on the Rollaire skating rink to raise funds for the Citizen Park Rec Center building. No attendant or equipment needed.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not requested

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.



Saturday, January 27, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Friends of CP Rec Center Spring Vendor/Craft Fair
Location	Citizen Park Recreation Center
Date	Saturday, April 13, 2024
Event time	10:00 AM - 3:00 PM
Setup date & time	Saturday, April 13, 2024 08:00
Takedown date & time	Saturday, April 13, 2024 16:00

Applicant Information

Name of Applicant	Lynn Lemberger
Organization name	Friends of Citizen Park Rec Center
Address	4315 County Road CR Manitowoc, WI, 54220-9263
Email	lynnleberger@gmail.com
Phone number	(920) 973-5966
On-site contact name & phone number	April Sieracki
Security name & phone number	(920) 681-1391

Event Details

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

Event description

The Friends of Citizen Park Rec Center would like to once again hold our annual Spring Vendor/Craft fair as a fundraising event. All proceeds from the event go directly to the Friends of Citizen Park Rec Center for maintenance/repairs/updates to the Citizen Park Center building. As in the past, we solicit vendors and crafters to set up booths to sell their items, and we invite the public to shop.

In addition, we invite a local non-profit or charity group to set up a booth and hold a bake sale and brat fry

for the attendees during the event and that group retains their own profits.

*Attendance during the event varies as attendees come and go throughout the event. It is estimated there will be approximately 50-100 people in the building at any given time, with a cumulative total of 250-300 throughout the day (including vendors, attendees and volunteer members of the Friends of CP Rec Center).

Estimated total attendance 300
Estimated total attendance from outside Manitowoc 50
Event website n/a

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 Vendor(s)
Expected revenue 2000
Revenue will be used for improvements/repairs to Citizen Park Center building

Route & Road Usage

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

Where are cars parking? parking lot

Event Structures

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.

Equipment & Facility Requests

Facility request Citizen Park building
Est. equipment cost per day 0

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? No

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



No street closures or rental it... .pdf

Questions and comments

We do not require an attendant to be on site at the building. Lynn and Barry Lemberger, operators of Rollaire Skate Center, are volunteer members of the Friends of Citizen Park Rec Center and will be on site throughout the day of the event (including set-up and take-down) and will oversee the premises and clean up.

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 Monday, November 2, 1970

Sign Lynn Lemberger