

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/12/2023

EVENT NAME: Special Event - Malt City Brewfest

ORGANIZER: Briess Malt & Ingredients - Ron Schroder

E-MAIL ADDRESS: ron.schroder@briess.com

EVENT DATE: 8/5/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Brew festival in the Briess Lot with 30+ craft brewers. This is a ticketed event. Food trucks and dogs From Lakeshore Human Society to make an appearance. This year will feature more tents, picnic tables, and water.

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 Briess Malt & Ingredients Co.
Name of Applicant Ron Schroder
Street Address 625 S. Irish Rd.
Mailing Address _____
(If different)
City, State, Zip Chilton, WI 53014
Primary Phone 920.522.3034
Cell Phone 920.522.3034
Email ron.schroder@briess.com
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Ron Schroder
On-Site Cell Phone # 920.522.3034
On-Site Security Contact Name Jason Freiboth
On-Site Security Contact Phone # 920.323.0391

EVENT INFORMATION

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

Missing Map/Drawing

Craft beer festival with 30+ craft brewers pouring samples of their favorite beers. There will be food trucks and live music by Suzie and the Detonators. The event will be held in Briess' parking lot along the Manitowoc River on Saturday, August 5. Attendance was 750+ in 2022 and a crowd of 1,000 is expected in 2023.

Event Name Malt City Brewfest

Public Event YES NO

Location Briess' parking lot along the Manitowoc River.

Estimated Total Attendance 1,000

Estimated Attendance 150
from outside City of Manitowoc

Staging Area Briess' parking lot

Event Website www.maltcitybrewfest.com

Event Date(s) 08/05/2023

Event Start Time 1:00 AM PM

Event End Time 5:30 AM PM

Setup Date(s) 08/04/2023

Setup Start Time 8:00 AM PM

Teardown Date(s) 08/06/2023

Teardown End Time 2:00 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 Use of power boxes next to the lot.
- 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 35
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \$50,000
- Revenue to be used for Event costs, charity donations

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- Timed Route
- Road Crossing
Describe where +
if assistance needed
- Course Marking
Describe type
- Sidewalk
Describe usage

Attendee line will form on the sidewalk along Quay St next to Briess' parking lot.

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # 20
- Signs/Banners # 10
- Carnival Rides # _____
- Dumpster # 2
- Stage # _____
- Tent # 15 Size 20x20
- Other # _____ Describe _____

EVENT FEATURES

- Animals # 10 Type Dogs - Humane Society
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

SOUND

- Amplified Sound
- Start Time 2:00 AM PM
- End Time 5:30 AM PM
- Type of Sound live band

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.

DELIVERY DATE 08/04/2023 TIME 8:00 AM PM LOCATION Briess parking lot
PICKUP DATE 08/06/2023 TIME 11:00 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 _____
- Picnic Tables – 6' wooden _____
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type 12
- Channelizer drums – 3' reflective _____
- Cones – 18" 12
- 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 _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 250

Where do you plan to park vehicles City streets

Are there any special parking considerations Five spaces for handicapped parking.
(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 Request two officers to walk through the event twice during the afternoon.

Date/Time 08/05/2023

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?

Meeting is scheduled with City of Manitowoc staff on April 12 to review plans for the event. Fencing is requested to be wooden material with enough sections to surround the parking lot.

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 09 / 22 / 1963

Signature of Applicant: Ronald P. Schroder Date: 03/31/2023

E-MAIL

PRINT

Rev. 12/2021