

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/8/2023

EVENT NAME: Metro Jam

ORGANIZER: Metro Jam/Grow It Forward - Bob Mittnacht

E-MAIL ADDRESS: rmittnacht@wi.rr.com

EVENT DATE: 6/14-15/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: 45th Annual Metro Jam free music festival in Washington Park using the stage.
There will be alcohol, food vendors, waste service, and porta potties.

COMMITTEE CONCERNS:

WAIVER OF FEES: Approved

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred /ec Courtney Hansen /ec Todd Blasesr /ec Jason Freibtoh /ec Dan Koski /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

Waiver of Alcohol in Washington Park

ITEMS TO INCLUDE IN LETTER:

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Tuesday, November 7, 2023

Special Event Application

Approval Status Not Started

General Event Information

Event name Metro Jam
Location Washington Park and Metrostage
Date Friday, June 14, 2024
End date if multiple day event and additional dates if applicable. 06/15/2024
Event time 12:00 PM - 10:00 PM
Setup date & time Friday, June 14, 2024 07:00
Takedown date & time Saturday, June 15, 2024 23:59

Applicant Information

Name of Applicant Bob Mittnacht
Organization name Metro Jam / Grow It Forward, Inc.
Address 239 E. Chicago Street, Unit 605
MILWAUKEE, Wisconsin, 53202
Email rmittnacht@wi.rr.com
Phone number (414) 852-5718
On-site contact name & phone number Bob Mittnacht 414-852-5718
Security name & phone number Bob Mittnacht 414-852-5718

Event Details

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

Event description

45th Annual Metro Jam, a free admission live music concert with local, regional and national performers.

Event to take place on the Metrostage bandshell in Washington Park with fencing set up around the bandshell and the perimeter of the paved basketball court area backstage which is used for entertainer parking and equipment set up. Tent to be set up on east side of bandshell for entertainer hospitality. Public parking for the event will be on adjacent and local area streets. This is the same set up and park layout as in 2023.

Estimated total attendance 3000

Estimated total attendance from outside Manitowoc 500

Event website www.metrojam.org

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Class B License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event

<input type="checkbox"/>	Alcohol sales	<input type="checkbox"/>	Food or drink sales	<input type="checkbox"/>	Vendor(s)
<input type="checkbox"/>	Food Trucks				

Route & Road Usage

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

Where are cars parking? Concert attendees park on city streets. Entertainers park backstage.

Time of amplified sound 12:00 PM - 10:00 PM

Amplified sound type Live music, various genres.

Event Structures

Select all that apply

<input type="checkbox"/>	Portable restrooms	<input type="checkbox"/>	Waste removal service
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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.

Occasional drive by and/or walk through presence by Manitowoc Police Department as available would be appreciated. Friday, June 14, 2024, 7pm to 9:30pm and Saturday, June 15, 2024, 4pm to 10pm at Washington Park.

Equipment & Facility Requests

Facility request Washington Park and Metrostage

Special power or lighting request City Electrician connection Friday 6/14/2024 at 12:30 pm and

disconnection Saturday 6/15/2024 at 11:00 pm to power at stage.

Staging & risers

4'x8' Risers (6" tall) $\frac{6}{\$55 \text{ max. } 10}$

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8'

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions $\frac{15}{\$7 \text{ max. } 18}$

Wooded snow fence 50' roll

Plastic snow fence 50' roll $\frac{10}{\$7 \text{ max. } 17}$

Snow fence posts $\frac{50}{\$2.50 \text{ max. } 100}$

Tent 10'x20' $\frac{1}{\$55 \text{ max. } 2}$

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18" $\frac{10}{\$5.50}$

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 740

Equipment request notes

Deliver equipment Friday, June 14, 2024 at 7 am, pickup Monday, June 17, 2024 at 7 am. City to install fencing and set up tent.

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 would request that any charges for City services or equipment rental please be waived. Metro Jam is a long standing non-profit event presented in partnership with Grow It Forward, Inc. Metro Jam is in it's 45th year as a FREE admission major music event presented for the enjoyment of city residents and also provides a significant tourism attraction with attendance also by out of town music lovers, some of which stay in local hotels all benefiting the City of Manitowoc. Thank you.

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

