

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/6/2024

EVENT NAME: Washington Food Truck Rally

ORGANIZER: Mike Howe

E-MAIL ADDRESS: mhowebuilders@yahoo.com

EVENT DATE: Weekly 5/30/24 to 9/26/24
excluding 7/4/24

NEW OR RECURRING: new

LOCATION/DESCRIPTION: A weekly food truck festival that meets Thursdays ranging from 2pm-10pm on 12th St. Would be using tables, bathrooms, and power panel. Alcohol sales possible if the City, breweries, and/or a nonprofit sets up a tent.

COMMITTEE CONCERNS:

WAIVER OF FEES: Approved

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Dan Koski /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

Waiver of Alcohol in Washington Park for Thursday nights 5/30/24 to 9/26/24 excluding 7/4/24. Road Closure of S 12th St for same dates from 2pm-10pm.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.



Monday, February 19, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Washington Park food truck rally
Location	Washington Park
Date	Thursday, May 30, 2024
End date if multiple day event and additional dates if applicable.	Thursday nights throughout summer
Event time	2:00 PM - 10:00 PM
Setup date & time	Thursday, May 30, 2024 14:00
Takedown date & time	Thursday, May 30, 2024 22:00

Applicant Information

Name of Applicant	Mike Howe
Organization name	Washington Park food truck
Address	1426 Washington St. Manitowoc, WI, 54220
Email	Mhowebuilders@yahoo.com
Phone number	(920) 242-3111
On-site contact name & phone number	Elly Howe 920-323-5494

Event Details

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

Event description

Looking to create a food truck rally Thursday nights at Washington park. Last year Holla held a pop-up rally at their parking lot and had good success. We have been in talks with other vendors to move this over to Washington park because it has a much better layout. I believe moving this over to the park, it would open it up to more families and visitors for many reasons.

Estimated total attendance 125

Estimated total attendance from outside Manitowoc 25

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

Alcohol sales Food or drink sales Vendor(s)

Food Trucks

Accepting credit card sales/transactions

Route & Road Usage

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

Road Closure

Possibly 11th st

Where are cars parking? not an issue

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

Special power or lighting request Open power panel

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? Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

Problems with the other location are those listed above along with noise from generators, tight space, and no room for people to hang out. I have seen great success in the city, because of the hard work the city

has done along with investment by businesses to continue our growth in the downtown. A couple of good models to watch are Sheboygan Volrath Park, Green Bay on Broadway. People are looking for a reason to be outside with friends and family.

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



Washington Park food truck...docx

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

Thursday, January 29, 1976

Sign

Mike Howe

Washington Park food truck Rally

Goal:

Looking to create a food truck rally Thursday nights at Washington park. Last year Holla held a pop-up rally at their parking lot and had good success. We have been in talks with other vendors to move this over to Washington park because it has a much better layout. I believe moving this over to the park, it would open it up to more families and visitors for many reasons.

1. Bathrooms
2. Playground for kids
3. Park benches and picnic tables
4. Parking

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The requests are simple.

1. Wave the fee for park use for 10 weeks.
2. Supply the barricades to shut 12th street down if deemed necessary.
3. Open the electric panels up for the time allocated at no cost. This will cut down on generator noise.
4. Help spread the word and let other vendors sell things if they feel it's worth their time.
 - a. Examples. Food, jewelry, crafts, etc.

I apologize as I don't know the fees to the park, barricades, and power so my ask is not complete.

My daughter Elly Howe will be coordinating this event, she owns Brians Smokehouse and BBQ LLC.

We will try to measure the event based on people and vendors. Marketing will be done through Facebook from each vendors page to share the event.

Thanks

Mike Howe

Partner owner of Brians Smokehouse and BBQ