

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/8/2026

EVENT NAME: Chewy's Block Party

ORGANIZER: Barb Piaskowski

E-MAIL ADDRESS: bppasko66@gmail.com

EVENT DATE: 8/1/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual block party for Chewy's with a DJ and band for live entertainment and drinks

COMMITTEE CONCERNS:

WAIVER OF FEES: Not requested

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen Ben Kraynek / ch Craig Jansen / ch Eric Nycz / ch Dan Koski / ch	

COUNCIL ACTION REQUIRED:

Road closure of Buffalo St from 7th to 8th on 8/1/26 from 10 am - 10 pm and extension of premise for Chewy's.

ITEMS TO INCLUDE IN LETTER:

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



Special Event Application

A Special Event is a planned occurrence of 50 or more people on City property. Read the [Special Event Policy](#) before completing this application. All applications must be submitted 60 days before the event to avoid the \$100 late fee. Events must show proof of insurance and are subject to rental costs of facilities and equipment.

General Event Information

Event name *

Block Party

Location *

215 N. 8th St

Date *

~~08/01/2026~~ 08/01/2026

End date if multiple day event and additional dates if applicable.

Event time *

Setup start time *

Takedown end time *

Applicant Information

Name of Applicant *

Organization Name *

Address *

Street Address

Street Address Line 2

City

State / Province

54220

Postal / Zip Code

Email *

Bppaskobba@gmail.com

This email will receive confirmation and approval.

Phone number *

~~(000) 000-0000~~ 920-901-7203

On-site contact & phone number *

920-901-7203

Security name & phone number

Event description *

Steve Al-Halabeh
Band playing 2-5:30
DJ 6-10

Include event features, purpose, and relevant information.

Estimated total attendance *

100

Est. attendance from outside
Manitowoc

Event Features

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
- Collecting monetary donations
- Charging admission or registration
- Accepting credit card sales/transactions

Expected revenue *

Route & Road Usage

Road Closure

See attached

Describe roads to be closed and time of closures. Be as specific as possible as this must be approved at Council.

Where are cars parking?

Road Crossing

Describe where and if assistance is needed

Describe course markings and if this is a timed route

Time of amplified sound

Event Structures

This section is for features the event organizers will be bringing and setting up on their own. Do not include park equipment requests here.

Ground stakes greater than 6 inches and bounce houses require a [Stake Permit](#).

Events with fireworks require a [Firework Permit Application](#).

Provide 1 portable restroom for every 250 people in addition to the park's restroom facilities.

Select all that apply

- Animals
- Bounce House
- Carnival rides
- Drone
- Fencing
- Fireworks
- Portable restrooms
- Ground stakes greater than 6 inches
- Tent(s)
- Waste removal service

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 needed from the Police Dept. and/or Fire Dept.

Include date(s), time, and location.

Equipment & Facility Requests

Fees will be calculated based on the Department of Infrastructure Fee Schedule. Equipment will be delivered unless otherwise noted by organizer. Delivery costs are \$75 - 700, depending on the amount of equipment requested. Prices below reflect cost of each item per day.

Facility Request

- Silver Creek Fieldhouse (\$295)
- Silver Creek Concession Stand (\$74)
- Lincoln Park Fieldhouse (\$215)
- Lincoln Park Cabin 1 (\$179)
- Lincoln Park Cabin 2 (\$168)
- Lincoln Park Concession Stand (\$74)

Park and/or Athletic Field Request

- Citizen Park Ball Diamond #2 no lights (\$100)
- Citizen Park Ball Diamond #2 with lights (\$150)
- Citizen Park Ball Diamond #3 no lights (\$100)
- Citizen Park Ball Diamond #3 with lights (\$150)
- Lighthouse Park
- Lighthouse Park Open Air Shelter (\$53)

Park or facility request not listed above:

Do you need power or lighting?

No

Staging & risers

- 4'x8' Risers (6" tall) \$20 max. 10
- 4'x8' Risers (12" tall) \$20 max. 4
- 4'x8' Risers (18" tall) \$20 max. 4
- Staging 8'x12' \$110 max. 1
- Portable Bandwagon 35'x8' (set up included) \$680 max. 1

Tables & seating

- Banquet tables 8'x40' \$7 max 22
- Benches 4' \$6 max 40
- Metal folding chairs \$2 max 200
- Picnic tables 6' \$6 max 20

Parks items

- Post pounder \$10 max. 3
- Power pedestal \$50 max. 3
- Safety vests \$4 max. 20
- Security stanchions \$7 max. 18
- Wooded snow fence 50' roll \$7 max. 20
- Plastic snow fence 50' roll \$7 max. 17
- Snow fence posts \$2.50 max. 100
- Tent 10'x20' \$55 max. 2
- Ticket booth \$60 max. 2
- Trash barrels \$6 max. 50

Traffic control

Barricades 2'

Barricades 8' \$8
 Barricades 12' rail type \$6
 Channelizer drums 3' \$7
 Cones 18" \$5.50
 Cones 28" \$5.50
 Delineators 42" \$5.50
 "Road Closed" signs \$6
 "Road Closed Ahead" signs \$6

Estimated equipment and facility cost per day

0

The delivery fee is based on the number above minus facility cost, bandwagon, and tournament fees.

Parks Equipment

- \$0-100 = \$75
- \$101-250 = \$100
- \$251-500 = \$250
- \$501-1000 = \$500
- \$1001 and up = \$700

Streets Equipment

- \$0-100 = \$100
- \$101-250 = \$150
- \$251-500 = \$250
- \$501-1000 = \$500
- \$1001 and up = \$700

Equipment will be dropped off at the discretion of DPL. Equipment request notes:



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

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 *



Questions and comments

Please include any relevant information that would help the Special Event Committee facilitate and approve your event.

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.

Would you like to meet with the Special Event Committee to discuss your event?

*

Yes

No

Applicant date of birth *

~~MM-DD-YYYY~~ 05/24/1966

Sign *



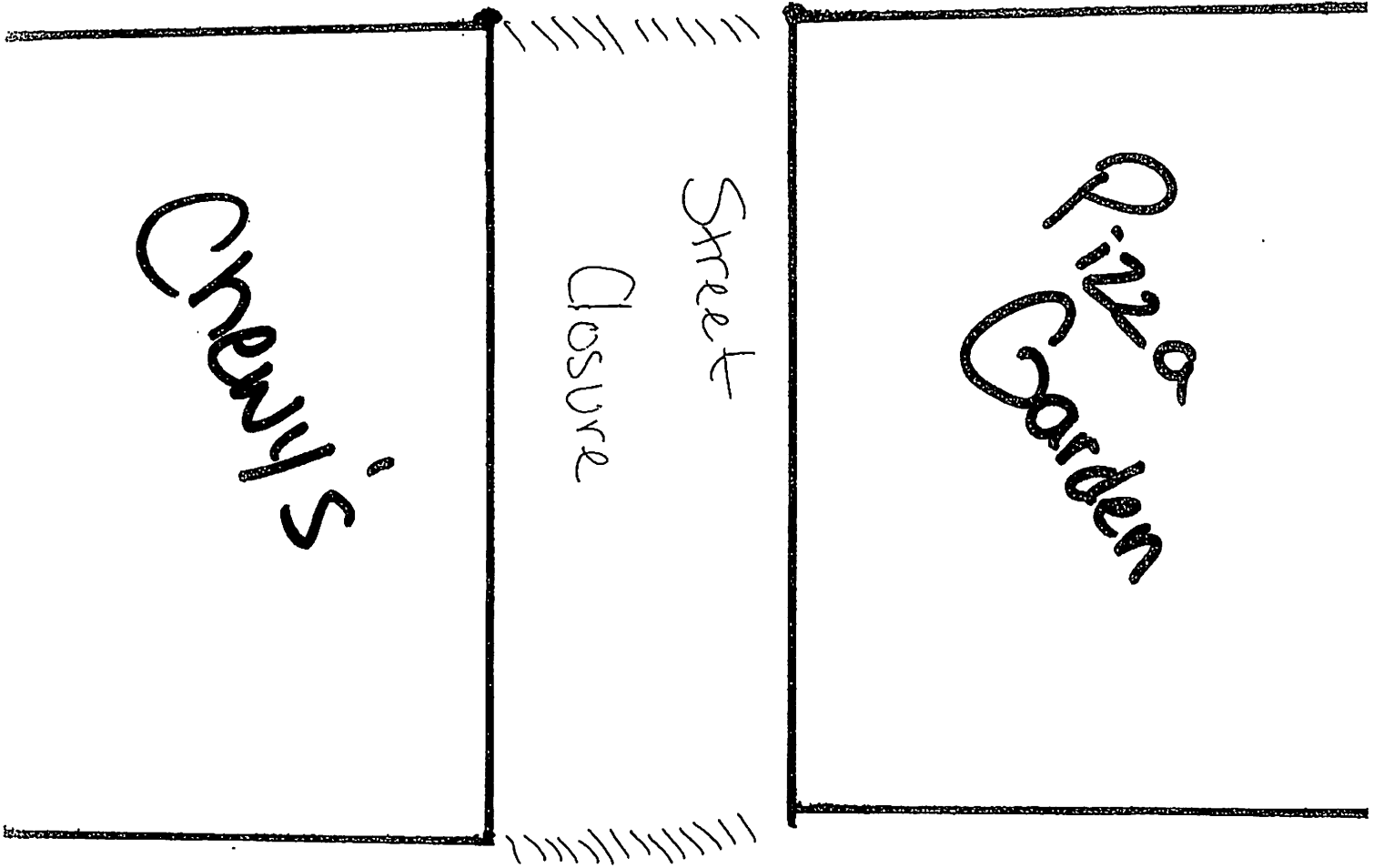
First Name

Last Name

Save

Submit

N 8th Street



Parking Lot

Buffalo Street

Pizza Garden
Parking / Driveway



License Number: _____

REQUEST FOR EXTENSION OF PREMISE FOR THE SALE OF LIQUOR AND/OR BEER

- Application must be submitted to the Clerk's Office at least 30 days prior to the event.
- The Common Council must approve the Extension of Premise.
- Any licensed establishment who wishes to extend premises onto adjacent private property shall provide written authorization from the neighboring property owner.

APPLICANT INFORMATION

Applicant (Name of Corporation, LLC, Partnership, etc.): _____

Trade Name: _____ Phone Number: 920-901-7203

Address of Establishment: 215 N. 8th St

Agent or Owner of Establishment: Barbara A. PIASKOWSKI

PREMISE DESCRIPTION

Is the premise extension temporary or permanent?: Temporary

Description of the New Extended Area:

See attached

If temporary, please answer the following questions:

Date of Event: 8-1-26 Time of Event: 2PM-10PM

Are you requesting a waiver of the noise ordinance after 10 p.m.? Yes No

** If yes, an additional Application for Waiver of Noise Ordinance must be completed**

Please attach a separate illustration or draw a diagram of the layout on the back of this application

SIGNATURE OF AGENT OR REPRESENTATIVE

Barbara A. PIASKOWSKI
Signature of Agent or Owner of Establishment

8/13/26
Date

Office Use Only

Date Received by Clerk's Office: 6-8-2026

Extension Approved

Common Council Approval Date: _____

Extension Denied