

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/26/2023

EVENT NAME: Heartless Concert

ORGANIZER: PetSkull Brewing - Paul Hoffman

E-MAIL ADDRESS: paul@petskullbrewing.com

EVENT DATE: 8/12/2023

NEW OR RECURRING: new

LOCATION/DESCRIPTION: Chicago Tribute band to play a free concert on the grass area next to PetSkull. Using the bandwagon.

COMMITTEE CONCERNS: This approval from the Special Event Committee is contingent on PetSkull Brewing providing proper insurance coverage by August 9th at 12pm.

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Dan Koski /ec Jason Freiboth /ec Eric Nycz /ec Shawn Alfred /ec Jason Russ /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Insurance must be received 30 days before an event to avoid the \$300 late insurance fee. Please pay the \$400 Late Application/Insurance Fee to City of Manitowoc, Attn: Dept. of Tourism, 900 Quay St, Manitowoc, WI 54220. The Special Event Committee would like to note that while there were multiple late applications and insurance coverages this summer for PetSkull, they are only charging \$400 insted of the full total, which would have been \$1400 to cover the four events.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

DOWNLOAD FORM

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF Forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/othersversions>

APPLICANT INFORMATION

Business/Org Name PetSkull Brewing Company
Name of Applicant Paul Hoffman
Street Address 1015 Buffalo St
Mailing Address _____
(If different)
City, State, Zip Manitowoc WI 54220
Primary Phone 920-946-5670
Cell Phone 920-946-5670
Email paul@petskullbrewing.com
Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
On-Site Contact Paul Hoffman
On-Site Cell Phone # 920-946-5670
On-Site Security Contact Name Paul Hoffman
On-Site Security Contact Phone # 920-946-5670

EVENT INFORMATION

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

Document Attached



We have booked Chicago's "Heartless" Heart Tribute band for Saturday, August 12th. This is a free event to the community, so due to the number of people we are expecting, we are looking to use the city-owned lot on the southeast corner of Buffalo and North 11th along with the city's bandshell.

Event Name Heartless - The Midwest's Premiere Tribute to Heart LIVE

Public Event YES NO

Location PetSkull Brewing

Estimated Total Attendance 500

Estimated Attendance 100
from outside City of Manitowoc

Staging Area _____

Event Website <https://www.facebook.com/events/5979478557>

Event Date(s) 08/12/2023

Event Start Time 6:30 AM PM

Event End Time 9:00 AM PM

Setup Date(s) 08/11/2023

Setup Start Time 6:00 AM PM

Teardown Date(s) 08/14/2023

Teardown End Time 4:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

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

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # _____
- Signs/Banners # _____

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
 Class B License
- Alcohol Served End Time _____ 10:00pm
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue _____
- Revenue to be used for _____

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

SOUND

- Amplified Sound
- Start Time _____ 6:00 AM PM
- End Time _____ 9:00 AM PM
- Type of Sound Live Music

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 08/11/2023 TIME 6:00 AM PM LOCATION Southeast corner of Buffalo/No 11th
PICKUP DATE 08/14/2023 TIME 6:00 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 _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- 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 200

Where do you plan to park vehicles City streets

Are there any special parking considerations No
(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 _____

Date/Time _____

Location _____

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?

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 08 / 24 / 1971

Signature of Applicant: *Paul Wellhoff* Date: 07/24/2023

[E-MAIL](#)

[PRINT](#)



CITY OF MANITOWOC – DEPARTMENT OF TOURISM
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two years indicating all expenses and all revenues of the group/organization may be requested by the committee. **Groups or organizations must be current on all financial accounts with the City of Manitowoc.** For more information about park facilities, equipment for special events and/or the City of Manitowoc Special Event Guidelines and Policy for events on City property, visit www.manitowoc.org/parks.

Name of event: “Heartless – The Midwest’s Premiere Tribute to Heart”

1. Name of club/organization making request: PetSkull Brewing Company

Address. 1015 Buffalo St Manitowoc WI Telephone 920-946-5670

2. Names of club officers: Name Address Telephone

President P a u l H o f f m a n _____

Secretary _____

Treasurer _____

3. Facility requested: None # of people, _____

Equipment requested: City Bandshell

4. Date & time facility/equipment will be used: Date(s) 8/12/23 Hrs. All Day

5. Please explain your request, as to what fees you desire waived or reduced and reasons. I am looking to have the fees waived for the use of the City Bandshell on the grass lot next to our patio. “Heartless” is a major draw and we are looking at bringing upwards of 500 people to beautiful downtown Manitowoc, specifically to our new River Point District. This is a free/non-ticketed event for our community. The city’s assistance in helping offset a major cost would be greatly appreciated.

6. Which do you consider your group to be?

A. Community service _____ B. Non-profit _____ C. Private business. X

D. Club or organization _____ E. Other, please explain _____

