

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/26/2023

EVENT NAME: Brewers Cup

ORGANIZER: Hop Passport - Matthew Love

E-MAIL ADDRESS: matt@hoppassport.com

EVENT DATE: 8/7/2023

NEW OR RECURRING: new

LOCATION/DESCRIPTION: Disc golf tournament that tours the midwest following different Brew Fests.

COMMITTEE CONCERNS:

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.
Please pay the \$100 Late Application Fee to City of Manitowoc, Attn: Dept. of Tourism, 900 Quay St,
Manitowoc, WI 54220.



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/otherversions>

APPLICANT INFORMATION

Business/Org Name MDLove Adventures LLC dba Hop Passport

Name of Applicant Matthew Love

Street Address 114 Dameron Ave, Apt 301, Knoxville, TN 37917

Mailing Address _____
(If different)

City, State, Zip _____

Primary Phone _____

Cell Phone 423-312-6934

Email matt@hoppassport.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Matthew Love

On-Site Cell Phone # 423-312-6934

On-Site Security Contact Name Matthew Love

On-Site Security Contact Phone # 423-312-6934

EVENT INFORMATION

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

Missing Map/Drawing

Check box to Attach Required Map/Drawing

We are holding a brewery industry disc golf tournament. This is a part of a series we are doing around the country. We have hosted 3 tournaments so far and this will be our 5th one. It will be a basic disc golf tournament like many others hosted at the course but this one will be only 1 round. We will get there at 8am to set up and should be gone from the park at 1:30-2pm.

Event Name Brewers Cup Powered By Hop Passport

Public Event YES NO

Location We will put up 2 tents near the parking lot/pavilion.
Silver Creek Park

Estimated Total Attendance 40

Estimated Attendance 30
from outside City of Manitowoc

Staging Area _____

Event Website <https://www.hoppassport.com/brewers-cup-pc>

Event Date(s) 8/07/23

Event Start Time 10 AM PM

Event End Time 1:30 AM PM

Setup Date(s) 8/07/23

Setup Start Time 8 AM PM

Teardown Date(s) 8/07/23

Teardown End Time 2 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 _____
- 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 _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

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 _____ TIME _____ AM PM LOCATION _____

PICKUP DATE _____ TIME _____ 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 30

Where do you plan to park vehicles In the parking lot

Are there any special parking considerations _____
(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 11/08 / 1990

Signature of Applicant: Matthew D Love Date: 7/17/2023

E-MAIL

PRINT

10:54

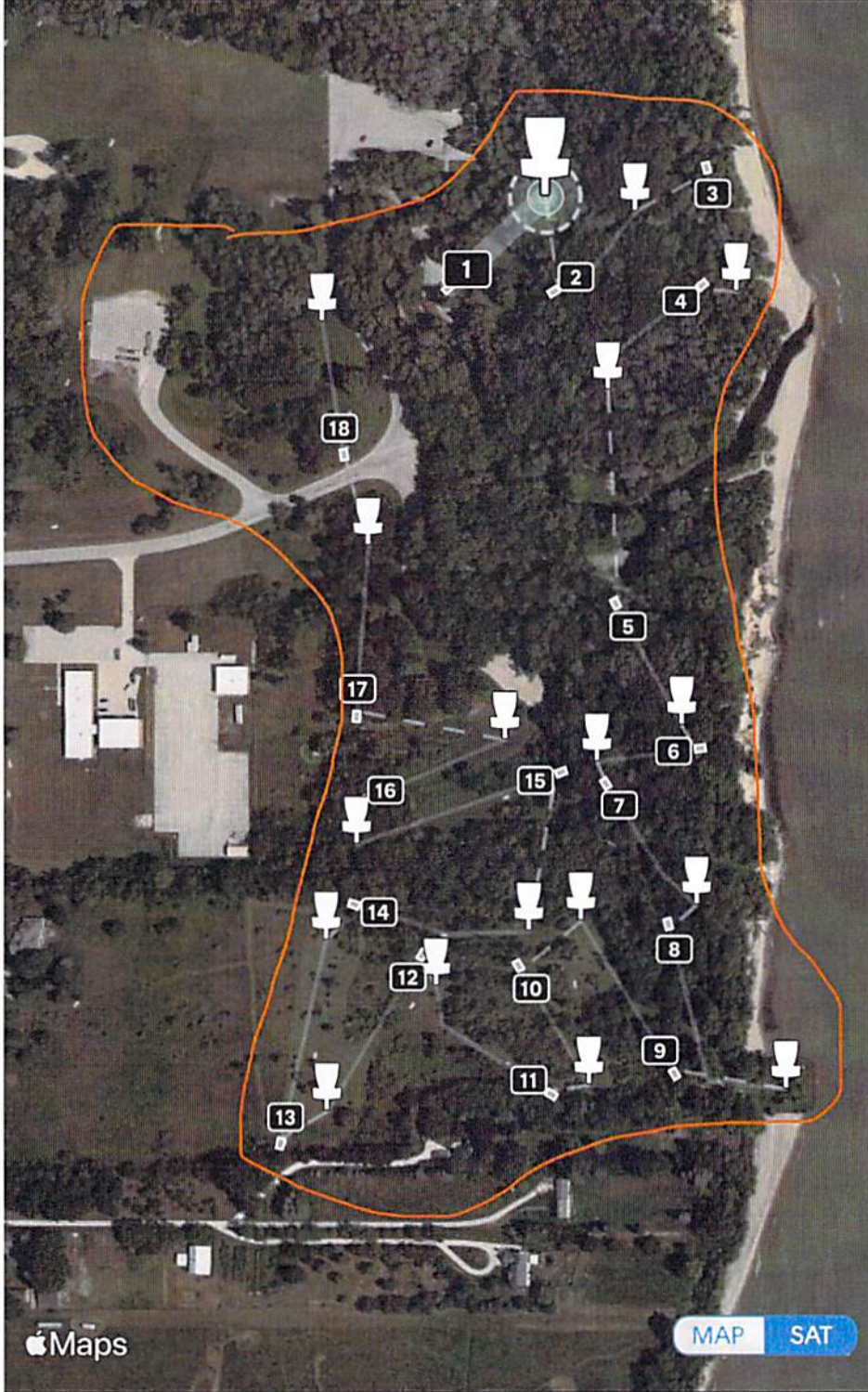
5Gw 50

Silver Creek Park

Silver Creek Park
Lakeside 18

EDIT

Hole 1 • Par 3 • 237 ft



Maps

MAP SAT

ALL

