



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

February 9, 2024

City of Manitowoc
Attn: Adam Tegen
900 Quay Street
Manitowoc, WI 54220

RE: Downtown Manitowoc Farmers Market – Saturdays 5/4/2024 – 10/26/2024, with the exception of 7/27/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **January 31, 2024**, the Special Events Committee approved your request to hold the **Downtown Manitowoc Farmers Market on Saturdays 5/4/2024 – 10/26/2024, with the exception of 7/27/2024**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges. When listing sponsors for your event, we ask that you consider including *The City of Manitowoc and Visit Manitowoc* as some or all standard event-related fees have been waived; visit www.manitowoc.org/specialevent for a digital copy of the City of Manitowoc logo. Please refer to the Special Events Guidebook at www.manitowoc.org/specialevent for nonrefundable fees related to equipment order changes, event cancellations, and rules for the event location.

Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at www.revenue.wi.gov.

If you have any questions, please contact me at (920) 686-6950 or via email at cityclerk@manitowoc.org.

Sincerely,

Mackenzie Reed
City Clerk / Deputy Treasurer

MR/jls
cc: Special Events Approval Group
Enclosures



Special Event Conditions

INSURANCE: At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to jswokowski@manitowoc.org. Special Events Insurance Requirements are also enclosed. **Insurance not provided within the required timeline may result in a fee of \$300.**

CREDIT/DEBIT CARD PAYMENTS: Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence OR letter evidencing payment card information (PCI) compliance OR letter evidencing use of payment card information (PCI) compliant 3rd party vendor

TAVERNS: Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

BEER/WINE SALES: A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.

FOOD: Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office

VENDORS: All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

STAKES/BOUNCE HOUSES: Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**

EQUIPMENT: For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580.

TRAFFIC CONTROL: If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.

STREET CLOSURE: In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.

POLICE: The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.

PARKING: Unless special parking requests were approved, all parking regulations will be enforced.

FIREWORKS: Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.

LINCOLN PARK: Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.

DOGS: Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.

TOILETS: Based on estimated attendance, you should have ____ number of portable toilets.

NOISE: Waiver of the noise ordinance was approved from _____ to _____.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/31/2024

EVENT NAME: Downtown Manitowoc Farmers Market

ORGANIZER: City of Manitowoc - Adam Tegen

E-MAIL ADDRESS: ategen@manitowoc.org

EVENT DATE: Saturdays 5/4/24 to 10/26/24 **NEW OR RECURRING:** recurring

LOCATION/DESCRIPTION: Farmers market to occur Saturday mornings in the Briess Lot, with the exception of 7/27/24 which is the Malt City Brewfest date.

COMMITTEE CONCERNS:

WAIVER OF FEES: approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at revenue.wi.gov.



Monday, January 29, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Downtown Manitowoc Farmers
Location	Briess Lot, Temporary Relocation for Brewfest 7/27/24
Date	Saturdays, starting May 4, 2024.
End date if multiple day event and additional dates if applicable.	10/26/2024
Event time	8:00 AM - 1:00 PM
Setup date & time	Saturday, May 4, 2024 06:30
Takedown date & time	Saturday, May 4, 2024 13:00

Applicant Information

Name of Applicant	Adam Tegen
Organization name	City of Manitowoc
Address	900 Quay Street Manitowoc, WI, 54220
Email	ategen@manitowoc.org
Phone number	(920) 686-6931
On-site contact name & phone number	Christine Wendell, 920-323-4553
Security name & phone number	N/A

Event Details

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

Event description

The Downtown Manitowoc Farmers market is an outlet for local food purveyors, crafter/artisans, and other goods to connect with buyers of their goods and services. The events runs Saturdays from May-

October from 8am-1pm. The farmers market has been held in the Briess Parking lot, with an annual temporary relocation due to Malt City Brewfest in early August.

In 2024, the hope is to move some of the larger food truck units to Quay Street to open up the market for additional vendors and also to address safety.

We know people travel from outside the City to attend the market, but the total attendance from outside the City of Manitowoc is unknown at this time.

The Market provides one portable restroom on site and it remains in place for the entire market season. The library has restrooms during their scheduled Saturday hours as well.

Estimated annual attendance is 45,000 and growing.

Estimated total attendance 45000

Event website manitowoc.org/farmersmarket

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 Vendor(s) Food Trucks

Route & Road Usage

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

Where are cars parking? Streets and public parking lots in the City

Event Structures

Select all that apply Portable restrooms Tent(s)

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.

As in the past, a Police presence via a walk-through or drive-by is appreciated as it makes vendors and shoppers feel safe. With the parking lot used by downtown event-goers for Friday evening events, assistance with unattended vehicle in the lot prior to vendor arrival on Saturday morning would be of great value to the on-site market manager.

Equipment & Facility Requests

Facility request Briess Parking Lot

Special power or lighting request Access to power panel on 8th Street for vendors requesting electricity. Keys will be returned at end of season.

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 4
\$6 max 30

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels 4
\$6 max. 50

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18" 8
\$5.50

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 68

Equipment request notes

In addition to the power panel, keys to access shared blue job box are needed. If available, one of the 4 picnic tables should be ADA-accessible.
The traffic cones may be still located in the blue job box on site in the Briess lot.

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?

City of Manitowoc event via the coordination services of a contracted Market Manager.

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



FM Vendor Map_DRAFT.pdf

Questions and comments

The map layout is attached based on number of spaces available. Food truck icons are FPO pending discussion/approval.

As noted elsewhere in the application, there continues to be an issue with vehicles being left in the parking lot overnight. It is posted, but continues to be an issue during peak downtown activity times. This causes an issue in the mornings for vendor placement.

Legal Notice and Submission

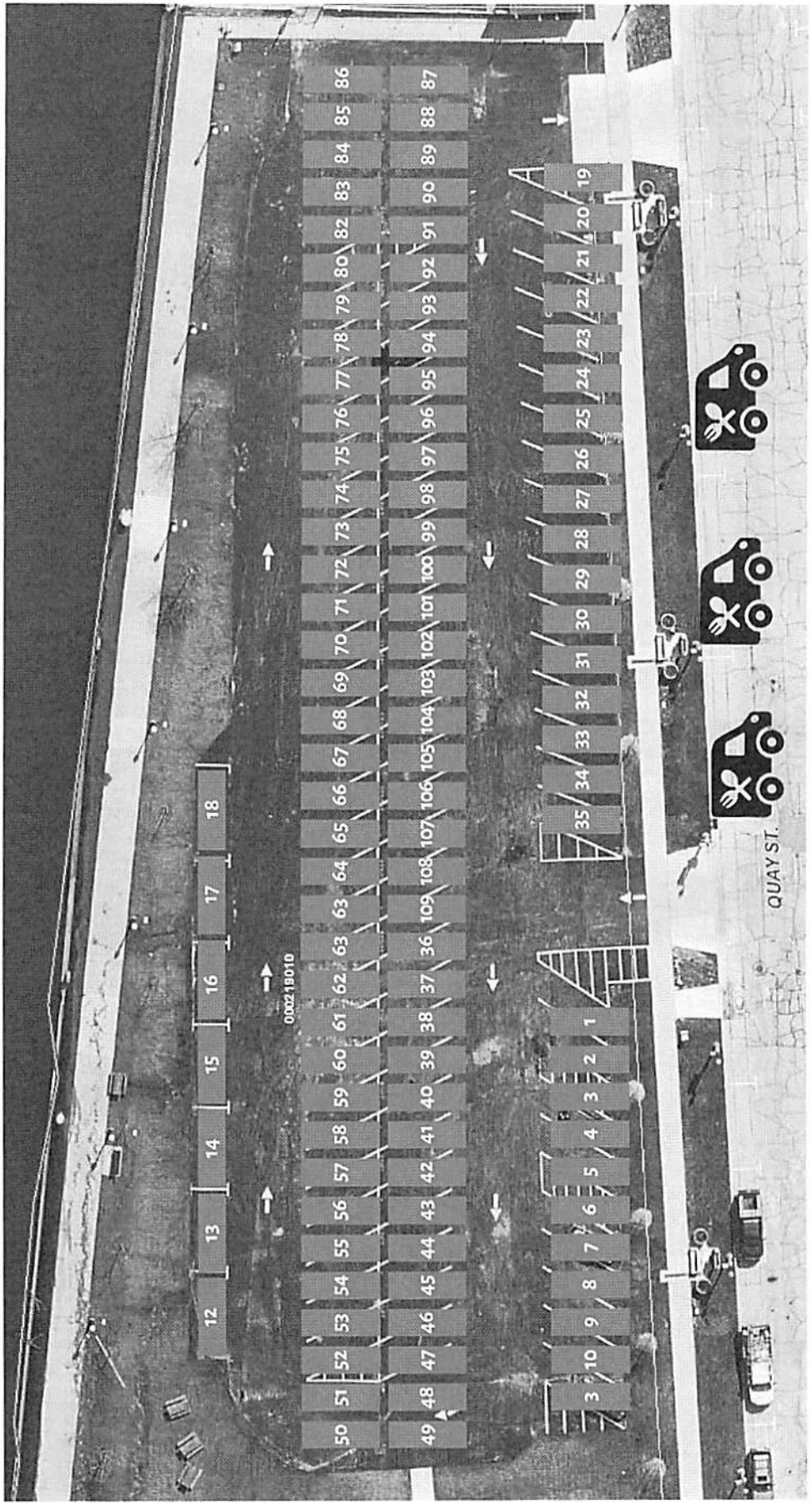
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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

Monday, January 29, 2024

Sign

Adam Tegen



000215010

QUAY ST.