

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/12/2024

EVENT NAME: Brick's & Courthouse Pub Block Party

ORGANIZER: Brick's Downtown Bar and Grill and Courthouse Pub - Katie Kummer

E-MAIL ADDRESS: katie@cpmanitowoc.com

EVENT DATE: 6/29/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Block party between both restaurants with live music.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen / ch Todd Blaser / ch Jason Freiboth / ch Brock Wetenkamp / ch	

COUNCIL ACTION REQUIRED:

Closure of Washington Street between Brick's and Courthouse Pub. Extension of premise.

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 at the City of Manitowoc, 900 Quay St, Manitowoc, WI 54220



Wednesday, May 15, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Brick's & Courthouse Pub Block Party
Location	939 S. 8th Street
Date	Saturday, June 29, 2024
Event time	11:00 AM - 10:00 PM
Setup date & time	Saturday, June 29, 2024 10:00
Takedown date & time	Saturday, June 29, 2024 22:00

Applicant Information

Name of Applicant	Katie Kummer
Organization name	Brick's Downtown Bar & Grill
Address	939 S Manitowoc, WI, 54220
Email	katie@cpmanitowoc.com
Phone number	(920) 645-1812
On-site contact name & phone number	Katie 9206451812

Event Details

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

Event description

Block party in conjunction with the Courthouse Pub with live music by Mark Croft

Estimated total attendance 300

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 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

Washington Street between S. 8th & S. 7th.

Where are cars parking?

Street & parking lots

Time of amplified sound

11:00 AM - 10:00 PM

Amplified sound type

Live music & speakers

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

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12' 1
\$55 max. **1**

Portable Bandwagon 35'x8'

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 10
\$6 max **20**

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 $\frac{5}{\$6 \text{ max. } 50}$

Traffic control
 Barricades 2'
 Barricades 3'
 Barricades 8' $\frac{3}{\$8}$
 Barricades 12' rail type $\frac{4}{\$6}$

Channelizer drums 3'
 Cones 18"
 Cones 28"
 Delineators 42"
 "Road Closed" signs $\frac{2}{\$6}$
 "Road Closed Ahead" signs

Est. equipment cost per day 145

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? 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



Mark Croft Street Closure.docx

Legal Notice and Submission

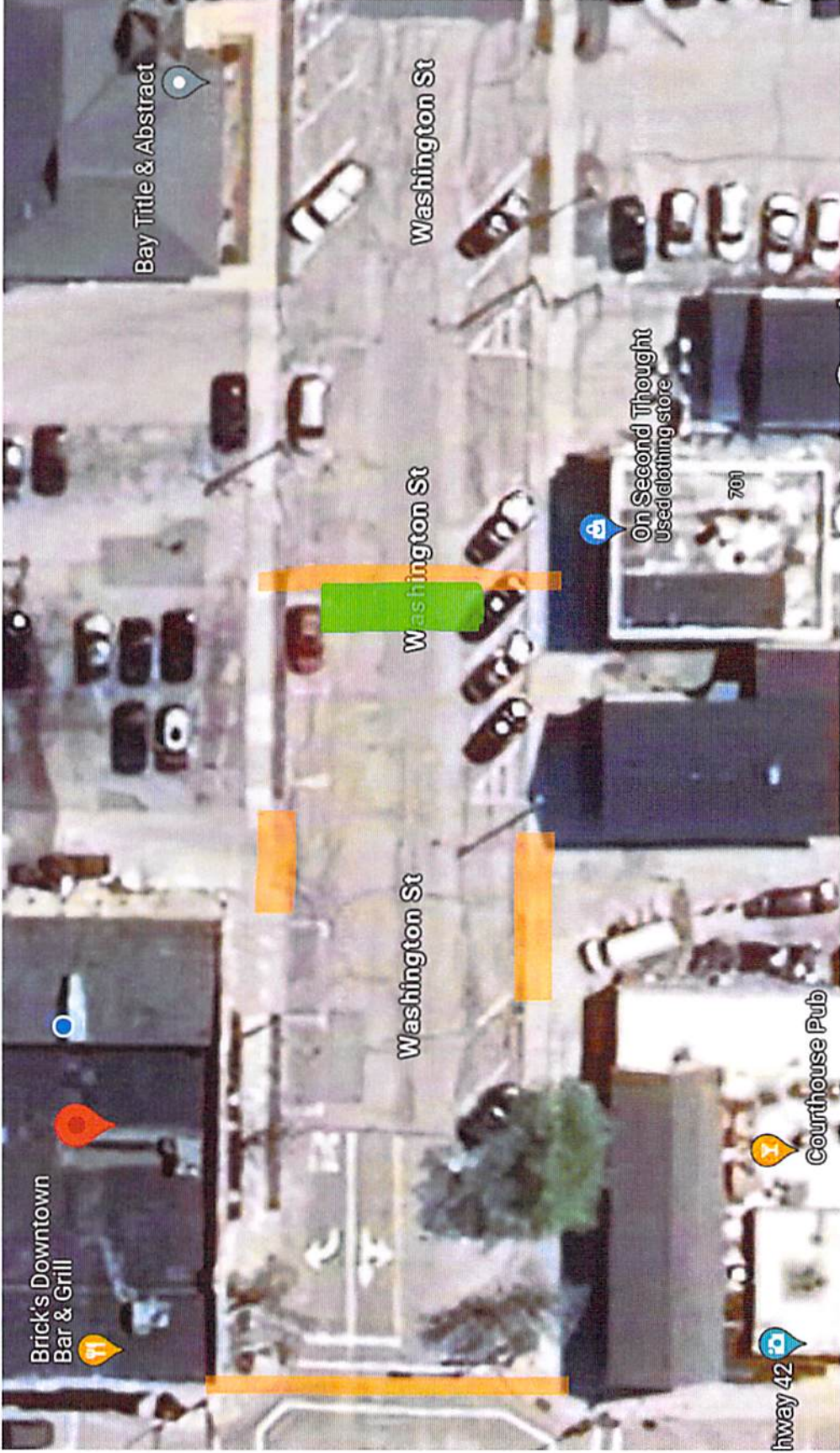
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees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

Monday, September 5, 1988

Sign

Kathryn Kummer



Orange: Barricades to close street

Green: Stage placement