

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 7/26/2023

**EVENT NAME:** MDA Fill the Boot

**ORGANIZER:** Local 368 Manitowoc Firefighters - Ben Molnar

**E-MAIL ADDRESS:** [bmolnar@manitowoc.org](mailto:bmolnar@manitowoc.org)

**EVENT DATE:** 8/24-25/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Firefighters will be at the intersection of 10th and Franklin to collection donations from cars waiting at red lights for Muscular Dystrophy. They will wear reflective vests and are looking for permission to place signs on poles leading up to the intersection to explain what is going on.

**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:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Local 368 Manitowoc Firefighters  
Name of Applicant Ben Molnar  
Street Address 911 Franklin Street  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Manitowoc, WI, 54220  
Primary Phone 715-340-9023  
Cell Phone 715-340-9023  
Email bmolnar@manitowoc.org  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Ben Molnar  
On-Site Cell Phone # 715-340-9023  
On-Site Security Contact Name \_\_\_\_\_  
On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

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

Missing Map/Drawing



Manitowoc Firefighters Local 368 would like to host MDA Fill the Boot once again at the intersection of 10th Street and Franklin. Last year the local had decided with the new two way traffic on 10th Street to postpone 2022's Fill the Boot. Now that drivers have become more accustomed to the new traffic flow Local 368 would like to reestablish Local 368 long history of participating in Fill the Boot campaign. In years past Local 368 had shut down one lane of traffic southbound on 10th street to collect donations. With the new traffic flow Local 368 will be taking a new approach, with keeping driver and pedestrian safety in mind. Local 368 Firefighters will be manning all four corners of the intersection and only collecting donations from drivers who are waiting at their respective red lights. Firefighters will not be in the road impeding any flow of traffic during green lights. Firefighters will also be wearing DOT rated reflective vests as well as helmets. We will not need any supplies for this event and only ask to hang signs on electric poles lading up to the intersections, alerting drivers to the event ahead.

Event Name MDA Fill the Boot

Public Event YES  NO

Location Intersection of 10th Street and Franklin Street

Estimated Total Attendance \_\_\_\_\_

Staging Area \_\_\_\_\_

Estimated Attendance \_\_\_\_\_  
from outside City of Manitowoc

Event Website \_\_\_\_\_

Event Date(s) 8/24, 8/25, with a rain date of 8/26

Event Start Time 2 AM  PM

Event End Time 6 AM  PM

Setup Date(s) 08/24/2023

Setup Start Time 130 AM  PM

Teardown Date(s) 08/25/2023

Teardown End Time 6 AM  PM

(Event to be cleaned by 9 a.m. on day following the event)

► RECEIVED ◀  
JUL 13 2023

**FACILITY REQUESTS**

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

**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 \_\_\_\_\_

**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 # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

**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](http://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 \_\_\_\_\_

Where do you plan to park vehicles \_\_\_\_\_

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 08 / 19 / 1984

Signature of Applicant: Ben Molnar Firefighter Paramedic Local 368 Date: 07/13/2023

E-MAIL

PRINT