



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

February 28, 2024

Grow It Forward
Attn: Amber Daus
1501 Marshall Street
Manitowoc, WI 54220

RE: Night Market 920 – 6/19/2024, 7/17/2024, & 8/14/2024

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. At a meeting held on **February 21, 2024**, the Special Events Committee approved your request to hold the **Night Market 920 on June 19, 2024, July 17, 2024, & August 14, 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.

Bandwagon may have to be moved to the east to accommodate electricity hookup. Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay Street. Please fill out a Right-of-Way permit with the City of Manitowoc to park dumpsters in the road.

As fees for equipment have been waived, please credit the City of Manitowoc as a sponsor for this event.

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 8 number of portable toilets.



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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/21/2024

EVENT NAME: Night Market 920

ORGANIZER: Grow It Forward - Amber Daug

E-MAIL ADDRESS: info@grow54220.com

EVENT DATE: 6/19/24, 7/17/24,
8/14/24

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Free admission event at the Briess Lot and Burger Boat Park with food, alcohol, vendors, bounce houses, and band. This event serves as a fundraiser for Grow It Forward's food pantry.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Courtney Hansen /ec Todd Blaser /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Bandwagon may have to moved to the east to accommodate electricity hookup. Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St. Please fill out a Right-of-Way permit with the City of Manitowoc to park dumpsters in the road. As fees for equipment have been waived, please credit the City of Manitowoc as a sponsor for this event.



Monday, February 19, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Night Market 920
Location	720 Quay Street - Briess Lot & adjacent park
Date	Wednesday, June 19, 2024
End date if multiple day event and additional dates if applicable.	June 19, July 17, August 14 -Please note, some items are removed following day after event (dumpsters/toilets/beer trailer)
Event time	5:00 PM - 9:30 PM
Setup date & time	Wednesday, June 19, 2024 07:00
Takedown date & time	Thursday, August 15, 2024 11:00

Applicant Information

Name of Applicant	Amber Daus
Organization name	Grow It Forward Inc.
Address	1501 Marshall Street Manitowoc, WI, 54220
Email	info@grow54220.com
Phone number	(920) 645-9467
On-site contact name & phone number	Amber Daus - 920-323-8958
Security name & phone number	Amber Daus - 920-323-8958. We contract the Sheriff Department and do not know which Deputies are sent until the day of generally. The Sherrif Department determines the number of deputies per event.

Event Details

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

Event description

2024 season of Night Market 920 - June 19th, July 17th, August 14th. Request is for Briess lot and adjacent park space.

Free admission event which serves as a fundraiser for Grow It Forward. Funds raised supports Grow It Forward's mission to provide people in need with dignified access to good food, along with opportunities to grow, cook, share, and advocate for it.

Grow It Forward contracts Brennan Seehafer Productions for sound, lighting, and band.

Setup in early morning, through out the day. Please have barricades to block off parking lot dropped of day prior to event. Brennan Seehafer will block off the lot after his bar closes to ensure no parking during the day of the event.

Most items are removed/cleaned up by night of the event with the exception of the dumpsters, band shell, park equipment, portable toilets. These items are picked up the following day after the event.

Pozorski Hauling contracted to bring additional trash cans and dumpsters.

Briess lot will house the band trailer, food trucks, food tents, and other vendors. Adjacent park/grass space will house kids activities including bounce house/slides(s).

Estimated total attendance 2000
Event website grow54220.com

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	Vendor(s)
Food Trucks	Collecting monetary donations	
Accepting credit card sales/transactions		

Expected revenue 1
Revenue will be used for Revenue varies year-to-year. If weather is lousy we are still required to pay entertainment. Net revenue supports our nonprofit mission.

Route & Road Usage

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

Where are cars parking? Street, City lot at City Hall, behind the 900 block of S. 8th, Library lot
Time of amplified sound 5:00 PM - 9:30 PM
Amplified sound type Live music

Event Structures

Select all that apply

Bounce House Stage Portable restrooms

Tent(s) Waste removal service

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.

We contract the Sheriff Department for the event, and they determine how many deputies they send. We dial 911 if necessary.

Equipment & Facility Requests

Special power or lighting request

Temporary sub power panels that we've used in year's past.

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' 1
\$680 max. 1

Tables & seating not already at the location

Banquet tables 8'x40' 12
\$7 max 22

Benches 4' 20
\$6 max 40

Metal folding chairs

Picnic tables 6' 30
\$6 max 30

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions 18
\$7 max. 18

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' $\frac{4}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 1042

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

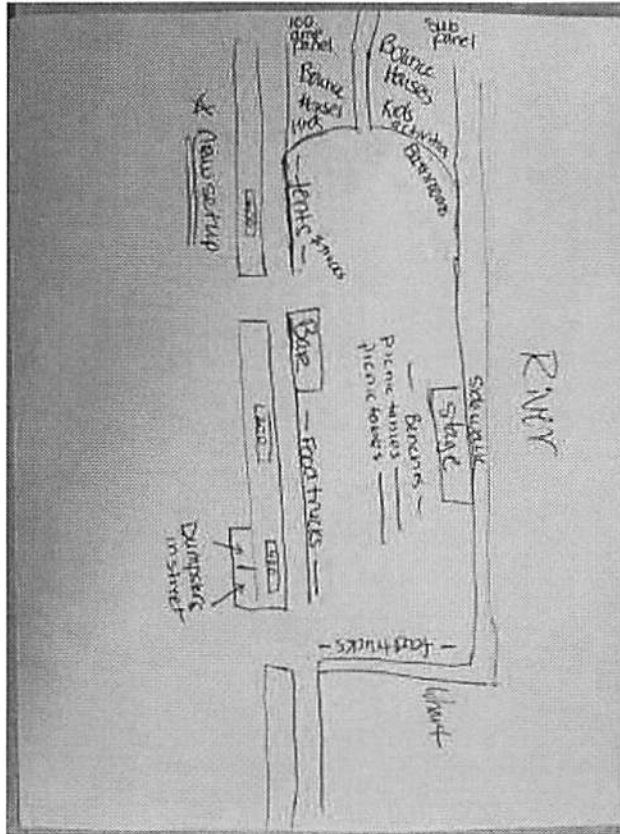
Why should this Waiver of Fees be granted?

Night Market 920 is put on by Grow It Forward Inc. This free concert series raises funds to assist in the mission of Grow It Forward. Since 2021, over 2500 individuals have utilized Grow It Forward's services. In the past year, attendance at the food pantry has increased by 47%, while general donations have decreased, and grants have become more competitive. Furthermore, our organization is included in the city's comprehensive plan, downtown master plan, and park plan. The city's support allows us to not only feed those in need in our community, increase overall access to healthy, locally sourced and produced food. With increase in pricing, it is becoming ever more challenging to manage the growing demand of our services with less financial resources. The value of the waiver of fees is comparable to that of other sponsors providing cash sponsorship. We would recognize the city's contributions in all sponsorship placement.

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



Questions and comments

We would like to get a waiver to place the dumpsters on the street closest to the driveway by the Wharf.

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.

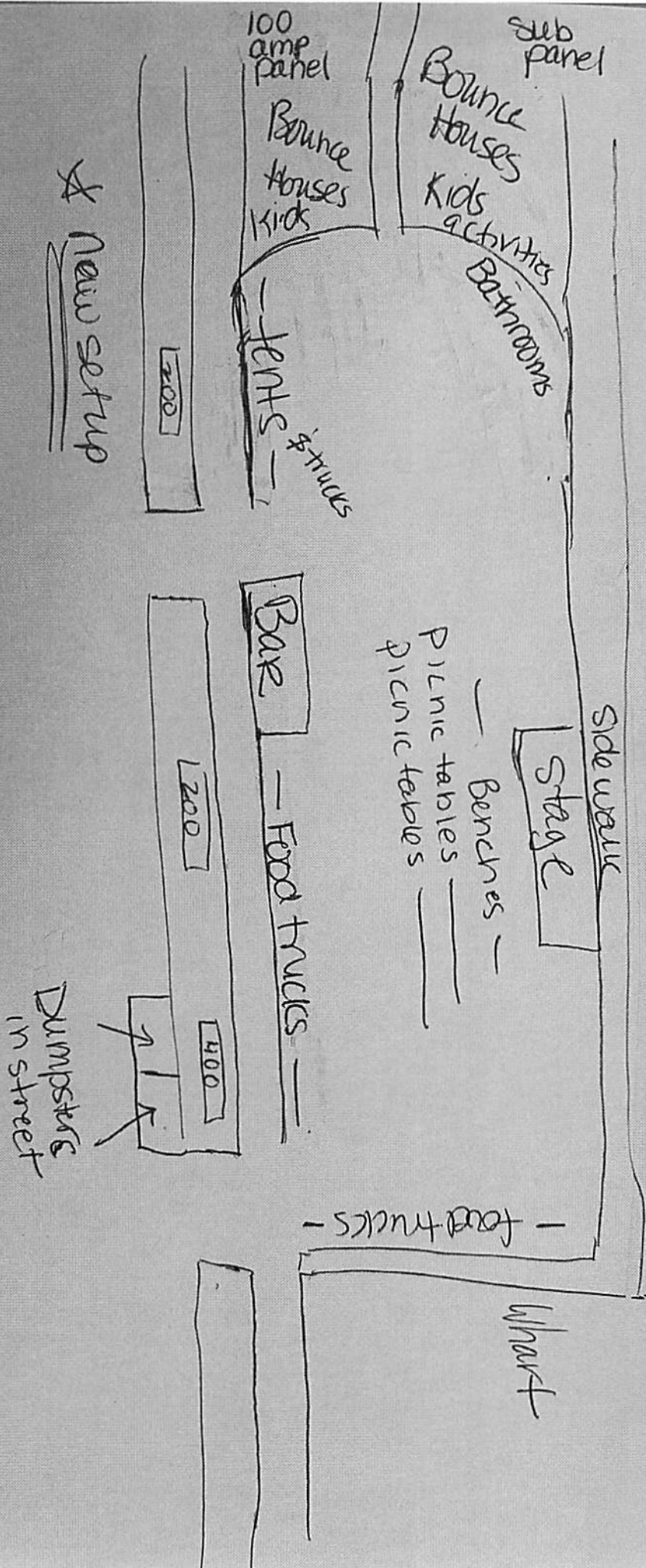
Applicant date of birth

Friday, November 16, 1979

Sign

Amber Daus

RIVER



New setup