

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/28/2023

**EVENT NAME:** Trunk or Treat

**ORGANIZER:** Manitowoc Public Library - Sharon Verbeten

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

**EVENT DATE:** 10/24/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Trunk or Treat is an annual Halloween themed event in the Briess Lot that provides a safe trick-or-treating spot for families.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freibtoh /ec Dan Koski /ec Eric Nycz /ec	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Manitowoc Public Library  
Name of Applicant Sharon Verbeten  
Street Address 707 Quay St.  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Manitowoc, WI 54220  
Primary Phone 920-686-3025  
Cell Phone 920-655-8285  
Email sverbeten@manitowoc.org  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Sharon Verbeten  
On-Site Cell Phone # 920-655-8285  
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



Trunk or Treat is an annual event sponsored by the Manitowoc Public Library. It provides a safe, fun, free trick-or-treating event for families, while showcasing the scope of the organizations and businesses in Manitowoc. Participating businesses and organizations park in the Briess parking lot, across from the library, decorate their trunks as they wish and hand out treats to kids and families. In the past, we've welcomed the local police and fire departments, YMCA, CASA and more.

Event Name Trunk or Treat 2023

Public Event YES  NO

Location Briess Lot on Quay St.

Estimated Total Attendance 1,000

Estimated Attendance 400  
from outside City of Manitowoc

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

Event Website www.manitowoclibrary.org

Event Date(s) Tuesday, Oct. 24, 2023

Event Start Time 5:30 AM  PM

Event End Time 7:00 AM  PM

Setup Date(s) 10/24/2023

Setup Start Time 8:00 AM  PM

Teardown Date(s) 10/24/2023

Teardown End Time 7:00 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](http://www.manitowoc.org).

DELIVERY DATE 10/23/23 TIME 8:00 AM  PM  LOCATION Barricades at Briess lot entrances  
PICKUP DATE 10/24/23 TIME 8:00 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' 2 \_\_\_\_\_
- 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 Briess lot (they are the main attraction for the event)

Are there any special parking considerations Emergency vehicles are parked near entrances for easy out if needed  
(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 Would love to have police and fire vehicles involved again this year.

Date/Time 10/24/23 5:30-7 p.m.

Location Briess lot, Quay St.

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?

City departments and local businesses are welcome to be part of this event; this event regularly draws scores of attendees.

## 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 / 20 / 1965

Signature of Applicant: Sharon Verbeten Date: 6/15/23

E-MAIL

PRINT