

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/12/2024

EVENT NAME: St. Francis of Assisi Parish Picnic

ORGANIZER: St. Francis of Assisi Parish - Randall Heinzen

E-MAIL ADDRESS: connie.heinzen@sfamanitowoc.org

EVENT DATE: 8/9/24-8/11/24

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Picnic on St. Francis of Assisi property and N 14th St with games, food and raffles.

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:

Approval of road closure for N 14th St beteen Menasha Ave and Waldo Blvd

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents. Do not place any items in the street that are not able to be quickly and easily moved in the event that emergency services are needed. The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



Tuesday, May 21, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	St. Francis of Assisi Parish Picnic
Location	1121 North 14th Street
Date	Friday, August 9, 2024
End date if multiple day event and additional dates if applicable.	08/11/2024
Event time	11:00 AM - 10:00 PM
Setup date & time	Thursday, August 8, 2024 12:00
Takedown date & time	Monday, August 12, 2024 09:00

Applicant Information

Name of Applicant	Randall Heinzen
Organization name	St. Francis of Assisi Parish
Address	601 North 8th Street Manitowoc, WI, 54220
Email	connie.heinzen@sfamanitowoc.org
Phone number	(920) 684-3718
On-site contact name & phone number	920-323-6400
Security name & phone number	920-323-6400

Event Details

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

Event description

Parish Picnic dates of: August 9-10-11, 2024
Activities Include:

Friday, August 9th - Dueling Pianos, Fish Boil, Children's Games
Saturday, August 10th - Children's Games, Cribbage & Sheepshead Tournament, Outdoor Polka Mass with live music to follow until 8pm.
Sunday, August 11th - Pancake Breakfast

Estimated total attendance 500
Estimated total attendance from outside Manitowoc 100
Event website sfamanitowoc.org

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
Expected revenue 10000
Revenue will be used for Parish Operations

Route & Road Usage

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

Road Closure

Closure of North 14th Street, between Menasha Avenue and Waldo Boulevard.

Where are cars parking? School parking lot
Time of amplified sound 6:30 PM - 9:30 PM
Amplified sound type Pianos & Vocals

Event Structures

Select all that apply Fencing 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.

Equipment & Facility Requests

Tables & seating not already at the location

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

Benches 4'

Metal folding chairs

Picnic tables 6'

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 $\frac{4}{\$6}$

"Road Closed Ahead" signs

Est. equipment cost per day 210

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

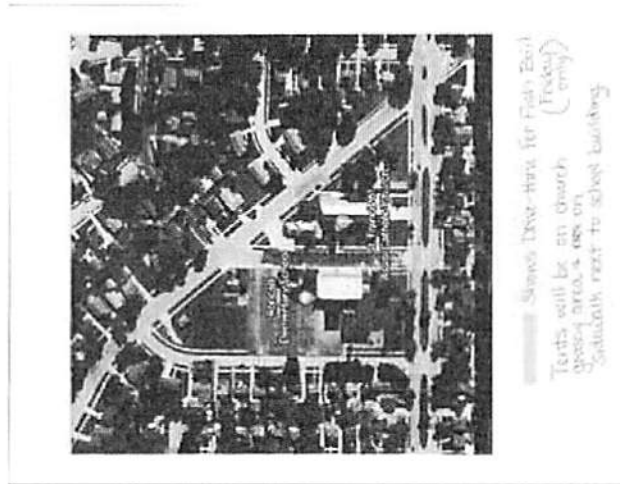
Why should this Waiver of Fees be granted?

We provide a safe, family-friendly event for the community.

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



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, August 3, 1964

Sign Randall Heinzen



[Yellow Highlight] Shows Drive-thru for Fish Boil
(Friday)