

Jennifer Swokowski

From: James Pfeifer <jimarypfeifer@gmail.com>
Sent: Wednesday, May 22, 2024 10:00 PM
To: Jennifer Swokowski
Subject: External: Re: Kiwanis Car Show

Hello Jennifer,

We received the approval notice to hold the Kiwanis Club of Manitowoc Car/Truck/Motorcycle Show in the City of Manitowoc today. Please note that the Special Event Application we submitted states the date of the show is August 10, with the end date of August 11, 2024. Please clarify that the approval is for August 10 and 11th 2024 as requested in our application.

Please feel free to contact me if you have questions and/or if you need additional information regarding this matter. Thank You!

James Pfeifer
Kiwanis Club of Manitowoc
cell phone 920 629 7327

On Wed, May 22, 2024 at 4:47 PM Jennifer Swokowski <jswokowski@manitowoc.org> wrote:

Good Evening,

Please see attached as special event approval notice.



Jenny Swokowski – Deputy City Clerk,
City Clerk's Office
City Hall – 900 Quay Street, Manitowoc, WI 54220
(920) 686-6952
jswokowski@manitowocwi.gov
www.manitowoc.org

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Be Alert !



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

May 21, 2024

Kiwanis Club of Manitowoc
Attn: James Pfeifer
Po Box 832
Manitowoc, WI 54221

RE: Kiwanis Car/Truck/Motorcycle Show – 8/10/2024 – Waiver of alcohol in Washington Park

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. The above request was acted upon by Common Council at the meeting held on May 1, 2024, at which time the Common Council granted your request to hold the Kiwanis Car/Truck/Motorcycle Show on August 10, 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.

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 4 number of portable toilets.

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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/1/2024

EVENT NAME: Kiwanis Car Show

ORGANIZER: Kiwanis Club of Manitowoc - James Pfeifer

E-MAIL ADDRESS: jimarypfeifer@gmail.com

EVENT DATE: 8/11/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual car, truck and motorcycle show at Washington Park.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Todd Blaser / ch Eric Nycz / ch	

COUNCIL ACTION REQUIRED:

Waiver of alcohol at Washington Park

ITEMS TO INCLUDE IN LETTER:



Thursday, April 11, 2024

Special Event Application

Approval Status Not Started

General Event Information

Event name Kiwanis Car/Truck/Motorcycle Show
Location Washington Park - Manitowoc
Date Saturday, August 10, 2024
End date if multiple day event and additional dates if applicable. 08/11/2024
Event time 6:00 AM - 4:30 PM
Setup date & time Saturday, August 10, 2024 08:00
Takedown date & time Sunday, August 11, 2024 16:30

Applicant Information

Name of Applicant James Pfeifer
Organization name Kiwanis Club of Manitowoc
Address P. O. Box 832
Manitowoc, WI, 54220
Email jimarypfeifer@gmail.com
Phone number (920) 629-7327
On-site contact name & phone number Steve Kanter 920 242 0240
Security name & phone number Steve Kanter 920 242 0240

Event Details

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

Event description

Displaying vintage and classic vehicles in Washington Park Manitowoc.
The event is open to the public at no charge. Show vehicles pay \$10 to enter the show.

Estimated total attendance 1000

Estimated total attendance from outside Manitowoc 250

Event website Kiwanis Club Facebook Page

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 Charging admission or registration

Expected revenue 3500

Revenue will be used for Support programs, projects and scholarships for Manitowoc area youths

Route & Road Usage

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

Road Closure

South 11th and south 12th street between Washington and Marshall Streets on Sunday from 6:00 a.m. until 4:00 p.m. Streets will be open to show vehicles entering and exiting Washington Park.

Road Crossing See above info. Use of sign and barricades to close streets

Where are cars parking? show vehicles park in Washington Park. General public on street parking.

Describe course markings and if this is a timed route n/a

Time of amplified sound 7:30 AM - 4:00 PM

Amplified sound type Loud speaker on Band Shelter

Event Structures

Select all that apply

Stage Portable restrooms 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.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

Walk through the Park during the show between 12 noon and 3 p.m. if Police officers are available.

Equipment & Facility Requests

Facility request

Washington Park12

Tables & seating not already at the location

Banquet tables 8'x40' $\frac{12}{\$7 \text{ max } 22}$

Benches 4'

Metal folding chairs

Picnic tables 6' $\frac{12}{\$6 \text{ max } 20}$

Parks items

Post pounder

Power pedestal

Safety vests $\frac{15}{\$4 \text{ max. } 20}$

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20' $\frac{1}{\$55 \text{ max. } 2}$

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3' $\frac{6}{\$7}$

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

Barricades 12' rail type

Channelizer drums 3'

Cones 18" $\frac{10}{\$5.50}$

Cones 28" $\frac{8}{\$5.50}$

Delineators 42"

"Road Closed" signs $\frac{4}{\$6}$

"Road Closed Ahead" signs

Est. equipment cost per day 428

Equipment request notes

Tent, banquet tables, cones and safety vests can placed in the band shelter storage area. Placements for 8' barricades 2 each at the following intersections:
2 on North side of Marshall and South 11th Street.
2 on South side of Washington and South 11th Street
2 on North side of Marshall and South 12th Street.
2 on South side of Washington and South 12th Street.
Picnic tables should all be placed directly on the west side of the band shelter.

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

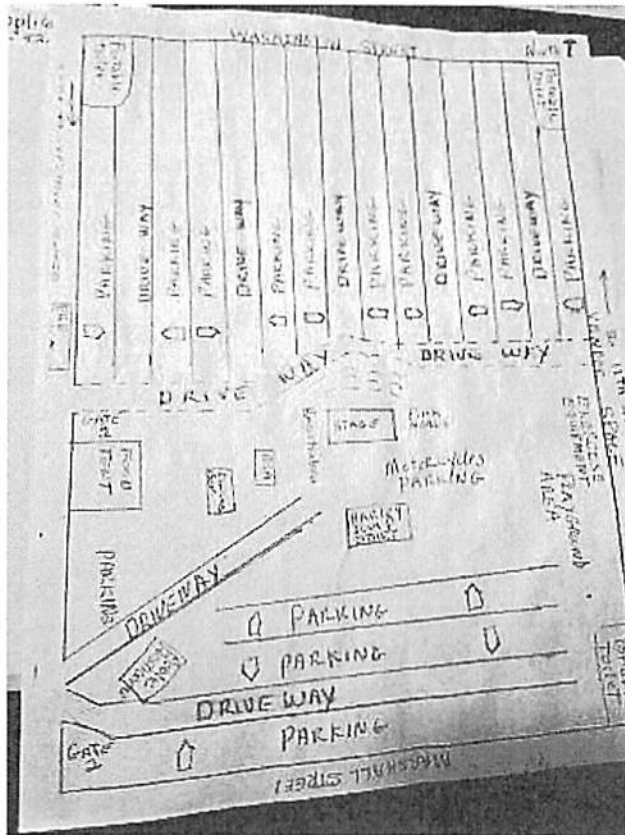
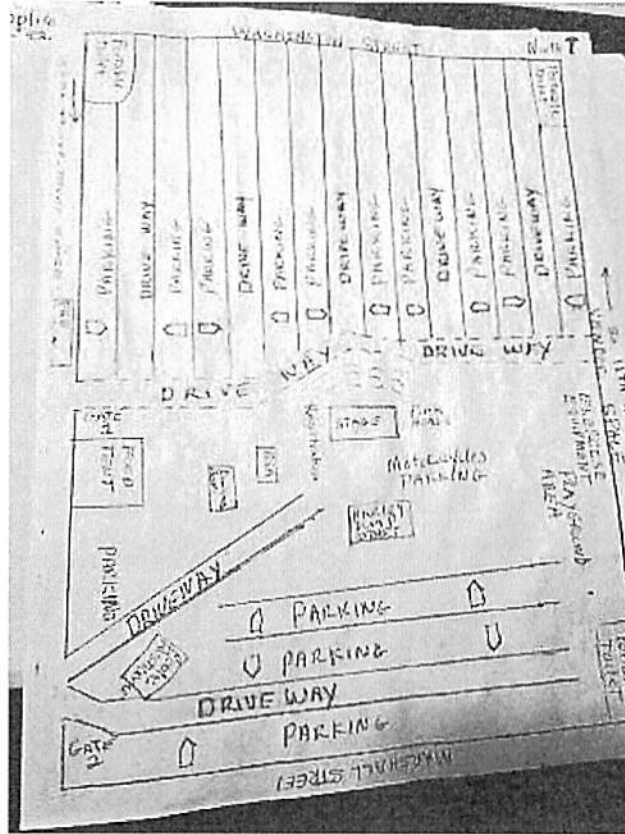
Why should this Waiver of Fees be granted?

The Kiwanis Club of Manitowoc is a Non-profit organization. All proceeds from the event are used to support events, programs, sponsorships and scholarships for the Manitowoc County youths.

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

Wednesday, April 10, 2024

Sign

James Pfeifer