

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/2/24 (email)

EVENT NAME: Magical Trolley Ride

ORGANIZER: CASA of East Central Wisconsin

E-MAIL ADDRESS: casaeastcentralwi@gmail.com

EVENT DATE: 12/7/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Holiday event at the Mikadow Theatre and Inn on Maritime Bay, with Trolleys going between the two. Traffic control items needed for parking on S 11th Street to keep participants safe as trolleys will be coming and going all day.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 late application fee at the City of Manitowoc, 900 Quay St, Manitowoc, WI 54220



Thursday, November 21, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Magical Trolley to the North Pole
Location	Starts at Mikadow Theater 1118 Washington Street
Date	Saturday, December 7, 2024
Event time	12:00 PM - 7:00 PM
Setup date & time	Saturday, December 7, 2024 11:00
Takedown date & time	Saturday, December 7, 2024 19:00

Applicant Information

Name of Applicant	JULIE RIBLEY
Organization Name	CASA of East Central Wisconsin
Address	PO BOX 721, 812 Washington Street MANITOWOC, WI, 54220
Email	julier@casaeastcentralwi.org
Phone number	(920) 323-8141
On-site contact name & phone number	Julie Ribley 9202426727

Event Details

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

Event description

This is a fundraiser for CASA. The event involves small children and families. Three trolleys will run 10 minutes apart, going to the Inn on Maritime Bay and then back to Mikadow Theater, making a continuous loop. Families will come into the Mikadow Theater to check in before they board the trolley. We are trying to avoid families having to walk too far or cross streets to board the trolley.

Estimated total attendance 600

Event website

casaecw.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.

Expected revenue 20000
Revenue will be used for programming

Route & Road Usage

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

Where are cars parking? cars will be parking on the street around Mikadow Theater

Event Structures

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 are in need of space of 3 trolleys to be marked off either in front of Mikadow Theater or the side on 11th street. If the participants cannot board the trolley directly in front of Mikadow then the second option would be on 11th street. We are trying to avoid children crossing the street to board the trolley or have to walk too far. If the trolleys park on 11th street, this should not interfere with any businesses that need that parking space for customers.

Equipment & Facility Requests

Est. equipment cost per day 0

Equipment request notes

The equipment needed would be to block off an area for the 3 trolleys so no one can park there right before the start of the event and during the event.

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 are requesting the waiver of fees. However, due to our negligence in providing this 60 days before the event, CASA would understand that payment would be required. This is our second year having the event on our own. We have inadvertently failed to remember to ask for this parking closure. However, we will not forget in the future. Also, tickets have been sold for this event.

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

The area would be enough for 3 trolleys on 11th street. If looking towards Washington Park it would be on the right side of the street. This would allow participants to walk out of Mikadow, turn left and then turn left at the side of Crystal Pathways. I did speak with Crystal Pathways and to the owner of the property behind it, Paul Tittl, both are ok with this arrangement.

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

Thursday, May 19, 1966

Sign

Julie Ribley

