

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/14/2024

EVENT NAME: End of Summer Pool Party

ORGANIZER: Crossroads Community Church - Jody Krall

E-MAIL ADDRESS: jody@crossroadsmanitowoc.org

EVENT DATE: 8/2/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Crossroads Church to rent out Manitowoc Family Aquatic center to host free community event after typically closure hours.

COMMITTEE CONCERNS:

WAIVER OF FEES: not approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Monday, February 12, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	End of Summer Pool Party
Location	Manitowoc Aquatic Center
Date	Friday, August 2, 2024
Event time	6:30 PM - 8:00 PM
Setup date & time	Friday, August 2, 2024 18:30
Takedown date & time	Friday, August 2, 2024 20:00

Applicant Information

Name of Applicant	Jody Krall
Organization name	Crossroads Community Church
Address	1719 Berge Ct. Manitowoc, WI, 54220
Email	jody@crossroadsmanitowoc.org
Phone number	(920) 663-2960
On-site contact name & phone number	Jody Krall 920-860-0148

Event Details

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

Event description

We are looking to put on a community event where folks can come and enjoy the facility at no cost to them. We also will provide them with a voucher for a Splash Pack at the concession stand.

Estimated total attendance	400
Event website	www.crossroadsmanitowoc.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.

Route & Road Usage

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

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.

Equipment & Facility Requests

Facility request Aquatic Center

Est. equipment cost per day 0

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 work hard to find ways to have a positive impact on the community. We want to support families and help them grow together, and sometimes that means having a relaxing hour or so at the pool. It is an honor to serve families in the community by providing them with access to 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

We are looking to cover the cost of the rental as well as provide each attendee with a splash pack from the concession stands. People attending can choose to purchase more from the concession stands if they want to. This is meant to give families a place to go for no cost and have fun to wrap up the summer.

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, March 13, 1967

Sign Jody Krall