

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/6/2024

EVENT NAME: Rahr-West Foundation Block Party

ORGANIZER: Rahr-West - Greg Vadney

E-MAIL ADDRESS: gvadney@manitowoc.org

EVENT DATE: 7/18/2024

NEW OR RECURRING: new

LOCATION/DESCRIPTION: A celebration hosted by the RWAM Charitable Foundation on 8th St with live band, food trucks, and bar.

COMMITTEE CONCERNS:

WAIVER OF FEES: Approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Approval of Road Closure for N 8th St from Park St to St Claire St from Thursday morning 7/18/24 to Friday morning 7/19/24

ITEMS TO INCLUDE IN LETTER:



Tuesday, February 27, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	Rahr-West Foundation Block Party
Location	610 N. 8th Street
Date	Thursday, July 18, 2024
Event time	5:00 PM - 10:00 PM
Setup date & time	Wednesday, July 17, 2024 12:00
Takedown date & time	Friday, July 19, 2024 12:00

Applicant Information

Name of Applicant	Greg Vadney
Organization name	Rahr- West Art Museum Charitable Foundation
Address	610 N. 8th St Manitowoc, WI, 54220
Email	gvadney@manitowoc.org
Phone number	(920) 686-3091
On-site contact name & phone number	Greg Vadney 920-686-3090

Event Details

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

Event description

Tent on 8th St. hosting a block party celebration hosted by RWAM Charitable Foundation. Event to have a live band and food trucks, and bar.

Estimated total attendance 250

Estimated total attendance from outside Manitowoc 100

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
- Food Trucks
- Collecting monetary donations
- Accepting credit card sales/transactions

Route & Road Usage

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

Road Closure

N 8th St, between State St and St. Claire St. to be closed.

Where are cars parking? street parking

Describe course markings and if this is a timed route none

Time of amplified sound 5:00 PM - 10:00 PM

Amplified sound type live music, brass band

Event Structures

Select all that apply

- Stage
- Portable restrooms
- Tent(s)
- Waste removal service

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'

Benches 4' 20
\$6 max 40

Metal folding chairs

Picnic tables 6' 8
\$6 max 30

Parks items

Post pounder
 Power pedestal
 Safety vests
 Security stanchions
 Wooded snow fence 50' roll
 Plastic snow fence 50' roll
 Snow fence posts
 Tent 10'x20'
 Ticket booth
 Trash barrels $\frac{12}{\$6 \text{ max. } 50}$

Traffic control
 Barricades 2'
 Barricades 3'
 Barricades 8' $\frac{14}{\$8}$
 Barricades 12' rail type $\frac{6}{\$6}$

Channelizer drums 3'
 Cones 18"
 Cones 28"
 Delineators 42"
 "Road Closed" signs $\frac{4}{\$6}$
 "Road Closed Ahead" signs $\frac{4}{\$6}$

Est. equipment cost per day 388

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?

Foundation event to raise funds for city department.

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 will provide more details as they develop.

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

Tuesday, June 22, 1976



Sign

Greg Vadney



Rahr West Art Museum Charitable Foundation Event 7/18/24

Closure Map

-  Proposed Street Closure
-  Proposed Tent Site