

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/23/2025

EVENT NAME: Manitowoc Garden Faire Extraordinaire

ORGANIZER: Kristy Wichlacz

E-MAIL ADDRESS: starkministries@gmail.com

EVENT DATE: 6/14/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Large craft vendor fair at Washington Park with live music and food

COMMITTEE CONCERNS:

WAIVER OF FEES: Approved

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Approval of road closure for S 11th and S 12th Streets from Marshall St to Washington St from 8am to 3pm

ITEMS TO INCLUDE IN LETTER:

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Special Event Application

Friday, April 18, 2025

General Event Information

Event name Manitowoc's Garden Faire Extraordinaire
Location Washington Park, Manitowoc
Date Saturday, June 14, 2025
Event time 8:00 AM - 3:00 PM
Setup start time Friday, June 13, 2025 02:00
Takedown end time Saturday, June 14, 2025 06:00

Applicant Information

Name of Applicant Kristy Wichlacz
Organization Name Stark Ministries
Address 9408 Fox Ln
Two Rivers, WI, 54241
Email starkministries@gmail.com
Phone number (920) 973-9282
On-site contact & phone number Kristy 9209739282
Event description
Vendor fair with live music and food trucks
Estimated total attendance 5000

Event Features

Select all that apply to the event Food or drink sales Vendor(s) Food Trucks
Expected revenue 4000
Revenue will be used for Donation to Mishicot Mecca Trail

Route & Road Usage

Road Closure

The two one-way streets adjacent to the park will be closed

Road Crossing Washington Street

Where are cars parking? Street parking and shuttle parking on S 10th & Franklin

Time of amplified sound 9:00 AM - 3:00 PM

Amplified sound type Live music

Event Structures

Select all that apply Tent(s)

Safety & Security

Equipment & Facility Requests

Park and/or Athletic Field Request Washington Park and MetroStage (\$75)

Do you need power or lighting? Access to power panels

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 30
\$6 max 20

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

20

\$6 max. 50

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

Estimated cost per day

431

Equipment will be dropped off at the discretion of DPI. Equipment request notes:

Same as previous years.

Waiver of Fees

Are you requesting a Waiver of Fees?

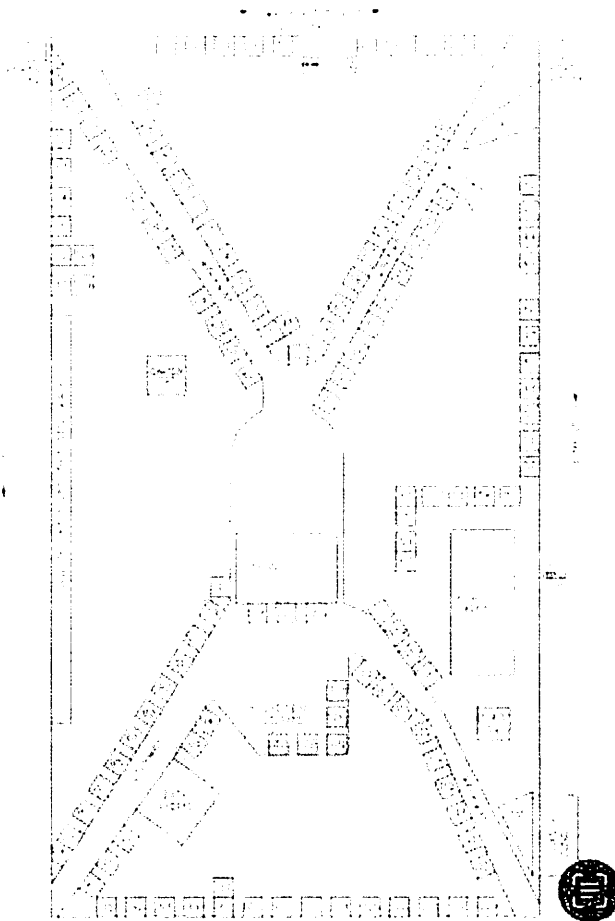
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

This has been a community event since f 35+ years. We are a bona fide nonprofit and donate all proceeds back to the community.

Map

Upload map and supporting documents



Questions and comments

Everything is the same as previous years.

Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event?

No

Applicant date of birth

Monday, August 18, 1986

Sign

Kristy Wichlacz

