

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/3/2024

**EVENT NAME:** Malt City Brewfest

**ORGANIZER:** Briess Malt and Ingrediets Co. - Ron Schroder

**E-MAIL ADDRESS:** [ron.schroder@briess.com](mailto:ron.schroder@briess.com)

**EVENT DATE:** 7/27/2024

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Brew festival in the Briess Lot with 30+ craft brewers. This is a ticketed event that also features live music and food trucks in addiiton to beer samples.

**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:**

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. City is unable to provide bandwagon as it is already in use.



Tuesday, February 27, 2024

## Special Event Application

Approval Status

Not Started

### General Event Information

Event name	Malt City Brewfest
Location	702 Quay St, parking lot
Date	Saturday, July 27, 2024
Event time	1:00 PM - 5:30 PM
Setup date & time	Friday, July 26, 2024 07:00
Takedown date & time	Monday, July 29, 2024 17:00

### Applicant Information

Name of Applicant	Ron Schroder
Organization name	Briess Malt & Ingredients Co.
Address	625 S. Irish Road Chilton, Wisconsin, 53014
Email	ron.schroder@briess.com
Phone number	(920) 522-3034
On-site contact name & phone number	Ron Schroder, 9205223034
Security name & phone number	Jason Freiboth, 9203230391

### Event Details

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

#### Event description

Craft beer festival including 30 craft brewers from Wisconsin, food trucks, and live music.

Estimated total attendance 800

**Estimated total attendance from outside Manitowoc** 80

**Event website** www.maltcitybrewfest.com

## 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

Accepting credit card sales/transactions

**Expected revenue** 36000

**Revenue will be used for** beer, ice, music, charitable partners, promotion

## Route & Road Usage

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

### Road Closure

NA

**Where are cars parking?** Walking distance of the event.

**Time of amplified sound** 2:00 PM - 5:15 PM

**Amplified sound type** live music

## Event Structures

**Select all that apply**

Animals      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.

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

At the parking lot event site, it is requested the two uniformed Police Officers walk through the event periodically during the afternoon as their schedules allow. The Fire Department will be called if there is a medical emergency. First aid kit will be on hand. There will be a licensed bartender on site all afternoon. Identification is checked and no one under age 21 is admitted.

## Equipment & Facility Requests

**Special power or lighting request**

Request to use existing electrical boxes.

**Staging & risers**

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8'  $\frac{1}{\$680 \text{ max. } 1}$

**Tables & seating not already at the location**

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6'  $\frac{25}{\$6 \text{ max } 30}$

**Parks items**

Post pounder  $\frac{3}{\$0 \text{ max. } 3}$

Power pedestal

Safety vests

Security stanchions  $\frac{10}{\$7 \text{ max. } 18}$

Wooded snow fence 50' roll  $\frac{20}{\$7 \text{ max. } 20}$

Plastic snow fence 50' roll

Snow fence posts  $\frac{50}{\$2.50 \text{ max. } 100}$

Tent 10'x20'

Ticket booth

Trash barrels  $\frac{10}{\$6 \text{ max. } 50}$

**Traffic control**

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type 12  
**\$6**

Channelizer drums 3'

Cones 18"

Cones 28" 12  
**\$5.50**

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

**Est. equipment cost per day** 1213

### Equipment request notes

Band shell and picnic tables are requested by be delivered by end of day Thursday, July 25. Wooden snow fence will be set up starting 7:00 Friday morning and is requested to be dropped off on Thursday.

## 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?

No

## 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



2023 Malt City Brewfest Site ... .pdf



Briess Brewfest Map 1 with f... .pdf

## Questions and comments

Thank you to everyone at City of Manitowoc offices for their help and support of Malt City Brewfest.

## 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.

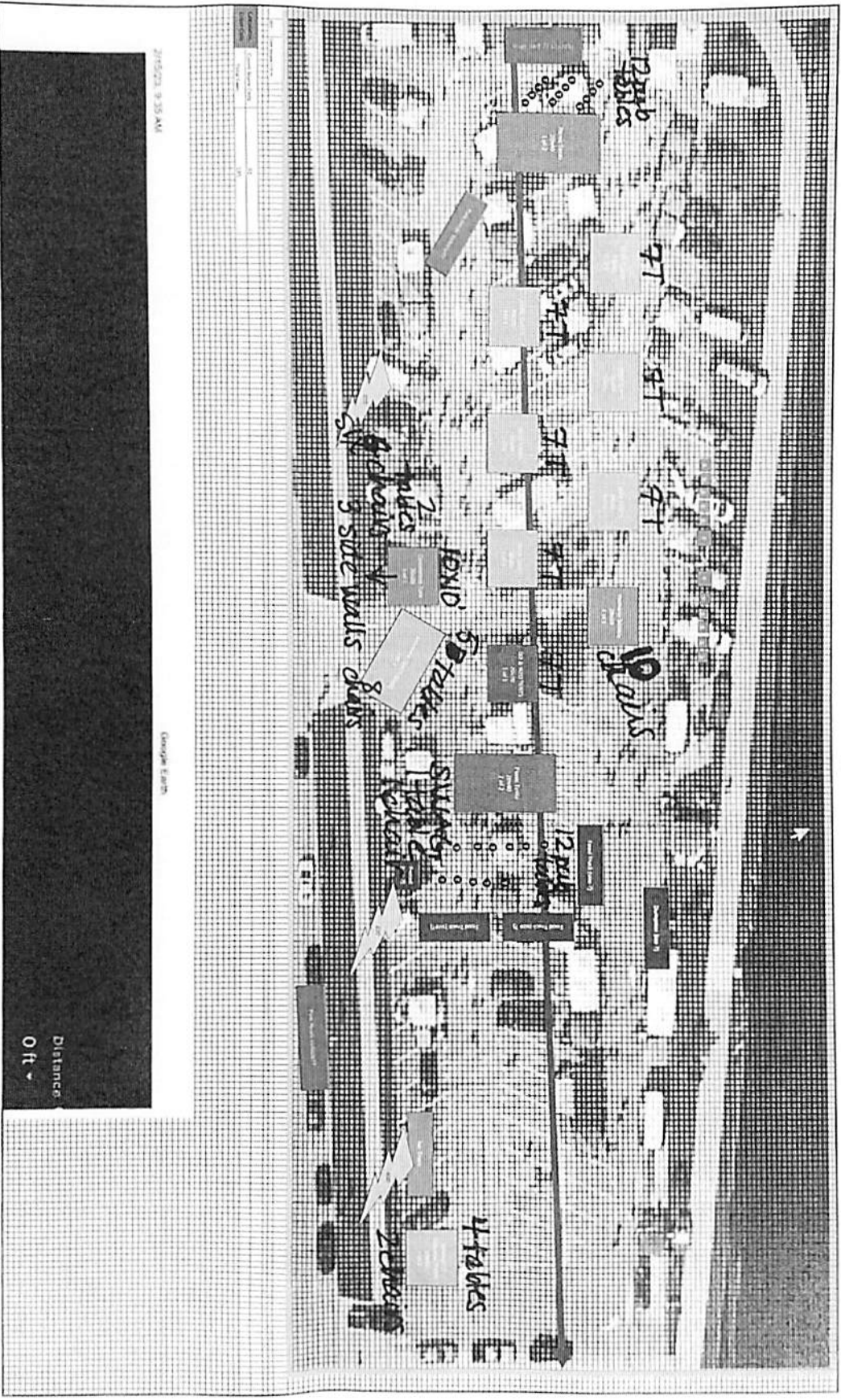
**Applicant date of birth**

Sunday, September 22, 1963

**Sign**

Ronald Schroder

34 picnic tables - 17 to each tent, some outside tent (U' standard length)  
 pool noodle for each tent stake  
 9-20x20'  
 1-10x10' w/ 3 side walls  
 2-20x40'  
 24 pub tables  
 61 6' tables  
 27 chairs

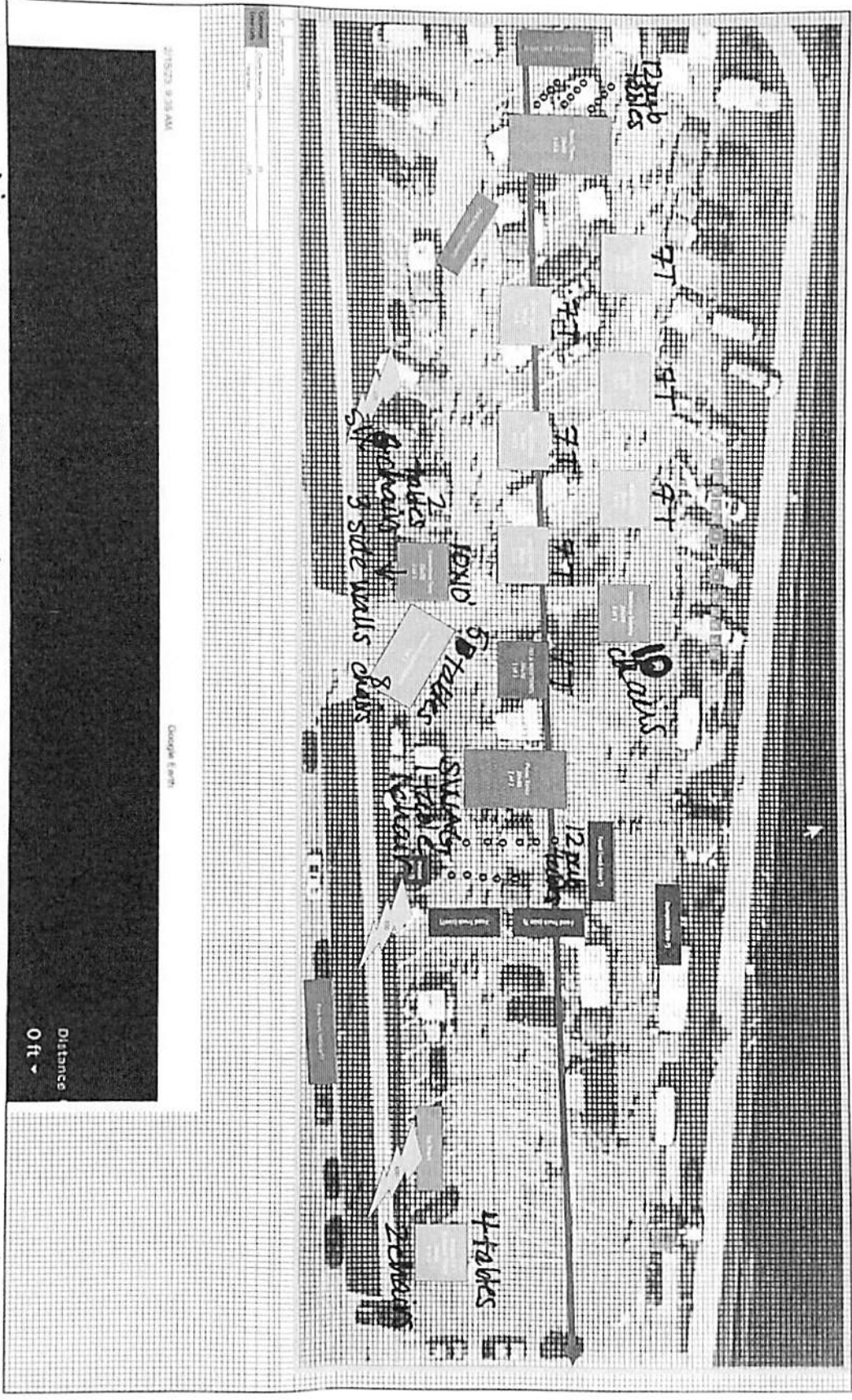


Brewer Dinner  
 (no tent)  
 use garage

100 chairs  
 17 tables - 13 tables for guests  
 3 food  
 1 beer

Toby Rabas  
 920.621.8256  
 Ben  
 920.340.7586

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QUAY ST.

41724

466

80'

50 Ft

90 Ft

000219010

190 Ft

000219080

000219020

000225010

260.8

600

621