

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/27/2024

EVENT NAME: Manitowoc Garden Faire Extraordinaire

ORGANIZER: Stark Ministries - Kristy Stark

E-MAIL ADDRESS: [starkministries@gmail.com](mailto:starkministries@gmail.com)

EVENT DATE: 6/8/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Annual large garden and art fair held at Washington Park. Use of barricades and other parks equipment is requested to ensure a smooth event.

**COMMITTEE CONCERNS:**

WAIVER OF FEES: Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Dan Koski /ch Courtney Hansen / ch Benjamin Kraynek / ch Jason Freiboth / ch Eric Nycz / ch	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at [revenue.wi.gov](http://revenue.wi.gov). If staking in tents, please fill out a Stake Permit and return to Department of Public Infrastructure.



Thursday, March 14, 2024

## Special Event Application

Approval Status

Not Started

### General Event Information

Event name	Manitowoc's Garden Faire Extraordinaire
Location	Washington Park
Date	Saturday, June 8, 2024
Event time	9:00 AM - 3:00 PM
Setup date & time	Friday, June 7, 2024 15:00
Takedown date & time	Saturday, June 8, 2024 18:00

### Applicant Information

Name of Applicant	Kristy Stark
Organization name	Stark Ministries
Address	1313 21st St Two Rivers, WI, 54241
Email	starkministries@gmail.com
Phone number	(920) 973-9282
On-site contact name & phone number	Kristy Stark 920-973-9282
Security name & phone number	Tim Hagenow 920-973-2277

### Event Details

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

#### Event description

vendor fair with 90+ vendors and food trucks

Estimated total attendance 6000

## 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.

### Road Closure

south 11th and 12th streets (the one ways on east and west side of Washington Park)

### Road Crossing

Last year I spoke with the chief of police after the event about having a crossing guard on Washington Street

### Where are cars parking?

designated parking lot with shuttle at Burger Boat and street parking around Washington Park. Handicap parking signs needed on S 11th Street, same as previous years

### Time of amplified sound

9:00 AM - 3:00 PM

### Amplified sound type

canned music

## 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

Metro stage

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 30  
**\$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  $\frac{14}{\$6 \text{ max. } 50}$

Traffic control

Barricades 2'

Barricades 3'  $\frac{8}{\$7}$

Barricades 8'  $\frac{8}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

Cones 18"  $\frac{20}{\$5.50}$

Cones 28"

Delineators 42"

"Road Closed" signs  $\frac{2}{\$6}$

"Road Closed Ahead" signs

Est. equipment cost per day 326

**Equipment request notes**

we also need barricades placed around the park like we did in the past. I don't know how many or where, but the streets department has that recorded

**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?**

501(c)3- all profits from event get donated. this years beneficiary is The Haven and Woodland Dunes

## 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

**MANITOWOC'S**  
**-Garden Faire-**  
EXTRAORDINAIRE  
**Saturday June 8th, 9-3pm**  
**Washington Park, Manitowoc**

FLOWERS ~ HERBS ~ HANGING BASKETS ~ VEGGIE STARTS

**PROCEEDS FROM THIS EVENT WILL BENEFIT  
WOODLAND DUNES NATURE CENTER**

GARDEN ART ~ ARTISAN CRAFTS ~ LOCAL FOODS ~ RAFFLES

Brat Fry & Bake Sale  
by "The Haven"  
A Manitowoc County  
Men's Homeless Shelter  
~ Again This Year ~  
Off Site Parking With Shuttle Transport  
Email: starkministries@gmail.com

Find us on Facebook **2024**

MANITOWOC'S GARDEN FAIRE EXTRAORDINAIRE

1115 Washington Street INFO- 920.663.2786

## 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, March 14, 2024

**Sign**

Kristy Stark