

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/3/2024

EVENT NAME: MPSD Summer Band and Orchestra Concert

ORGANIZER: Manitowoc Public School District - Kristen Woller

E-MAIL ADDRESS: wollerk@mpsd.school

EVENT DATE: 8/8/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Concert in Washington Park on the Metro Stage

COMMITTEE CONCERNS:

WAIVER OF FEES: Not 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:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



Sunday, March 31, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	MPSD Summer Band and Orchestra Concert
Location	Washington Park Metro Stage
Date	Thursday, August 8, 2024
Event time	12:00 PM - 1:30 PM
Setup date & time	Thursday, August 8, 2024 11:00
Takedown date & time	Thursday, August 8, 2024 14:00

Applicant Information

Name of Applicant	Kristen Woller
Organization name	Manitowoc Public School District
Address	2902 Lindbergh Dr Manitowoc, WI, 54220
Email	wollerk@mpsd.school
Phone number	(920) 323-2001
On-site contact name & phone number	920-323-2001

Event Details

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

Event description

MPSD Summer Band and Orchestra concert. Conert will be approximately 1 hour.

Estimated total attendance 250

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.

Where are cars parking?	Street
Time of amplified sound	11:45 PM - 1:15 PM
Amplified sound type	Live Music, microphone for announcing

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	Washington Park Bandshell
Special power or lighting request	Power on stage (piano and microphone)

Tables & seating not already at the location

Banquet tables 8'x40'

Benches 4'

Metal folding chairs 120
\$2 max 200

Picnic tables 6'

Est. equipment cost per day	720
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Equipment request notes

We will use the chairs in the back of the bandshell. I have picked up the key before the concert so we have access.

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?

This is a concert involving students from the Manitowoc Public School District.

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



2024 MPSD SBO Concert Map.pdf

Questions and comments

This is a culmination concert for a summer school course through the MPSD. The audience will consist mainly of family members of the students involved (approx. 80-100 students)

In past years, we have brought an amplifier/microphone and piano from Lincoln High School and used the folding chairs that are already behind the stage (approx 90 chairs)

Rain location will be at a school in the MPSD. No alternate location is needed.

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

Friday, June 16, 1978

Sign

Kristen Woller

2024 MPSD Summer Band and Orchestra Concert

- Thursday, 8/8/24
 - 12:00pm Washington Park Bandshell
 - No street closures
 - Buses will drop off students and depart before concert
 - 80-90 chairs from bandshell and MPSD percussion equipment/piano/microphone and amp will be set up on stage
 - Audience will use the benches/grassy area of the park
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