

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/23/2022

EVENT NAME: EWC Conference Tournament

ORGANIZER: Roncalli High School - Nathan Kaderabek

E-MAIL ADDRESS: nathan.kaderabek@roncallicatholicschools.org

EVENT DATE: 4/20/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Citizen Park diamond 2 with fencing & MYBA Complex for a tournament; concession stand, grills, & foul lines will also be needed

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please remind participants that dogs are not allowed in Citizen Park.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Roncalli High School
 Name of Applicant Nathan Kadrabek
 Street Address 2000 Mirro Drive
 Mailing Address (if different) _____
 City, State, Zip Manitowoc WI 54220
 Primary Phone 920-905-4423
 Cell Phone _____
 Email nathan.kadrabek@roncallicatholic schools.org
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event _____
 On-Site Contact Nathan Kadrabek
 On-Site Cell Phone # 920-905-4423
 On-Site Security Contact Name Adam Wachowski
 On-Site Security Contact Phone # 920-901-7165

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing

We would use the 3 softball fields at Sports Complex along with CP2. Fields being set up @ 9 AM Games at 12 & 2 pm.

Event Name EWG Conference Tourney

Public Event YES NO

Location Citizen Park Complex Softball Fields (3)
Citizen Park CP2

Estimated Total Attendance 350

Estimated Attendance from outside City of Manitowoc 310

Staging Area _____

Event Website EWG Webpage may cover

Event Date(s) _____

Event Start Time 10:00 AM PM

Event End Time 6:00 AM PM

more likely by 4 pm per Randy Heinzen

Setup Date(s) April 20th, 2022

Setup Start Time 8:00 AM PM

Teardown Date(s) April 20th, 2022

Teardown End Time 6:30 AM PM

(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 22 2022

CITY OF MANITOWOC ENGINEER

A/W 63916

FACILITY REQUESTS

Facility Location _____

Mariner's Trail FROM _____ TO _____

Athletic Field(s) Request Citizen Park 2 / CP sports complex

Special Power Requirements _____

Special Lighting (ex. ball diamonds) _____

ADA Accommodations _____

VENDORS & MONEY EXCHANGE

Alcohol Sales Request for Extension of Premises Class B License

Alcohol Served End Time _____

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many _____

Collecting Money Donations

Charging Admissions On-Site

Credit Card Sales/Transactions

Expected Revenue _____

Revenue to be used for _____

ROUTE

Route map must be submitted with application

Road Closure
Describe location(s) + time(s)

Timed Route

Road Crossing
Describe where + if assistance needed

Course Marking
Describe type

Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

Staking Structures into Ground
(greater than 6")

Fencing fencing would be needed for CPZ diamond

Bounce House # _____

Portable Restrooms # _____

Signs/Banners # _____

Carnival Rides # _____

Dumpster # _____

Stage # _____

Tent # _____ Size _____

Other # _____ Describe _____

EVENT FEATURES

Animals # _____ Type _____

Fireworks - Time _____

Drone # _____

Lights/Spotlights # _____

SOUND

Amplified Sound

Start Time 11:00 AM PM

End Time 6:00 AM PM

Type of Sound Music / National Anthem

EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE _____ TIME _____ AM PM LOCATION _____

PICKUP DATE _____ TIME _____ AM PM Place items in original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms
6" H _____ 12" H _____ 18" H _____
- Staging – 8'x12' _____
- Portable Bandwagon – 35'x8' _____

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40' _____
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden _____
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective _____
- Delineators – 42" reflective _____
- Parking posts with concrete base – 42" H (rope or tape not included) _____
- Traffic signs (sign only – typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket – portable _____
- Grill – 2' x 3' portable, outdoor *Whatever may be used at the complex*
- P.A. system – microphone, sound board, 2 speakers with stands _____
- Post pounder / driver _____
- Power pedestal – portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____ *CPZ Softball fence*
- Ticket booths – outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 150

Where do you plan to park vehicles Parking lots By CP2 & complex

Are there any special parking considerations (VIP, ADA, Security, Emergency Vehicles, etc) _____

SAFETY & SECURITY

The City requires security based on attendance:

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe _____

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(If so, please attach)

ADDITIONAL QUESTIONS

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

We would be using the 3 softball fields @ the complex and also CP2. Games @ 13 and 2 Doubleheaders. Complex concessions will be used. If a fence is able to be up @ CP2 that would be great along with foul lines.

LEGAL NOTICE

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.

Date of birth of applicant: 7/6/1981

Signature of Applicant: *[Handwritten Signature]*

Date: 3/22/22

E-MAIL

PRINT

Sandy Ronski

From: Katelin Dorow
Sent: Wednesday, March 23, 2022 10:26 AM
To: Sandy Ronski
Subject: Fwd: External: Roncalli Girls Softball April 20th EWC Double Header Special Event Application

Here is what I got!

Sent from my iPhone

Begin forwarded message:

From: Randy Heinzen <randy.heinzen@outlook.com>
Date: March 23, 2022 at 10:22:48 AM CDT
To: Katelin Dorow <kndorow@manitowoc.org>
Subject: RE: External: Roncalli Girls Softball April 20th EWC Double Header Special Event Application

I think he was just being cautious with the time. Games are scheduled for Noon and 2:00, they should be done no later than 4:00. There isn't real any tear down at the Complex, Lincoln would be able to come and jump on the field as soon as the game ends.

Hope that helps.

Randy

Randy Heinzen
Registered Representative
Heinzen Financial Services
2002 Marshall Street
Manitowoc, WI 54220

Phone: 920-683-0202

Fax: 920-683-0200

Cell: 920-323-6400

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From: Katelin Dorow <kndorow@manitowoc.org>
Sent: Wednesday, March 23, 2022 10:18 AM
To: Randy Heinzen <randy.heinzen@outlook.com>