

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/9/2022

EVENT NAME: Kenny's Softball Tournament

ORGANIZER: Kenny's Athletic Klub - Dave Holschbach

E-MAIL ADDRESS: budallpro@sbcglobal.net

EVENT DATE: Jul. 22-24 & 29-30, 2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of 2 Citizen Park ball diamonds, concession stand, open air shelter, & various Parks equipment for a softball tournament. Parks staff to block off parking on grassy area with portable posts on concrete bases.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Shawn Alfred/sr
Jason Freiboth/sr
Jason Russ/sr
Liz Majerus/sr
Email approval from:
Dan Koski/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 Kennys Klub
 Name of Applicant DAVE HOLSCHBACH
 Street Address 804 NICHOLAS CT
 Mailing Address _____
 (If different)
 City, State, Zip Manitowoc WI 54220
 Primary Phone 920 377-0650
 Cell Phone 920 377-0650
 Email BUDALLPRO@SBCGLOBAL.NET
 Wisconsin Tax Exempt

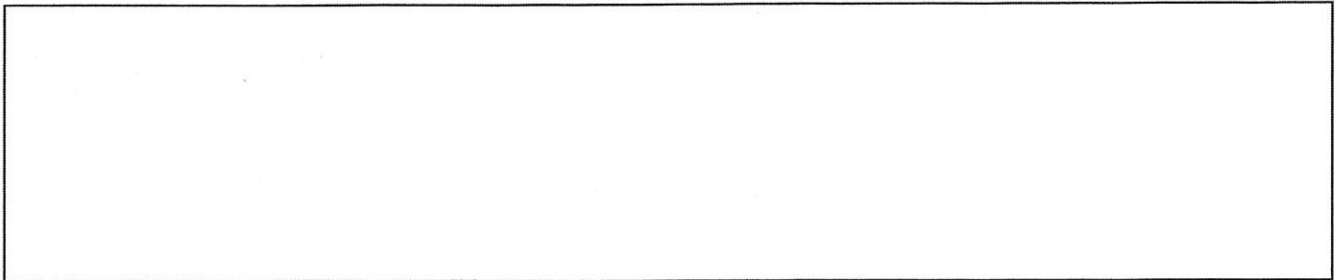
ON SITE CONTACT INFORMATION

During Event
 On-Site Contact DAVE HOLSCHBACH
 On-Site Cell Phone # 920 377-0650
 On-Site Security Contact Name _____
 On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing



Event Name Kennys Softball tournament
 Location Citizen Park Diamond 2,3 AND
 Concession stand (Building)
 Staging Area _____

Public Event YES NO
 Estimated Total Attendance 500±
 Estimated Attendance _____
 from outside City of Manitowoc
 Event Website _____

Event Date(s) July 22, 23, 24 July 29, 30
 Event Start Time 8:00 AM PM
 Event End Time 10:30-11:00 AM PM
 Setup Date(s) July 21
 Setup Start Time 5pm AM PM
 Teardown Date(s) July 30th
 Teardown End Time 7:00 AM PM
 (Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

MAR 07 2022

CITY OF MANITOWOC
ENGINEERING

A/N
W3607

FACILITY REQUESTS

Facility Location Citizen PARK

Mariner's Trail FROM _____ TO _____

Athletic Field(s) Request Diamond 2 + 3

Special Power Requirements Lights FOR Diamonds

Special Lighting BALL DIAMONDS
(ex. ball diamonds)

ADA Accommodations _____

VENDORS & MONEY EXCHANGE

Alcohol Sales Request for Extension of Premises Class B License

Alcohol Served End Time 10:30 PM

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 YOUTH SPORTS

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

Bounce House # _____

Portable Restrooms # 4 From B+M WASTE.

Signs/Banners # _____

Carnival Rides # _____

Dumpster # 2 FROM POZORSKI HAULING

Stage # _____

Tent # 2 Size 6x6

Other # _____ Describe _____

EVENT FEATURES

Animals # _____ Type _____

Fireworks - Time _____

Drone # _____

Lights/Spotlights # _____

SOUND

Amplified Sound

Start Time 12:00 AM PM

End Time 10 AM PM

Type of Sound ANNOUNCE GAMES

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 July 22, 2022 TIME 8:00 AM PM LOCATION CITIZEN PARK
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 40
- Bleachers - 15'x5' portable _____
- Chairs - metal, folding _____
- Picnic Tables - 6' wooden 20
- Picnic Tables - 8' wooden, ADA accessible 5

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 _____
 - _____
 - _____

WOULD LIKE PARKS DEPT TO PUT UP SIGNAGE + BARRICADES SO WE CAN UTILIZE GRASSY AREA (LIKE EVERY YEAR) THAT IS EAST OF PARKING LOT ON RANKIN ST

MISCELLANEOUS ITEMS

- Disc golf basket - portable _____
- Grill - 2' x 3' portable, outdoor _____
- 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 _____
- Ticket booths - outdoor _____
- Trash barrels 40
- Other POPCORN MACHINE

VEHICLES

Parking must be included on site map

Expected number of vehicles 100 ±

Where do you plan to park vehicles PARKING LOTS

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?

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 7/29/1970

Signature of Applicant: Chad King

Date: 3-7-2022

E-MAIL

PRINT