

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 5/25/2022

**EVENT NAME:** Manitowoc Salmon Derby

**ORGANIZER:** Northeastern WI Great Lakes Sport Fisherman - Fred Schnell

**E-MAIL ADDRESS:** fschnell@lsol.net

**EVENT DATE:** 7/1/22 - 7/4/22

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Salmon Derby with fenced in area and 2 tents in northern mariana lot; bands, food, beverage sales, use of picnic tables and garbage cans, waivers of noise ordinance and extension of fermented beverage sales until 11:30 pm; Stake Permit

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

**APPROVE**

**DENY**

Jason Frelboth/ec  
Brock Wetenkamp/ec  
Kim Lynch/ec  
Todd Blaser/ec

**COUNCIL ACTION REQUIRED:**

Waiver of noise ordinance until 11:30 pm on Fri. & Sat., extension of fermented beverage sales on City property until 11:30 pm.

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name North eastern WI. Great Lakes Sport Fisherman Inc  
 Name of Applicant Fredora Schnell  
 Street Address 4327 Madison Road  
 Mailing Address Manitowoc  
 (If different)  
 City, State, Zip Manitowoc WI 54220 9745  
 Primary Phone 920 758 2683  
 Cell Phone 920 901 6020  
 Email f.schnell@1sol.net

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
 On-Site Contact Fred Schnell Carol Resch  
 On-Site Cell Phone # 920 901 6020  
 On-Site Security Contact Name Fred Schnell  
 On-Site Security Contact Phone # 920 901 6020

### EVENT INFORMATION

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

Missing Map/Drawing

The event will take place at the Manitowoc Marina and parking lots, 425 Maritime Drive. The event is a fishing Derby going from 7-1-2022 to 7-3-2022 and a 4th on the shore event. It raises money for our rearing pond at the Lincoln Park Zoo, and other events for our organization: Northeastern WI Great Lakes Sport Fisherman Inc.

Event Name Manitowoc Salmon Derby

Public Event YES  NO

Location Manitowoc Marina Parking lot

Estimated Total Attendance 500

Estimated Attendance 50  
from outside City of Manitowoc

Staging Area North Parking lots

Event Website \_\_\_\_\_

Event Date(s) July 1-4 2022

Event Start Time 12:00 AM  PM

for fishing - shore event 8AM

Event End Time 6:PM AM  PM

#R6601

RECEIVED

Setup Date(s) June 30, 2022

MAY 16 2022

Setup Start Time 3.30 AM  PM

CITY OF MANITOWOC  
ENGINEERING

Teardown Date(s) July 5, 2022

Teardown End Time 4:00 AM  PM   
(Event to be cleaned by 9 a.m. on day following the event)

**FACILITY REQUESTS**

Facility Location Manitowac Marine

Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_

Athletic Field(s) Request \_\_\_\_\_

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 midnight

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many 1 besides us

Collecting Money Donations

Charging Admissions On-Site

Credit Card Sales/Transactions

Expected Revenue \$ 35,000

Revenue to be used for Rearing pond & club activities

**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 # 9

Signs/Banners # \_\_\_\_\_

Carnival Rides # \_\_\_\_\_

Dumpster # 2

Stage # 1

Tent # 2 Size 40x140 30x60

Other # \_\_\_\_\_ Describe \_\_\_\_\_

**EVENT FEATURES**

Animals # \_\_\_\_\_ Type \_\_\_\_\_

Fireworks - Time \_\_\_\_\_

Drone # \_\_\_\_\_

Lights/Spotlights # \_\_\_\_\_

**SOUND**

Amplified Sound

Start Time 1:00 AM PM

End Time 11:30 AM PM

Type of Sound Band amplifiers

### 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](http://www.manitowoc.org).

DELIVERY DATE June 30 TIME 3:30 AM  PM  LOCATION Manitowoc Marina north parking lot  
PICKUP DATE July 5 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 20
- 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 \_\_\_\_\_
- 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 15
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles unknown number of spectator vehicles

Where do you plan to park vehicles Fishermen in the south Marina parking lot

Are there any special parking considerations No  
(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?

See attachment

**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 07/28/1948

Signature of Applicant: Frederic Schnell

Date: 5-18-22

E-MAIL

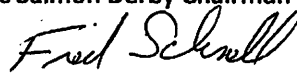
PRINT

Mayor Justin Nickels and the City Counsel

Northeastern Wisconsin Great Lakes Sport Fishermen Inc. have been granted the use of the north parking lot area of the Manitowoc Marina by Rich Larson for our 46<sup>th</sup> annual NEWGLSF Salmon Derby on July 1-4.

We would like an extension of the noise ordinance for Friday July 1, Saturday July 2 and Sunday July 3 until 11:30 PM. As in the past years we requested and received from the Parks Department picnic tables and garbage cans at no cost. Once again we are formally requesting the support from the City which has been offered in previous years. We would also like to request from the Recreation Board permission to sell fermented beverages until 11:30 PM in the north parking lot of the Manitowoc Marina. We hope favorable consideration will be given to this request.

Manitowoc Salmon Derby Chairman

A handwritten signature in cursive script that reads "Fred Schnell".

Fred Schnell