### SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE: 11/6/2024** 

EVENT NAME: EWC Softball Jamboree
ORGANIZER: Roncalli - Nathan Kaderabek

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

**EVENT DATE: 4/23/2025** 

**NEW OR RECURRING: Recurring** 

LOCATION/DESCRIPTION: Softball tournament for multiple schools at the MYBA complex and CP field 2

with use of the concession stand and flexi fence.

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CUIT	MIN		COI		17112.

**WAIVER OF FEES: Not granted** 

#### **COMMITTEE DECISION:**

APPROVE	DENY
Todd Blaser /ec	
Courtney Hansen /ec	
Dan Koski /ec	
Eric Nycz /ec	
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COUNCIL ACTION RE	QUI	IRED:
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#### 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.



# **Special Event Application**

**Approval Status** 

**Not Started** 

#### **General Event Information**

Event name EWC Softball Jamboree

**Location** Citizen Park Complex and CP softball Diamond #2

Date Wednesday, April 23, 2025

**Event time** 10:00 AM - 3:00 PM

Setup date & time Wednesday, April 23, 2025 08:00

Takedown date & time Wednesday, April 23, 2025 15:00

**Applicant Information** 

Name of Applicant Nathan Kaderabek

Organization Name Roncalli High School

Address 2000 Mirro Drive

Manitowoc, WI, 54220

Email nathan.kaderabek@roncallicatholicschools.org

Phone number (920) 905-4423

On-site contact name & phone

number

9209054423

#### **Event Details**

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

#### **Event description**

The EWC Jamboree brings in all 8 schools from the EWC to play a double header at the complex and CP 2. This provides the schools a chance to play in one location but also provide a opportunity to save a date later in the season for rain make-ups

Estimated total attendance 350

Estimated total attendance from

outside Manitowoc

**Event website** EWC Webpage

# **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.

300

Select all that apply to the event Food or drink sales

Expected revenue 200

Revenue will be used for Athletics

# **Route & Road Usage**

Leave any of these blank if not applicable. Attach map at the end of application.

Where are cars parking? Parking Lots by Citizen Park 2 and Sports Complex

Describe course markings and if this

is a timed route

None

Time of amplified sound 11:30 AM - 12:30 PM

Amplified sound type Announcements and National Anthem

**Event Structures** 

Select all that apply Fencing

## **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.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

We have not needed any in the past

### **Equipment & Facility Requests**

Facility request Complex Concessions

Athletic field request CP 2 / Citizen Park Sports Complex

Special power or lighting request None unless it would be an overcast afternoon and lights

might be needed

Parks items

Post pounder

Power pedestal

Safety vests

Security stanchions

Wooded snow fence 50' roll

Plastic snow fence 50' roll

fence requested

Snow fence posts 1

\$2.50 max. 100

Tent 10'x20'

Ticket booth

Trash barrels

Est. equipment cost per day

2.50 One day tourn. w/o lights, \$100. Flexi fence, \$200. Con.

stand, \$68. Approx. total \$368

#### **Equipment request notes**

I would ask that the snow fence be put up before the event please

#### 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 would fall under the positive impact to the community as we will be bringing in other schools from around the area to help food and business stops. Also people in the community have asked for us to keep this event going instead of having it switch every year to each school location.

### 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



### 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

Monday, July 6, 1981

Sign

Nathan Kaderabek