

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 12/20/2023

**EVENT NAME:** Ultimate Lakeshore Weekend

**ORGANIZER:** Ultimate Sports Weekend - Cole Boge

**E-MAIL ADDRESS:** [ultimatesportsweekend@yahoo.com](mailto:ultimatesportsweekend@yahoo.com)

**EVENT DATE:** 6/22-23/2024

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** Youth baseball tournament at Citizen Park Sports Complex with est. attendance of 1000 people. Set up to take place 6/21/24. MYBA is involved to do concessions.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Not requested

**COMMITTEE DECISION:**

APPROVE	DENY
Shawn Alfred /ec Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec	

**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.



Monday, December 4, 2023

## Special Event Application

### Approval Status

Not Started

### General Event Information

Event name	Ultimate Lakeshore Weekend
Location	Manitowoc Sports Complex
Date	Saturday, June 22, 2024
End date if multiple day event and additional dates if applicable.	June 23
Event time	8:00 AM - 7:00 PM
Setup date & time	Friday, June 21, 2024 12:00
Takedown date & time	Sunday, June 23, 2024 18:00

### Applicant Information

Name of Applicant	Cole Boge
Organization name	Ultimate Sports Weekend, LLC
Address	915 Taft Street Kaukauna, Wisconsin, 54130
Email	ultimatesportsweekend@yahoo.com
Phone number	(920) 949-1088
On-site contact name & phone number	Cole Boge- 920-949-1088

### Event Details

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

#### Event description

Youth Baseball Tournament (Running it with Manitowoc Youth Baseball Organization- Randy Heinzen)

Estimated total attendance 1000

**Estimated total attendance from outside Manitowoc** 900

**Event website** www.UltimateSportsWeekend.com

## 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.

**Select all that apply to the event** Food or drink sales

**Expected revenue** 4000

**Revenue will be used for** Go directly to youth organization

## Route & Road Usage

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

**Where are cars parking?** Parking Lot

## 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.

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

Shouldnt need any. If any service people would like to stop by and mingle with the parents and players, that is always appreciated. Any opportunity to put them into a positive light is okay with us.

## Equipment & Facility Requests

**Facility request** Concession stand, bathrooms, baseball fields

**Athletic field request** Sports Complex (4 fields)

**Special power or lighting request** Potentially needing the baseball lights if games run long

**Est. equipment cost per day** 0

## 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?** No

## 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**



## Questions and comments

You should have our insurance and information on file from last year. We ran this with the Manitowoc Youth Baseball Association last year. They run the concession stand and take care of the fields. We did not have a fee attached for this reason. All I do is take care of the umpires and scheduling.

## 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** Tuesday, October 18, 1988

**Sign** Cole Boge