

CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

March 16, 2016



Ms. Jill M. Erickson
Kenny's Athletic Klub
1512 Ahrens St.
Manitowoc, WI 54220

RE: Kenny's Athletic Klub Softball Tournament at Citizens Park

Dear Ms. Erickson:

Your special events application, requesting permission to hold the Kenny's Athletic Klub annual softball tournament event at Citizens Park on July 22 – 30, 2016, with use of ball diamonds, concession stand, open air shelter, lights, picnic tables, benches, trash cans and scaffolding as detailed therein, was acted on by the Special Events Committee at their meeting of March 14, 2016.

At said meeting the Committee unanimously recommended granting your request.

To arrange for the use of the baseball diamond at the park, and use of various equipment, you will need to contact both the Parks Department at 686-6518 and the Recreation Department at 686-3060.

If a bona fide club or organization will be selling beer during this event, you will need to apply for the appropriate license (and provide insurance for liquor liability) in the City Clerk's office prior to the event.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. A copy of the City's insurance requirements is enclosed.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/14/2016

EVENT NAME: Kenny's Athletic Klub Softball Tournament

ORGANIZER: Kenny's Athletic Klub - Jill Erickson

EVENT DATE: Jul 22-30, 2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Men's slowpitch softball tournament held at Citizen Park's 2 softball diamonds. Use of open air shelter, concession stand, lights, picnic tables, benches, trash cans & scaffolding.

ESTIMATED CITY COSTS:



STREETS	0
PARKS	4786
RECREATION	
FIRE	0
POLICE	0
TOTAL	4786

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE		DENY
		

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Kenny's Athletic Klub Annual Softball Tournament
2. Date of Event: 07/22/2016 If multiple days, Start Date: 07/22/2016 End Date: 07/30/2016
 Include dates and times needed for setup and take down / cleanup. FRI, SAT, SUN FRI (+ possibly 7/30 depending on weather)
3. Time Event will Begin Setup: 8:00 am AM/PM Actual Start Time: 9:00 am AM/PM Finish Time: 11:00 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Kenny's Athletic Klub
 Name of organization responsible for event
Jill M Erickson Telephone # PRIOR TO event (920) 901-1865
 Name (first, middle, and last) of event organizer Telephone # DURING event (920) 901-1865
 Contact name DURING event (if different)
1512 Ahrens St.
 Street Address
Manitowoc, WI 54220
 City, State, Zip E-mail address Jill_erickson@live.com
 of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

Men's Slowpitch softball tournament held at Citizen Park's two Softball diamonds. We will also be using the Open-air shelter and Concession/Bathroom building. Teams will use the hardball diamond for warming-up if available.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Citizen No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

2 softball diamonds, open-air shelter, bathroom/concession stand

Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at (920) 686-3380.

Does the event require streets to be closed? Yes No If yes, which street(s): _____

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? Yes No



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin:

Where on the trail will the event end:

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 1000

How many vendors will be at your event? 0

How many vehicles? 100

Do you require any special parking restrictions? Yes No If yes, what type, when, and where:

Parks department has in the past put up fencing or ribbon to those areas around the parking lot to tell people not to park on grass. Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: Noon til 10pm friday and saturday; noon til 8pm sunday

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe:

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located.

What toilet facilities will be made available to your participants? Indoor Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units:

We rent port-a-pots to be used in conjunction with the bathroom facilities already on the grounds.

Will alcoholic beverages be served/sold? Yes No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? Yes No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Can be delivered as in past, in between the open-air shelter and concession stand. Riser's will be needed by backstops of the two diamonds, as in the past.

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed	# of Days*	Cost/Day	Total	
Barricades					
2'	X	X	\$3.00	=	Flashers _____
3'	X	X	\$3.00	=	Flashers _____
8'	X	X	\$4.00	=	_____
Rail type-long	X	X	\$2.00	=	_____
Rail type-short	X	X	\$2.00	=	_____
Channelizer Drums	X	X	\$3.00	=	_____
Cones					
18"	X	X	\$1.50	=	_____
28"	X	X	\$1.50	=	_____
Safety vests	X	X	No charge	=	No Charge
Snow fence					
Rolls	X	X	\$4.00	=	_____
Posts	X	X	No Charge	=	No Charge
Post driver/pounder	X	X	No Charge	=	No Charge
Traffic signs	X	X	\$2.00	=	Description _____
	X	X	\$2.00	=	Description _____
	X	X	\$2.00	=	Description _____
Traffic signs (Portable)	X	X	\$3.00	=	Description _____
	X	X	\$3.00	=	Description _____
	X	X	\$3.00	=	Description _____

Other (list items and amounts)

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	X	X	\$5.00	=	_____
Park benches	30	10	X \$7.00	=	2100
Picnic tables	25	10	X \$7.00	=	1750
Risers, platform (scaffolding)	4 (1)	10	X \$15.00	=	150 Description _____
Security stanchions	X	X	\$ 5.00	=	_____
Tent, 10'x10'	X	X	\$30.00	=	_____
Tent, 10'x20'	X	X	\$35.00	=	_____
Ticket booths, outdoor	X	X	\$15.00	=	_____
Trash cans	20	10	X No Charge	=	No Charge
Wenger portable bandwagon, 35x8**	X	X	\$240.00	=	_____

Other (list items and amounts):

200' caution tape w/ parking posts

TOTAL RENTAL CHARGES

4000

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

12. 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 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 09, 11, 1970

Signature of Applicant: _____

Jim Sullivan

Date: _____

2/24/2016