

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/13/2015

EVENT NAME: Balloon Glow

ORGANIZER: Gary Stolp - MCCA

EVENT DATE: 8/21/2015

NEW OR RECURRING: Recurring

**LOCATION/DESCRIPTION:** Hot air balloon display (inflated but not airborne) in Farmer's Market parking lot & Burger Boat Park, event will include band, food, & alcoholic beverage sales, closure of Quay St. betw. S 7th & S 8th Sts., traffic control at S 8th & Quay Sts., use of Parks bandwagon & other equipment

**ESTIMATED CITY COSTS:**

STREETS	120
PARKS	1500
RECREATION	
FIRE	0
POLICE	189.15
<b>TOTAL</b>	<b>1809.15</b>

**ESTIMATED EVENT HOLDER CHARGES:**

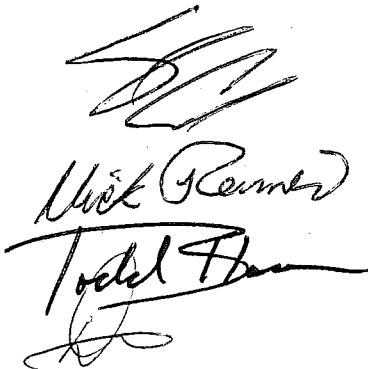
LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL COLLECTED</b>	<b>0</b>

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY



*Handwritten signatures of committee members, including one that appears to read 'Nick Reimer'.*

COUNCIL ACTION REQUIRED:

Closure of Quay Sts. between S. 7th & S 8th Sts.

ITEMS TO INCLUDE IN LETTER:

*Alcohol in Burger Park*

MFRD would like to see a copy of the safety plan for the event (concerning public access & refueling)

City of Manitowoc  
SPECIAL EVENTS APPLICATION FORM

JUN 24 2015

**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: Balloon Glow

2. Date of Event: 8 / 21 / 15 If multiple days, Start Date:     /     /     End Date:     /     /      
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 2 AM/PM Actual Start Time: 5 AM/PM Finish Time: 10 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

Manitowoc City Center Association  
Name of organization responsible for event

GARY Stolp Telephone # PRIOR TO event (920) 905-1771  
Name (first, middle, and last) of event organizer

GARY Stolp Telephone # DURING event (920) 905-1771  
Contact name DURING event (if different)

PO Box 845  
Street Address

Manitowoc WI 54221-0845 E-mail address \_\_\_\_\_  
City, State, Zip 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.

Hot air balloon display - to be inflated but not airborne Event will also include - Band - Food & Alcohol beverages

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

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

Have you reserved the park &/or park facilities?  Yes  No *If no, please contact the Parks Division at (920) 686-3580.*

Does the event require streets to be closed?  Yes  No If yes, which street(s): Quay between 7th & 8th Street

*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? 500 1000

How many vendors will be at your event? 6-8 TBD How many vehicles? 10

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

No Parking on Quay Street & parking lot across from library  
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: \_\_\_\_\_

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)?  Yes  No  
If yes, please describe: Burgin Park & Library

(Bypass timer at Farmers' market lot on Friday and wire electricity from library panel to bandwagon).  
*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: \_\_\_\_\_

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:

\_\_\_\_\_

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'	<u>7</u>	X	<u>3</u>	X	\$4.00	=	<u>84</u>	
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'	<u>4</u>	X	<u>3</u>	X	\$5.00	=	<u>60</u>	
Park benches	<u>20</u>	X	<u>3</u>	X	\$7.00	=	<u>420</u>	
Picnic tables	<u>10</u>	X	<u>3</u>	X	\$7.00	=	<u>210</u>	
Risers, platform		X		X	\$15.00	=		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		X		X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***	<u>1</u>	X	<u>3</u>	X	\$240.00	=	<u>720</u>	
Other (list items and amounts)						=		

TOTAL RENTAL CHARGES 1494

\*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.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy  Yes  No  
 Fence  Yes  No  
 Sign  Yes  No  
 Bounce house  Yes  No If electric, where will item be plugged in? \_\_\_\_\_  
 Other \_\_\_\_\_  Yes  No If electric, where will item be plugged in? \_\_\_\_\_

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event?  Yes  No

Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments?  Yes  No If yes, please describe: \_\_\_\_\_

Office Controlling traffic corner 8<sup>th</sup> & Quay  
Gary Stolp (920) 905-1771 (920) 905-1771  
 Name of Security Coordinator Phone # before event Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event?  Yes  No

The City reserves the right to require a detailed written public safety plan. 1st Aid Kit on premises

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested?  Yes  No

If yes, please explain what fees you desire waived or reduced and the reason(s): Wenger Band Wagon - park benches picnic tables + barricades to help reduce the cost to the organization to allow event proceeds to be utilized for future civic even

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes  No

If yes, explain and list specific charges Ticket for beverages & food

What are your estimated revenues and what will the revenues be used for? Est Revenue \$10,000 for sponsoring future Balloon glow event

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

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 021 151 1963

Signature of Applicant: 

Date: 06-15-2015

Contact: Pat Mecca  
920-374-1412

MANITOWOC PARKS DEPARTMENT  
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES  
FOR USE OF CITY FACILITIES OR EQUIPMENT

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Parks & Recreation Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

1. Name of club/organization making request Manitowoc City Center Association  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_
  
2. Names of club officers: Name Address Telephone  
 President Cathy Karl  
 Secretary Barb Gelhausser  
 Treasurer Pat Mecca
  
3. Facility requested: N.A.  
 Equipment requested: Wheeler Band Wagon, park benches, picnic tables & barricades
  
4. Specific dates and hours facility/equipment will be used: Date August 21, 2015 Hrs. 6
  
5. Please explain your request, as to what fees you desire waived or reduced and reasons. Band Wagon, park benches, tables & barricades to help reduce the cost to allow the event to take place again next year.
  
6. Which do you consider your group to be?  
 A. Community service  B. Non-profit  C. Private business \_\_\_\_\_  
 D. Club or organization \_\_\_\_\_ E. Other, please explain \_\_\_\_\_
  
7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
 Yes  No \_\_\_\_\_
  
8. If #7 is "yes," explain and list specific charges Cost of food & beverage
  
9. What will revenues be used for? Support of operation & activities of MCCA, which is a volunteer run organization - hosting downtown events
  
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes \_\_\_\_\_ No   
 If "yes," please provide the following information of individual to contact:  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_
  
- Signed Cathy Karl Date 6/25/15

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35<sup>th</sup> St., Manitowoc, WI 54220.

Committee Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

MANITOWOC PARKS & RECREATION DEPARTMENTS  
EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds \_\_\_\_\_

BB Diamonds \_\_\_\_\_

Soccer Field \_\_\_\_\_

Tennis Courts - How Many? \_\_\_\_\_

Pool \_\_\_\_\_

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans 20

Picnic Tables 10

Benches 20

Other \_\_\_\_\_

Staging Wenger Band Wagon

AREA REQUESTED Buoy St. between 7<sup>th</sup> & 8<sup>th</sup>

Number of People 1000 DATE DESIRED 8/11/15 TIME REQUESTED 2pm

Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Band Perc Balloon Glow

PERSON WHO WILL BE RESPONSIBLE Gary Stolp TELEPHONE 920 905-1771

PERSON MAKING REQUEST Stef Merca

TELEPHONE 920-374-1412 ADDRESS P.O. Box 845 Manitowoc WI

54221-0845

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Manitowoc City Center Association (MCCA)  
ADDRESS P.O. Box 845 Manitowoc, WI 54221-0845

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES \_\_\_\_\_

SIGNED Stef Merca  
(Person Responsible)

APPROVED \_\_\_\_\_

DATE 6/25/15

DATE \_\_\_\_\_

Parks or Recreation Manager

ATTENDENT(S) \_\_\_\_\_

START TIME: \_\_\_\_\_





P.O. Box 845 Manitowoc, WI 54221-0845

June 8, 2015

Mayor Justin Nickels  
City Clerk Jennifer Hudon  
City of Manitowoc  
900 Quay Street  
Manitowoc, WI 54220

Dear Mayor Nickels and City Clerk Hudon:

I am writing to you and the City Council for approval to host the Balloon Glow in the downtown area along the riverfront. This activity will be held from 5pm until 10pm on Friday, August 21<sup>st</sup>. It will include the hot air balloon display, music, food, beverages, and a few merchandise vendors. This will be a fun family summer event that is free for attendees.

We need to request a number of items and services from the City in order to fulfill our intended plans. I have attached the Special Event Application, Equipment and Facility Request Form, Special Consideration for Waiver of Fees Form, and appropriate license form for beverages. A certificate of Insurance will be sent from our Insurance Company. Please consider the following:

As a sublicense to the license agreement between the City of Manitowoc and Briess Malting, use of the property on the south side of the river owned by Briess Malting beginning Friday @ 2pm and concluding that evening.

Use of picnic tables, trash cans, and band shell as listed on request form

Use of electrical outlets in Burger Boat Park and possibly the library

Use of barricades

Police Department staff to provide traffic control, if necessary

We greatly appreciate you taking the time to consider and expedite these requests. We look forward to your approval and working with the various departments on the specific logistics.

Respectfully,

Pat Mecca  
MCCA Treasurer