

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/14/2024

EVENT NAME: High School Girls Fall League

ORGANIZER: Manitowoc Youth Baseball Assoc. - Randy Heinzen

E-MAIL ADDRESS: randy.heinzen@outlook.com

EVENT DATE: Aug. 18 & 25, Sept. 8 & 15

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Youth baseball league at the MYBA complex

COMMITTEE CONCERNS:

Granted

WAIVER OF FEES:

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec Courtney Hansen /ec Todd Blaser /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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Thursday, August 1, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	High School Girls Fall League
Location	Manitowoc Youth Sports Complex
Date	Sunday, August 18, 2024
End date if multiple day event and additional dates if applicable.	8-18-24, 8-25-24, 9-8-24, 9-15-24
Event time	8:00 AM - 2:00 PM
Setup date & time	Sunday, August 18, 2024 07:00
Takedown date & time	Sunday, August 18, 2024 14:00

Applicant Information

Name of Applicant	Randy Heinzen
Organization name	Manitowoc Youth Baseball / Softball
Address	2002 Marshall Street Manitowoc, WI, 54220
Email	randy.heinzen@outlook.com
Phone number	(920) 323-6400
On-site contact name & phone number	Adam Wachowski 920-901-7165

Event Details

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

Event description

This is an annual high school fall league that runs 4 Sundays in late August and early September. Adam Wachowski, who is the Roncalli softball coach runs the league with partnership from MYBA with field maintenance and concessions. This facility is ideal because there can be 3 games (6 high school teams) playing at the same time. MYBA would continue to handle all the maintenance as well as pay for the chalk.

for the lining of the fields. No one is making money on this fall league, there is enough taken in the concessions to pay for field maintenance and the entry fees collected are enough to pay umpires. We would ask for waiver of the fees for this usage since MYBA is doing all the maintenance.

Estimated total attendance 200

Estimated total attendance from outside Manitowoc 150

Event website n/a

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

Accepting credit card sales/transactions

Expected revenue 1500

Revenue will be used for Paying for product and maintenance

Route & Road Usage

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

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.

None

Equipment & Facility Requests

Facility request Manitowoc Youth Sports Complex

Est. equipment cost per day 0

Equipment request notes

None

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?

We are working in partnership with our local high schools as well as high schools from the County to provide a 4 week fall girls softball season. MYBA will continue to provide all the maintenance at the complex as well as the chalk needed each of the 4 Sundays.

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, August 3, 1964

Sign

Randall Heinzen