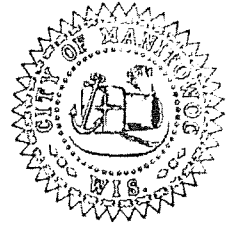




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



June 30, 2015

Mr. James Van Lanen Jr.  
4121 Martin Lane  
Two Rivers, WI 54241

RE: Silver Cup Disc Golf Tournament – July 11, 12 and 18, 2015

Dear Mr. Van Lanen:

Your request to use Silver Creek Park Concession area, disc golf course and fieldhouse (for tornado shelter only) on July 11, 12 and 18, 2015 for your Silver Cup Disc Golf Tournament, was acted upon by the Special Event Committee at the meeting of Monday, June 29, 2015

At said meeting, the Committee unanimously recommended granting of your request with waiver of fees.

We have your certificate of insurance on file. **HOWEVER**, the City requires a **SEPARATE additional insured endorsement**. Please have your insurance agent forward same to me. To expedite, please fax to 920-686-6959 or e-mail to [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org).

All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Jennifer Hudon  
City Clerk

JH:dan

cc: Chief of Police Tony Dick  
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](mailto:jhudon@manitowoc.org)**



# SPECIAL EVENT COMMITTEE APPROVAL FORM

DATE: 6/29/2015

EVENT NAME: Silver Cup Disc Golf

EVENT DATE: July 11-18, 2015

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Disc golf tournament on July 11, 12, & 18. Will store supplies in con stand during week. Fieldhouse will be used for severe weather shelter only.

**ESTIMATED CITY COSTS:**

STREETS	0
PARKS	729
RECREATION	
FIRE	0
POLICE	0
<b>TOTAL</b>	<b>729</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

*Osca Dick*  
*[Signature]*  
*[Signature]*  
*Michael McDonald*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

*-vendors*

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: Silver Cup Disc Golf
2. Date of Event: 7 / 11 / 15 If multiple days, Start Date: 7 / 11 / 15 End Date: 7 / 18 / 15  
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 6  AM  PM Actual Start Time: 7  AM  PM Finish Time: 8  AM  PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Discover Eastern Wisconsin Disc Golf

Name of organization responsible for event

James E Van Lanen Jr.

Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 629-9997

Telephone # DURING event ( ) -

Contact name DURING event (if different)

4121 Martin Lane

Street Address

Two Rivers, WI 54241

City, State, Zip

E-mail address discgolf@discoverwisc.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](http://www.manitowoc.org).

Disc golf tournament at Silver Creek Park, Cato Falls County Park, and Rollin Ridge disc golf course. Will be using the concession area and rest rooms at Silver Creek. The disc golf course will be closed during competition rounds on Sat 7/11, Sun 7/12 and Sat 7/18 9AM-5PM.

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

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

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): \_\_\_\_\_

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

JUN 23 REC'D



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

How many vendors will be at your event? 4 How many vehicles? 80-100 at a time.

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

*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: 7 AM - 8 PM

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: Fieldhouse

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: NONE

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		X	X	\$7.00	=	_____
Picnic tables		X	X	\$7.00	=	_____
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'***		X	X	\$240.00	=	_____
Other (list items and amounts)						

**TOTAL RENTAL CHARGES**

\*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: \_\_\_\_\_

\_\_\_\_\_  
 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 plan.

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.

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): Park Fees - all proceeds benefit the players. This is our chance to showcase the beautiful parks we have in Manitowoc.

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 Player registration, for player purse

What are your estimated revenues and what will the revenues be used for? 0 IS any we donate back to the parks.

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 02/06/63

Signature of Applicant: James E Van Lanen Jr.

Date: 06/23/15