

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: Ice on 8th 2018					
2.	Date of Event: 02/10/2018 If multiple days, Start Date:	End Date:				
3.	Time Event will Begin Setup: 6:00 pm AM/PM Actual Start Time:	8:00 am AM/PM Finish Time: 6:00 pm AM/PM				
4.	Name and Complete Address of Organization/Individual Organizing the Event: Ice on 8th, PO Box 515, Manitowoc, WI 54221					
	Name of organization responsible for event ICE on 8th	Telephone # PRIOR TO event (920) 645 4927				
	Name (first, middle, and last) of event organizer Barry Nelson & Jeremiah Novak Contact name DURING event (if different)	Telephone # DURING event (920) 645 4927				
	Street Address Manitowoc, WI 54220 City, State, Zip	E-mail address fun@iceon8th.com				
	Is the sponsoring organization a 501(c)(3) organization? Yes No	of event organizer				
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.					
	Ice on 8th is an annual event held in downtown Manitowoc hosted thru MCCA by an active group of business leader. The event includes ice and snow carving along 8th street and nearby street. Additional activities occur at the city ice rink, the library and businesses.					
	Beer sales through Ryan's on York who have or will have proper licensing and permits.					
	Will the event be held in a Manitowoc park or utilize any park facilities	Yes Which park? Burger Boat Park No				
	What park facilities will be needed (but lee rink and shed/warming house for rink and shed/war	uildings, tennis courts, ball diamonds, disc golf courses, etc.)? NK that was donated to city.				
	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 Sanitation Division. Will the event be held on the sidewalk? Yes No	items; however they may be rented from the Streets &				





Mariners Trail Permit:

Will any portion of the Mariners Trail be used? (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

Permittee agrees to abide by the rules and regulations contained in this agreement.				
FOR OFFICE USE ONLY: Signature of City of Two Rivers designee:				
Tell Us About Your Event: What is the estimated attendance at your event, including observers? 700-800				
How many vendors will be at your event? 1 How many vehicles?				
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: 2-6 PM				
Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No If yes, please describe:				
Electrical use at box near market and bus stop.				
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? Ves No If yes, a "Special Class B" license will allow sale/service of beer and/or wi				

In the case of a premise with a current alcohol license	, do you need an extension of your premise?
a detailed explanation under #5.	

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



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:

Delivery to North East Corner of 8th/Quay (Burger Boat Park Area).

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

Barricades	# Needed	# of Days*	Cost/Day		<u>Total</u>
2'	х		X \$3.00	==	Flashers
3.			X \$3.00 X \$3.00	=:	Flashers
8,			X \$4.00	 1	1 lasticis
••		 ;	X \$2.00	=	
Rail type-long			X \$2.00 X \$2.00	<u>-</u>	
Rail type-short	x			=	
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	222	
Posts	x		X No Charge		No Charge
Post driver/pounde			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	<u></u>	X \$3.00	=	Description
	X		X \$3.00	=	Description
	x		X \$3.00		Description
Other (list items and amounts	s)				
Parks Division Equipment (6	i86-3580): <i>Da</i> N	OT count any pic	nic tables, parba	re cans	s, etc. aiready located at the park.
Banquet tables, 8'	X		X \$5.00	==	, out an easy to call at the partie
Park benches	X		X \$7.00		
Picnic tables	12 X		X \$7.00	=	84
Risers, platform	12 X 1 X		X \$15.00	=	Description Band speakers off gr
Security stanchions			X \$ 5.00	=	Description Dana opeakers on gr
Tent, 10'x10'			X \$30.00		
Tent, 10'x20'			X \$35.00	=	
Ticket booths, outdoor	X		X \$15.00	=	
Trash cans			X No Charge		No Charge
Wenger portable bandwagon.		· ———	A No Charge		140 Charge
wenger portable bandwagon.	, 33x6 · X	,	X \$240.00	=	
Other (list items and amount			A \$240.00	_	
		TOTAL REN	TAL CHARGE	s	84

^{*}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 tees will be adjust	<u>ed based on actual items</u>	rentea.					
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 creeted or placed on the event grounds?							
	Tent or canopy	Yes No						
	Fence	Yes O No						
	Sign	O Yes O No						
	Bounce house	O Yes O No	If electric, where will item be plugged	in?				
	Other	Bounce house 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 You	ır Fuantı						
IV.	•		ocific avent? No.					
	Do you have the correct level of insurance for your specific event? 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 1f yes, please describe:							
	Barry Nelson		(920) 645 - 4927	(920)645 _4927				
	Name of Security Coordinate	Or	Phone # before event	Phone # the day of the event				
	Do you have a plan in place t The City reserves the right to		gencies that may occur during your eve n public safety plan.	nt? •Yes No				
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):							
	MCCA is a 501(c)6 with an ostablished history of helping the downtown and community. This event has proven its ability to enhance the community and small business and has been warved historically.							
	Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event? Yes No It yes, explain and list specific charges							
	_	et cost of this net neu stimated revenues and wh	tral event. at will the revenues be used for?					
	_							

Revenue has been net neutral with any overage going to next years 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.

 $_{Datc\ of\ birth\ of\ applicant}\ \underline{22\ /} Dec\ /\ 70$

Signature of Applicant: Barry Nelson

Digitally signed by Barry Nelson Date: 2016.09.09 13:02:34 -05'00'

1/10/18

RECEIVED

JAN 10 2018

CITY CLERKS OFFICE