

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/22/2022

EVENT NAME: 2022 Pickle Open

ORGANIZER: Sheboygan Eagles DGC, Brandon Watson

E-MAIL ADDRESS: sheboyganeaglesdgc@gmail.com

EVENT DATE: 6/25-26/2022

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Disc Golf Tournament held at Silver Creek Park as their Sheboygan course was rained out.

COMMITTEE CONCERNS: Application came last minute and approved via email.

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Jason Freiboth /ec Billy Hutterer /ec Dan Koski /ec Courtney Hansen /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Sheboygan Eagles DGC - Pickle Open Disc Golf
Name of Applicant Brandon Ray Watson
Street Address 4421 S 14th St
Mailing Address _____
(If different)
City, State, Zip Sheboygan, WI 53081
Primary Phone 414.429.1038
Cell Phone same
Email sheboyganeaglesdgc@gmail.com

Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event

On-Site Contact Brandon Ray Watson
On-Site Cell Phone # 414.429.1038
On-Site Security Contact Name same
On-Site Security Contact Phone # same

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Document Attached



Singles disc golf tournament. Saturday Professional/Advanced Divisions, Sunday Amateur Divisions. Players compete on both days using a shot gun start following check-in and players meeting. We will set up tournament central near parking area -1 on the attached map. A 21 hole layout will avoid the concession and facilities rented by other parties to be respectful of their space. Waiver of fees is requested.

Event Name 2022 Pickle Open

Location Silver Creek Park

Staging Area Near hole 3 along 10th street

Event Date(s) June 25/26th 2022

Event Start Time 7:30 AM PM

Event End Time 7:00 AM PM

Setup Date(s) 06/25/2022

Setup Start Time 6:30 AM PM

Teardown Date(s) 06/26/2022

Teardown End Time 7:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

Public Event YES NO

Estimated Total Attendance 250

Estimated Attendance 200
from outside City of Manitowoc

Event Website https://www.sheboyganeaglesdgc.com/pickle-o

FACILITY REQUESTS

- Facility Location _____
- Mariner's Trail FROM _____
TO _____
- Athletic Field(s) Request _____
- Special Power Requirements _____
- Special Lighting _____
(ex. ball diamonds)
- ADA Accommodations _____

ROUTE

Route map must be submitted with application

- Road Closure
Describe location(s)
+ time(s)
- Timed Route
- Road Crossing
Describe where +
if assistance needed
- Course Marking
Describe type
- Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground
(greater than 6")
- Fencing
- Bounce House # _____
- Portable Restrooms # _____
- Signs/Banners # 10

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # 1
- Lights/Spotlights # _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue _____

Revenue to be used for _____

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # _____ Size _____
- Other # _____ Describe _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE 6/24/2022 TIME 12:00 AM PM LOCATION Gravel lot near hole 2 basket across fr
PICKUP DATE 6/26/2022 TIME _____ AM PM Place Items in original drop-off location after event.

**Indicate Quantities on Line*

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms
6" H _____ 12" H _____ 18" H _____
- Staging – 8'x12'
- Portable Bandwagon – 35'x8'

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40" _____
- Benches – 4' wooden _____
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 10
- Picnic Tables – 8' wooden, ADA accessible _____

TENTS

- Tent – 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades – 2' _____
- Barricades – 3' _____
- Barricades – 8' _____
- Barricades – 12' rail-type _____
- Channelizer drums – 3' reflective _____
- Cones – 18" _____
- Cones – 28" reflective _____
- Delineators – 42" reflective _____
- Parking posts with concrete base – 42"H (rope or tape not included) _____
- Traffic signs (sign only – typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket – portable _____
- Grill – 2' x 3' portable, outdoor _____
- P.A. system – microphone, sound board, 2 speakers with stands _____
- Post pounder / driver _____
- Power pedestal – portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence – 50' rolls – plastic _____ wooden _____
- Snow fence – posts _____
- Ticket booths – outdoor _____
- Trash barrels _____
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles 100

Where do you plan to park vehicles Upper Parking Lot and Overflow lot on grass along 10th street marked on attachment.

Are there any special parking considerations _____
(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe _____

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(If so, please attach)

ADDITIONAL QUESTIONS

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

Do you have any questions/comments/additional requests?

The tournament promotes the park and any fees available after the event are generally used for disc golf course improvements at Sheboygan Quarry and Vollrath Park courses, however given the approval we would gladly make the donation to Silver Creek Park as a token of appreciation for accommodating our event on such short notice. The severe weather/tornado this past Wednesday destroyed both parks we have capable of hosting the event and have been deemed unsafe to utilize by the Sheboygan Parks Dept. This is another great opportunity to expose the disc golfers from all over the Midwest to the beautiful parks of Manitowoc. We request a waiver of fees for park use and picnic tables needed for tournament central. We greatly appreciate the consideration.

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 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.

Date of birth of applicant 09 / 22 / 1984

Signature of Applicant: Brandon Ray Watson Date: 5-10-2022

E-MAIL

PRINT