

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/22/2016

EVENT NAME: Lobsterfest

ORGANIZER: Manitowoc Sunrise Rotary - Paul Roekle

EVENT DATE: 9/10/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Lobster dinners, other food & refreshment sales, entertainment on MetroStage, use of Parks & Streets equipment

ESTIMATED CITY COSTS:

STREETS	36
PARKS	1045
RECREATION	
FIRE	
POLICE	0
TOTAL	1081

ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures and initials under APPROVE]



COUNCIL ACTION REQUIRED:

Waiver of ordinance prohibiting alcohol in Washington Park

ITEMS TO INCLUDE IN LETTER:

[Empty box for items to include in letter]

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: 11TH ANNUAL ROTARY LOBSTERFEST, 2016
2. Date of Event: 09/10/2016 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 6:00 am AM/PM Actual Start Time: 4:30 pm AM/PM Finish Time: 11:30 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
MANITOWOC SUNRISE ROTARY
Name of organization responsible for event
PAUL G ROEKLE Telephone # PRIOR TO event (920) 323 - 9811
Name (first, middle, and last) of event organizer
Telephone # DURING event (920) 323 - 9811
Contact name DURING event (if different)
2325 VICTORIA DRIVE
Street Address
MANITOWOC, WI 54220 E-mail address proekle@comcast.net
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.

11th ANNUAL LOBSTERFEST TO BE HELD AT WASHINGTON PARK ON SEPTEMBER 10, 2016. THE EVENT WILL FEATURE PRESOLD LOBSTER DINNERS. BEVERAGES AND OTHER FOOD WILL BE AVAILABLE. ENTERTAINMENT WILL BE PROVIDED ON METRO STAGE. SET UP WILL BEGIN AT 6:00AM WITH THE FOOD BEING SERVED STARTING AT 4:30PM. THE EVENT WILL SERVE FOOD AND BEVERAGE UNTIL APPROXIMATELY 10:00PM. CLEAN UP WILL FOLLOW, BEING COMPLETE AT 11:30PM.

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

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

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



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? 900

How many vendors will be at your event? -0- 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: 4:30PM - 10:00PM

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:
INDOOR AT PARK, 6 PORTABLE RESTROOMS, 2 HANDWASH STATIONS AT WEST SIDE OF PARK

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:

X 9/9/2016, WEST SIDE OF METRO STAGE

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	3	X	1 3	X	\$4.00	=	12.00	
Posts	40	X	1 3	X	No Charge	=	No Charge	
Post driver/pounder	1	X	1 3	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	10 0	X	1 3	X	\$7.00	=	70.00 0	
Picnic tables	15 25	X	1 3	X	\$7.00	=	105.00	
Risers, platform		X		X	\$15.00	=		Description _____
Security stanchions	10 18	X	1 3	X	\$ 5.00	=	50.00	
Tent, 10'x10'		X		X	\$30.00	=		
Tent, 10'x20'		X		X	\$35.00	=		
Ticket booths, outdoor		X		X	\$15.00	=		
Trash cans	10 10	X		X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***		X		X	\$240.00	=		
Other (list items and amounts):						=		
								PA SYSTEM Power pedestals - 2
							TOTAL RENTAL CHARGES	237.00

*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:

FIRE DEPARTMENT INSPECTION AT 11:00AM

JOE MCLAFFERTY _____ (920) 242 .6416 _____ (920) 242 .6416 _____
 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.

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):

WE REQUEST ALL FEES BE WAIVED AS IN THE PAST. IT IS A FUND RAISER FOR LOCAL PROJECTS.

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

TICKETS WILL BE PRESOLD FOR LOBSTER DINNER. CONCESSIONS WILL BE AVAILABLE.

What are your estimated revenues and what will the revenues be used for?

PROCEEDS APPROXIMATELY \$12,00.00. REVENUES WILL BE ALLOCATED TO LOCAL

SCHOOL PROJECTS AND LOCAL YOUTH PROJECTS
 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, stoke 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 7 / 20 / 1944

Signature of Applicant: Paul Koelle

Date: 2/8/2016

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 SUNRISE ROTARY CLUB
Address 2325 Victoria Drive, Manitowoc, WI 54220 Telephone 920-323-9811

 2. Names of club officers:

Name	Address	Telephone
President <u>PAULA FEEST</u>	<u>858 NORTH 17TH STREET</u>	<u>920-905-2211</u>
Secretary <u>JUDY SCHMIDT</u>	<u>2103 RICHMOND AVE</u>	<u>920-683-2482</u>
Treasurer <u>MICHELLE BUDYSZ</u>	<u>1226 SOUTH 26th STREET</u>	<u>920-769-0433</u>

 3. Facility requested: WASHINGTON PARK AND METRO STAGE
Equipment requested: _____

 4. Specific dates and hours facility/equipment will be used: Date SEPTEMBER 10, 2016 Hrs. 6:00AM-12:00AM

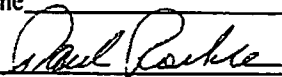
 5. Please explain your request, as to what fees you desire waived or reduced and reasons. REQUEST ALL FEES WAIVED, ALL REVENUE WILL BE USED FOR LOCAL SCHOLARSHIPS AND YOUTH PROJECTS

 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 TICKETS TO BE SOLD FOR LOBSTER DINNER
OTHER CONCESSIONS WILL BE AVAILABLE

 9. What will revenues be used for? ALL REVENUE WILL BE USED FOR LOCAL SCHOLARSHIPS AND YOUTH PROJECTS

 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  PAUL ROEKLE Date 2/8/2016

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. 35th 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 10 _____

Picnic Tables 15 _____

Benches 10 _____

Other 40 Fence Posts, 1 Fence Post Driver, Orange Security Fence, 2 Temporary Power Pedestals, PA SYSTEM _____

Staging _____

AREA REQUESTED Washington Park and Metro Stage

Number of People 900

DATE DESIRED 9/10/2016

TIME REQUESTED 6:00am to 11:30pm

Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? 11th Annual Rotary Lobsterfest

PERSON WHO WILL BE RESPONSIBLE Paul Roekle

TELEPHONE 920-323-9811

PERSON MAKING REQUEST Paul Roekle

TELEPHONE 920-323-9811

ADDRESS 2325 Victoria Drive, Manitowoc, WI 54220

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Rotary Clubs: Manitowoc Sunrise Rotary

ADDRESS 2325 Victoria Drive, Manitowoc, WI 54220

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 Paul Roekle



(Person Responsible)

APPROVED _____

DATE 2/8/2016

DATE _____

Parks or Recreation Manager

ATTENDENT(S) _____

START TIME: _____

Sandy Ronski

From: Paul Roekle <proekle@comcast.net>
Sent: Wednesday, February 10, 2016 9:46 AM
To: Sandy Ronski
Subject: Re: Equipment for Lobsterfest

10 picnic tables would do.

From: "Sandy Ronski" <sronski@manitowoc.org>
To: "Paul Roekle" <proekle@comcast.net>
Sent: Wednesday, February 10, 2016 9:38:27 AM
Subject: RE: Equipment for Lobsterfest

How many more picnic tables would you like?

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
www.manitowoc.org

From: Paul Roekle [<mailto:proekle@comcast.net>]
Sent: Wednesday, February 10, 2016 9:38 AM
To: Sandy Ronski
Subject: Re: Equipment for Lobsterfest

Thanks, Sandy.

Garbage Cans----Ran into the same situation last year. I will have Pizorski bring in a few more.

Yes, it would work to have more picnic tables if they are available.

Stanchions--- 18 is correct.

We do need 2 power pedestals(I had them on the "old" equipment & facility request form. Sorry.)

Paul

From: "Sandy Ronski" <sronski@manitowoc.org>
To: "proekle@comcast.net" <proekle@comcast.net>
Cc: "Karen Dorow" <kdorow@manitowoc.org>, "Sue Reilly" <sreilly@manitowoc.org>, "Chad Scheinoha" <cscheinoha@manitowoc.org>
Sent: Tuesday, February 9, 2016 3:50:45 PM
Subject: Equipment for Lobsterfest

I reviewed your Special Event Application Form today for Lobsterfest, and unfortunately, some of the equipment you requested is already reserved for Sputnikfest that weekend. We will not have any park benches available for your event