



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



November 13, 2019

Music Parents Association
Sara Barnett
1211 Koeppel Lane
Manitowoc, WI 54220

RE: Sixth Annual Tunes & Tators – Senior Center – April 18, 2020

Dear Ms. Barnett:

Your request to use the Manitowoc Senior Center for music performances and dining/food prep for your Sixth Annual Tunes & Tators event on April 18, 2020, was acted upon by the Special Events Committee at the meeting of Wednesday, November 6, 2019. At said meeting the Committee granted your request.

For 2019, as part of the Mayor's budget, most fees for special events were waived. The 2020 budget has not been set. Non-waivable fees will be charged as set by policy.

Assuming fees for special events are waived as part of the 2020 budget, please consider including the City of Manitowoc among the sponsors for your event. Your certificate of insurance is on file.

Enclosed are the outlined insurance requirements.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

Enclosure

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Sandy Ronski, Operations Clerk II
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/6/2019

EVENT NAME: Tunes & Tators

ORGANIZER: Music Parents Association - Sara Barnett

EVENT DATE: 4/18/2020

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of the Manitowoc Senior Center for music performances & dining/
food prep

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	950
STREETS	
TOTAL DEPT. COSTS	950

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	950
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Li May
John Schubert
AKH
[Signature]
[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1)As part of the 2019 Mayor's budget, most fees for special events were waived. The 2020 budget has not been set. Non-waivable fees will be charged as set by policy. 2)When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

Event 2 *Make sure the connect w/county health for food service*
license,

Copy to: Clerk

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

OCT 25 2019

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: Sixth Annual Tunes & Tators
2. Date of Event: 04/18/2020 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8:00 am AM/PM Actual Start Time: 3:00 pm AM/PM Finish Time: 8:30 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Music Parents Association
Name of organization responsible for event
Sara J Barnett Telephone # PRIOR TO event (920-946-6134)
Name (first, middle, and last) of event organizer
Telephone # DURING event (920-946-6134)
Contact name DURING event (if different)
1211 Koepfel Lane
Street Address
Manitowoc, WI 54220 E-mail address sjkbarnett@hotmail.com
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.

Manitowoc Senior Center, 3330 Custer Street

North assembly room is used for silent auction tables, center and south assembly rooms are used for dining. Stage is used for performances, kitchen is used for food prep and food storage, and the coffee shop is used for storage space for performers' personal belongings while on stage.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which 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? 500 spread out over 5 hours

How many vendors will be at your event? 0

How many vehicles? roughly 50 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: _____

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:

Inside Senior Center

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.

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 **WE WILL OBTAIN + PROVIDE**
 Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND **PROOF** 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:

Bruce Lukes
 Name of Security Coordinator

(920) 323 - 6012
 Phone # before event

(920) 323 - 6012
 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 are requesting that all fees be waived. All proceeds are used for student scholarships for summer music camps.

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

Admission \$5 in advance, \$7 at the door, silent auction purchases

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

Total profit from 2019 was \$7009.93, which is used for music scholarships and music dept. needs

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 03/10/1971

Signature of Applicant: _____



Date: 10/22/19

**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 MUSIC PARENTS ASSOCIATION
Address 1433 S. 8th ST. Telephone 920.946.6134

2. Names of club officers:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President <u>SARA BARNETT</u>	<u>1211 KOEPPPEL LN.</u>	<u>920.946.6134</u>
Secretary <u>LISSA HANSEN</u>	<u>4512 RIDGE RD.</u>	<u>920.629.8998</u>
Treasurer <u>MELINDA LUKES</u>	<u>1335 S. 23RD ST.</u>	<u>920.323.0922</u>

3. Facility requested: MANITOWOC SENIOR CENTER
Equipment requested: KITCHEN EQUIPMENT (SOME), STAGE EQUIPMENT
FAMILY TABLES + CHAIRS

4. Specific dates and hours facility/equipment will be used: Date SAT- APRIL 18 Hrs. 14

5. Please explain your request, as to what fees you desire waived or reduced and reasons. SEE ATTACHED

6. Which do you consider your group to be?
A. Community service _____ B. Non-profit X SCAC3 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 X No _____

8. If #7 is "yes," explain and list specific charges ADMISSION \$5 IN ADVANCE, \$7 AT DOORS, SILENT AUCTION PROCEEDS

9. What will revenues be used for? SEE ATTACHED

10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____
Signed [Signature] Date 10.22.19

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 _____



*Supporting band, chorus, and orchestra students
of the Manitowoc Public School District*

1433 South Eighth Street 🎵 Manitowoc, WI 54220
mpa@manitowocpublicschools.org

Music Parents Association is a 501c3 non-profit organization. We provide financial support for the teachers and students of MPSD middle and high school band, chorus, and orchestra students.

Each year, the MPA provides extra funding to the teachers for expenses that are not covered in their ever-shrinking budgets. We subsidize bussing for trips, replace worn-out equipment, pay for instrument repairs on school-owned instruments, help with uniform replacement costs, and more.

We provide fundraising opportunities for the students to raise money for the various costs that arise as part of being in music classes. This includes field trips, instruments, supplies, etc. The money raised by the students is kept in a separate account managed by the MPA. A spreadsheet, maintained by our treasurer, details how much each student has in their account, and checks are issued upon request with proof of legitimate music related purchases. Funds left over after the students' senior year can be passed along to younger siblings enrolled in music classes with the MPSD.

MPA also provides scholarships for students to attend summer camps to study music. In recent years, the scholarships have covered roughly half of the tuition charged for the camps.

Tunes & Tators is our biggest fundraiser of the year, and this will be its sixth year. In addition to helping pay for some of the costs listed above, it is the source of funding for the scholarships for music students to attend music summer camps.

We have been privileged to be granted the use of the Manitowoc Senior Center facilities at no cost in the past, and are hoping that we can do so again in 2020.

Please let me know if you need any additional information from me.

Thank you for your consideration,

Sara J. Barnett
President
Music Parents Association



