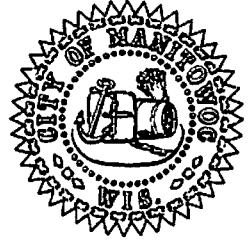




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



December 9, 2020

Manitowoc American Legion Baseball, Inc.
Kevin Stangel
3415 Edgewood Road
Manitowoc, WI 54220

RE: *WI American Legion Baseball 17u State Tournament – Municipal Field – July 23 – 28, 2021*

Dear Mr. Stangel:

Your request to hold the WI American Legion Baseball 17u State Tournament using Municipal Field, concession stand, PA system & lights on July 23 – 28, 2021 was acted upon by the Special Events Committee at the meeting on December 2, 2020, at which time the Committee granted your request.

Due to the fluidity of the COVID-19 situation, City of Manitowoc staff will be in contact with you approximately four weeks in advance of your event to see if any adjustments need to be made.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

Enclosures

cc: Special Events Approval Group

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: 12/2/2020

EVENT NAME: WI American Legion Baseball 17u State Tournament

ORGANIZER: Manitowoc American Legion Baseball, Inc. - Kevin Stangel

E-MAIL ADDRESS: kstangel@salutzlaw.com

EVENT DATE: 7/23 to 7/28/21

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Municipal Field, concession stand, PA system & lights for a baseball tournament; alcoholic beverages will not be sold

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Jason Freiboth /SP
Todd Blaser /SP
Steve Corbeille /SP
Liz Majerus /SP
Dan Koski /SP

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Due to the fluidity of the COVID-19 situation, City of Manitowoc staff will be in contact with you approximately four weeks in advance of your event to see if any adjustments need to be made.

RECEIVED

NOV 23 2020

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

CITY OF MANITOWOC
ENGINEERING

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: Wisconsin American Legion Baseball 17u State Tournament

2. Date of Event: _____ If multiple days, Start Date: 07/23/2021 End Date: 07/28/2021
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: 10:00 am AM/PM Finish Time: 10:00 pm AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

Manitowoc American Legion Baseball, Inc.

Name of organization responsible for event

Kevin P. Stangel

Telephone # PRIOR TO event (920) 901 0808

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

Telephone # DURING event (920) 901 0808

Contact name DURING event (if different)

3415 Edgewood Road

Street Address

Manitowoc, WI 54220

E-mail address kstangel@salutzlaw.com
of event organizer

City, State, Zip

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 Municipal Field

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

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

Baseball diamond, concession stand, portable toilets

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

A/N
5490



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? See attached addendum

How many vendors will be at your event? None How many vehicles? Varies based upon the day

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: 9:00 a.m. to 10:00 p.m.

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe:

PA system and lights are utilized each day

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? 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:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
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 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. State 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):

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 is charged to attend the event

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

See attached addendum. Revenue projection is hard to determine based upon COVID-19.

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.

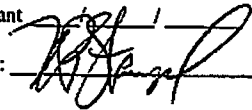
12. Legal Notice

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 _____

Signature of Applicant: _____



Date: November 23, 2020

Manitowoc American Legion Baseball, Inc.

By: Kevin P. Stangel, President

**Manitowoc American Legion Baseball, Inc.
Addendum – Special Events Application**

Manitowoc American Legion Baseball, Inc. was selected in January, 2020 to host the 2021 Wisconsin American Legion Baseball Association 17 and under State Tournament. The tournament is scheduled to be held at Manitowoc Municipal Field from July 23, 2021 through July 27, 2021. Please note that July 28, 2021 is held as a precautionary measure in the event weather related delays are experienced during the tournament.

Manitowoc American Legion Baseball, Inc. has previously been provided the privilege of being selected as the host of several Wisconsin American Legion Baseball Association (hereinafter "WALBA") state tournaments. Manitowoc Municipal Field served as the host of the following state tournaments:

2013 WALBA 17u State Tournament (July 17 - 21, 2013)
2015 WALBA 17u State Tournament (July 22 – 26, 2015)
2019 WALBA 16u State Tournament (July 19- 23, 2019)

The above-referenced tournaments were a benefit to the our local community as teams from various locations throughout Wisconsin visited the Lakeshore Area, stayed at local hotels, and spent money at various businesses throughout our community. The above-referenced tournaments were held without experience any significant problems and with minimal assistance from the City of Manitowoc. The majority of time dedicated to run these successful events was done with the assistance of our volunteers and not based upon the commitment of resources from the City of Manitowoc.

The 2021 WALBA 17u state tournament will be held at Manitowoc Municipal Field. The event is essentially a series of 14 single games as Municipal Field only has one baseball diamond. The schedule for the tournament is set for by the Wisconsin American Legion Baseball Association and is not established by Manitowoc American Legion Baseball, Inc. The proposed schedule for the 2021 WALBA 17u state tournament is as follows:

Friday, July 23, 2021:	10:00 a.m.; 1:00 p.m.; 4:00 p.m.; and 7:00 p.m.
Saturday, July 24, 2021:	10:00 a.m.; 1:00 p.m.; 4:00 p.m.; and 7:00 p.m.
Sunday, July 25, 2021:	12:00 p.m.; 3:00 p.m.; 6:00 p.m.
Monday, July 26, 2021:	4:30 p.m.; 7:30 p.m.
Tuesday, July 27, 2021:	4:30 p.m.; 7:30 p.m., if necessary
Wednesday, July 28, 2021:	Rain Make-up Date

It is anticipated that each game will have approximately 40 – 100 individuals in attendance. Attendance varies based upon the location of the specific teams participating, the date and/or time game, and weather. The largest attendance per game is usually on Saturday and then again on Championship Tuesday. There should be minimal crossover between teams departing Municipal Field and teams arriving as we have historically allowed three hours between games which allows our field maintenance crew to prepare the diamond between games and provides an adequate amount of time for each team to properly warm-up and conduct pregame activities.

Manitowoc American Legion, Inc. is a 501(c)(3) non-profit organization. Revenue will be generated from admission and concession sales with the goal of generating sufficient revenue to cover expenses related to hosting the tournament and hopefully earn a small net profit. The small profit (\$2,000 - \$3,000.00) is

utilized to cover a portion of our annual operating costs and reduce participation fees for our local participating student-athletes. Manitowoc American Legion Baseball, Inc. does not sell alcoholic beverages at Municipal Field as there are enough problems with the culture of youth sports without adding alcohol to the equation. Manitowoc American Legion Baseball, Inc. does operate a concession stand which sells soda, water, candy, hot dogs, and hamburgers. The operation of the concession stand is necessary to cover costs associated with the tournament and hopefully make a few dollars over the course of the five day event. We acknowledge issues related to public health and COVID-19 and agree to implement reasonable safeguards and precautions to ensure the safety of our teams, players, and fans. Said safeguards and precautions will be implemented based upon the existing facts and circumstances in existence at the time the event is hosted. Eliminating the use of the concession stand would lead to operating the tournament at a financial loss. If we are not allowed to utilize the concession stand during the tournament, we will decline hosting and relinquish the tournament to another interested community.

There is a batting cage in the right field area that will be utilized prior to each game. Each team will be provided a designated time to utilize the cage for pregame batting practice. The batting cage is in a fenced in area which only players / teams are allowed access. Eliminating the cage based upon concerns related to COVID-19 is not necessary as batting practice can occur safely within the context of normal team activities.

Despite over a decade of requests, Manitowoc Municipal Field does NOT have bathrooms for patrons to utilize and relies solely on the portable toilets supplied by the City of Manitowoc. We would request that the City of Manitowoc provide an adequate number of portable toilets during the event as was the case for the 2013, 2015, and 2019 WALBA state tournaments. Said portable toilets are typically supplied on an annual basis and utilized by the Manitowoc Bandits baseball club, Manitowoc Junior Ships baseball and Manitowoc American Legion Baseball during the summer.

Manitowoc American Legion Baseball, Inc. has utilized Municipal Field as the location for home games and tournaments for over thirty (30) years. Manitowoc American Legion Baseball, Inc. is obligated to maintain an insurance policy which includes liability coverage whereby the City of Manitowoc is named as an additional insured.

During the past 5 plus years Municipal Field has been neglected by the City of Manitowoc. The baseball diamond is essentially maintained by the Manitowoc School District during the spring and volunteers from Manitowoc American Legion Baseball and Manitowoc Ships Baseball during the summer. The playing surface on the field is probably the worst playing surface we will use during the duration of the summer. The fencing surrounding and enclosing the diamond in some locations has become essentially worthless allowing unwanted individuals access to the property at any time. It is our hope that the City of Manitowoc will devote some minimal resources prior to the tournament to ensure that Municipal Field is in a presentable and safe condition for the fans and players that attend the tournament from locations throughout the State of Wisconsin.