

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.

SPECIAL EVENTS APPLICATION FORM

- 1. Name/Description of Event: Flag Day Event (Presentation on flag etiquette, history. Ice Cream
- 2. Date of Event: 06 / 11 / 15 If multiple days, Start Date: / / End Date: / /
- 3. Time Event will start to form: 5:00 AM/PM Actual Start Time: 6:00 AM/PM Finish Time: 9:00 AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Thrivent Community-West Shore
 Name of organization, if applicable

Kay Van Sluytman
 Name (first, middle, and last) of individual organizing the Event

1632 N 18th Street, Ste. 3
 Street Address

Manitowoc WI 54220
 City, State, ZIP

Telephone # () -

Business # (920) 684 3225
 (if applicable)

Date of Birth 08 / 28 / 1970
 of organizing individual

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Email address of organizer: kay.vansluytman@thrivent.org

6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. N/A

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

Have you reserved the park for this purpose? Yes No If no, please contact the Parks Department at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s):

Will the event be held indoors? Yes No If yes, what building?
 Building Name & Street Address

7. Tell us about your Event:

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

What is the estimated attendance at your event, including observers? 150-200

How many vendors will be at your event? 1 How many vehicles? 80

Do you require any special parking restrictions? Yes No If yes, what type, when, and where:

Will any of the following services be required? Barricades Clean-up Street-sweeping
For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Will a tent or any other temporary structures be erected? Yes No

Will any fireworks or pyrotechnic devices be used during the event? Yes No
Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

What toilet facilities will be made available to your participants? Indoor Outdoor Planning to use the
Please describe the toilet facilities that will be provided, including their locations and the number of units: _____
indoor bathroom facilities that are available at Washington Park - no port-a-potties will be used.

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.

8. 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 to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:

Kay Van Sluytman

Name of Day-of coordinator

() 684 3225
Phone # before event

() 901 0985
Phone # the day of the event

Is security needed for this event? Yes No

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

9. Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant: Kay Van Sluytman

Date: 4-28-15

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

MANITOWOC PARKS & RECREATION DEPARTMENTS
EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED Washington Park

EQUIPMENT REQUESTED (Be Specific)

SB Diamonds No

Garbage Cans 5

BB Diamonds No

Picnic Tables -

Soccer Field No

Benches -

Tennis Courts - How Many? No

Other -

Pool No

Staging Metro Stage

AREA REQUESTED _____

Number of People 150-200 DATE DESIRED 6-11-15 TIME REQUESTED 5:00 PM - 9:00 PM
Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Flag Day Event. Presentation
about flag history and etiquette, presented by American Legion. A+W ice cream treats served.

PERSON WHO WILL BE RESPONSIBLE Thrivent Community - West Shore TELEPHONE 1084-3225

PERSON MAKING REQUEST Kay Van Slytman

TELEPHONE 1084-3225 ADDRESS 1632 N. 18th St., Ste. 3 Manitowoc WI 54220

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Thrivent Community - West Shore
ADDRESS 1632 N. 18th St, Ste. 3 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 Thrivent Community - West Shore
(Person Responsible)

APPROVED _____ DATE 4-28-15

Parks or Recreation Manager DATE _____

ATTENDENT(S) _____ START TIME: _____

MANITOWOC PARK & RECREATION DEPARTMENT
METROSTAGE REQUEST FORM

Name of individual, firm or organization making request Thrivent Community - West Shore

If club or Organization, name of person responsible Kay Van Sluytman

Address 11632 N. 18th Street, Ste. 3 Telephone 920-684-3225

Purpose The Renter starts that he will use the premises rented hereunder for the following purpose and none other: (list organization if possible) Flag Day Presentation by American Legion Renter agrees to pay additional rental fee of \$300.00 in the event the premises are used for any purpose other than those stated in above.

Which do you consider your group to be?

- a. Community X b. Private Business _____ c. Club/Organization _____
d. Other, Please explain _____

Rental Period: The Bandshell shall be rented to the Renter by the City on June 11th, 20 15 for the period from 5 AM/PM to 9 AM/PM on such date. It is understood that the Renter's responsibility to clean & restore the premises including garbage pickup must be completed within this period.

POLICIES

Use of Facility

- 1) The use of the Bandshell is not allowed without prior approval of the Manitowoc park & Recreation Department.
- 2) Only officially approved vehicles are allowed within the park. A list of vehicles for entry into the park must accompany request for the use of the facility.
- 3) It is understood that any City of Manitowoc police officer and any other authorized city employee have the right to enter the rented premise at any time.
- 4) The City of Manitowoc it not responsible for any articles left, lost or stolen on the rented premises.
- 5) No admissions fee, donation, contribution or other chare shall be collected or be permitted to be collected by the renter unless prior approval has been secured in writing from the Recreation Board.

Responsibility of User

- 1) The user will furnish all personnel & equipment necessary to run event.
- 2) The user is responsible to notify participants, spectators, and staff associated with the event of department policies & regulations.
- 3) It is the responsibility of the organization using the facility to obtain all necessary permits or licenses required by City ordinance, resolution or state law. (alcohol, food, soda, etc.)
- 4) The user agrees to provide the city with a certificate of liability insurance in the amount of \$300,000.
- 5) No changes in the physical appearance of the area shall take place without prior approval of the Director of park and Recreation of Park Supervisor.
- 6) It shall be the responsibility of the renter to maintain the area including restrooms throughout the event and to restore all areas and facilities to the condition they were in prior to the event. The renter agrees to pay additional fees for damages or extra time required to clean and restore the facility. This amount will be determined by the Parks Department.
- 7) It shall be the responsibility of the renter to control spectators, vehicles, and all situations involved with the event. If necessary additional deputies may be required.
- 8) It is the responsibility of the user to have premises vacated by 10:00 PM each evening during the term of the request.

Fees and charges

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for use of City owned facilities or equipment must fill out the Fee Waiver Request Form completely, at least 30 days in advance of the event. The request will be reviewed by the Park and Recreation Committee and the group of organization will be notified of approval or denial within 15 days of submitted request.

- 1) The cost of the facility is \$50.00 per day
- 2) Renter agrees to pay the deposit fee at the time of making this application. Of a minimum of 20% of the total rental as breakage security which may later be applied to the base rental fee. The balance is due 24 hours prior to the rental date.
- 3) The daily fee is intended to cover the time period of 7:00 AM to 10:00 PM on the days indicated.

Additional Fees

- 1) Attendant Fee- A department attendant will be on duty when the facility is occupied. The current attendant rate per hour will be charged for the time spent at the event. Renter is responsible to the attendance and must follow his/her suggestions or directions.
- 2) Park Benches- If available, may be used for the event for a fee of \$25.00 (see below).

PROVISIONS

The approval of this request is based upon the condition that the user agrees to indemnify and hold harmless the City from any accident or injuries to participants, spectators, and/or persons connected with the use of requested facilities or equipment.

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 the premises.

The undersigned agrees to be responsible for any damage cause to said building, property or equipment by mischief or negligence.

This document signed on below date by authorized representative of the user and the lessee indicates that agreement is understood and will be adhered to by both parties.

Do you desire park benches? Yes No

Signed Thrivent Community - West Shore Date 4-28-15
(Person Responsible) Kary Van Schuytman

Terms or Conditions _____

Amount of rent to be charged _____ Deposit Received: \$ _____

Approved/Denied _____ Date _____

Director of Parks & Recreation

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. - Can provide if necessary.

ALL QUESTIONS MUST BE ANSWERED

1. Name of club/organization making request Thrivent Community - West Shore
Address 11632 N. 18th Street, Ste. 3, Manitowoc Telephone 920-684-3225
2. Names of club officers:

Name	Address	Telephone
President <u>Mark Fischer</u>		<u>920-682-8962</u>
Secretary <u>Ann Hornes</u>		<u>920-684-1241</u>
Treasurer <u>Kay Van Sluytman</u>		<u>920-684-3225</u>
3. Facility requested: Washington Park
Equipment requested: Metro Stage
4. Specific dates and hours facility/equipment will be used: Date 6-11-15 Hrs. 5:00-9:00 PM
5. Please explain your request, as to what fees you desire waived or reduced and reasons. Request that facilities
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 —
9. What will revenues be used for? —
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 Kay Van Sluytman Date 4-29-15

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 _____

RE: Flag Day Event 6-11-15

REVIEWING DEPARTMENT RECOMMENDATION

Department to complete the form and return to the City Clerk ASAP, but not later than 14 days.
Your request was acted upon in accordance with the contents of this application with the following conditions

PARKS
(683-4537)

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date / /

POLICE
(686-6500)

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date / /

FIRE
(686-6500)

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date / /

DPW
(683-4550)

	N/A	NO CHARGE	CHARGE
LABOR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIALS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dept. Head or Designee Signature _____ Date / /

Karen Dorow

From: Sandy Ronski
Sent: Monday, May 04, 2015 1:33 PM
To: Nick Reimer; Todd Blaser; Randy Junk
Cc: Deborah Neuser; Karen Dorow; Sue Reilly; Chad Scheinoha; John Powalisz; Jeff Shimek
Subject: Flag Day event - flag burning/retiring

Today, Kay Van Sluytman from Thrivent called to say that they are planning to include a flag burning/retiring ceremony as part of their Flag Day Event in Washington Park on 6/11/2015. I just wanted to make everyone aware of that, since it was not on the original application and would likely require the waiver of park rules for a fire.

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