

15-297

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: Nash 100th Anniversary Car Show
- 2. Date of Event: 6/24/17 If multiple days, Start Date: / / End Date: / /
- 3. Time Event will start to form: 6:00 AM/PM Actual Start Time: 8:00 AM/PM Finish Time: 5:00 AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Northeast Wisconsin Nash Car Club
Name of organization, if applicable

Telephone # (920) 901-0237

Paul John Brodtke
Name (first, middle, and last) of individual organizing the Event

Business # () -
(if applicable)

1244 N. 9th St.
Street Address

Date of Birth 9/29/77
of organizing individual

Manitowoc, WI 54220
City, State, ZIP

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

5. Email address of organizer: pajbrod@hotmail.com

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. Washington Park with Blockings off the adjoining blocks of streets

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? 1,500

How many vendors will be at your event? 15 How many vehicles? 100-150

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

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DEPT. OF...

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
Please describe the toilet facilities that will be provided, including their locations and the number of units: Intend to use facilities at Park Mayrent Portables if needed

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:

Paul Brodtko (920) 901 - 0237 (920) 901 - 0237
Name of Day-of coordinator Phone # before event 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: Paul Brodtko Date: 11-26-14

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

Manitowoc Parks & Recreation Departments

METROSTAGE REQUEST FORM

Name of individual, firm or organization making request Northeast Wisconsin Nash Car Club

If club or organization, name of person responsible Paul Brodtke

Address 1244 N. 9th St. Telephone 920-901-0237

Purpose: The Renter starts that he will use the premises rented hereunder for the following purpose and none other: (list organization if possible) Northeast Wisconsin Nash Car Club 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 _____ b. Private Business _____ c. Club/Organization X
d. Other, Please explain _____

Rental Period: The Bandshell shall be rented to the Renter by the City on 6/24, 2017 for the period from 6:00 AM/PM to 5:00 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

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DEPT OF RECREATION

Use of Facility

- 1) The use of the bandshell is not allowed without prior approval of the Manitowoc Parks & Recreation Departments.
- 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 of Manitowoc 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 admission fees, donations, contributions or other fare 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, such as but not limited to 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 Parks Manager.
- 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 Parks and Recreation Committee, and the group or organization will be notified of approval or denial within 15 days of the Committee's decision.

- 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 may 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 for the attendance and must follow his/her suggestions or directions.
- 2) Park Benches- If available, benches may be used for the event for a fee of \$5.25 + tax per bench.

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, # of benches (40 max.) 10 No

Signed  Date 11-25-14
(Person Responsible)

Terms or Conditions _____

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

Approved/Denied _____ Date _____
(Parks Manager)

MANITOWOC PARKS & RECREATION DEPARTMENTS
EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

EQUIPMENT REQUESTED (Be Specific)

SB Diamonds _____

Garbage Cans _____

BB Diamonds _____

Picnic Tables 10

Soccer Field _____

Benches 10

Tennis Courts - How Many? _____

Other _____

Pool _____

Staging _____

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DEPT.

AREA REQUESTED Washington Park

Number of People 1,500 DATE DESIRED 6/24/14 TIME REQUESTED 6:00 A.M. - 5:00 P.M.
Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Car Show

PERSON WHO WILL BE RESPONSIBLE Paul Brodtke TELEPHONE 920-901-0237

PERSON MAKING REQUEST Paul Brodtke

TELEPHONE 920-901-0237 ADDRESS 1244 N. 9th St.

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Northeast Wisconsin Nash Car Club
ADDRESS 1244 N. 9th St. 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 Brodtke
(Person Responsible)

APPROVED _____ DATE _____

Parks or Recreation Manager DATE _____

ATTENDENT(S) _____ START TIME: _____

MANITOWOC PARKS DEPARTMENT
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

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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 Northeast Wisconsin Nash Car Club
Address 1244 N. 9th St. Manitowoc, WI Telephone 920-901-0237

2. Names of club officers:

Name	Address	Telephone
President <u>Paul Brodtkie</u>	<u>1244 N. 9th St.</u>	<u>920-901-0237</u>
Secretary <u>Eran Klotz</u>		
Treasurer <u>Brant Gray</u>		

3. Facility requested: Washington Park
Equipment requested: Picnic Tables, Benches, Garbage Cans

4. Specific dates and hours facility/equipment will be used: Date 6/24/17 Hrs. 9:00 A.M. - 5:00 P.M.

5. Please explain your request, as to what fees you desire waived or reduced and reasons. The Event is Free to the Public

6. Which do you consider your group to be?
A. Community service _____ B. Non-profit _____ C. Private business _____
D. Club or organization X 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 Concessions will be sold by local Food Vendors

9. What will revenues be used for? No revenue will be received at the Show

10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes X No _____
If "yes," please provide the following information of individual to contact:
Name Paul Brodtkie Address 1244 N. 9th St Telephone 920-901-0237

Signed Paul Brodtkie Date 11-28-14

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 _____

From: Paul Brodtke [mailto:pajbrod@hotmail.com]
Sent: Tuesday, October 28, 2014 12:00 PM
To: Mayor Nickels
Subject: Nash 100th anniversary celebration in Manitowoc

Dear Mr. Nickels,

My name is Paul Brodtke and I am the chairman for the local Nash region and resident of Manitowoc. I am writing you to ask for your assistance in bringing the 100th anniversary of Nash celebration to Manitowoc in 2017. I am expecting 200-400 people from outside the area to come and to this event bringing 100-200 cars for the show we wish to hold at Washington Park. We have already checked the parks calendar for Washington park and wish to host this June 21st-24th of 2017. What I need assistance in is as with any event there needs to be assistance with the police department to help make it a safe event with traffic and to also block off the side streets of Washington park as is currently done during the Kiwanis car show held there. I'm sure as we progress thru our planning stages additional concerns may arise and I would like to have your support for this event to aid us in addressing these issues. I think this is a great opportunity for our city to show what we all have to offer our guests.

Sincerely,

Paul Brodtke

Northeast Wisconsin Region Chairman

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