

# **SPECIAL EVENT GUIDELINES AND POLICY**



*Identifies policy, process and  
procedures for obtaining  
approval of  
applications for special events.*

Adopted \_\_\_\_\_

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## INTRODUCTION

The City of Manitowoc receives numerous requests to hold special events every year. In an effort to clarify City policy and procedure for individuals or groups requesting permission to hold an event, the City has created this **Special Event Guidelines and Policy**.

The City of Manitowoc recognizes that Special Events organized by private citizens and local organizations enhance the quality of life in the City and provide entertainment and recreational opportunities for citizens and visitors. In an effort to treat all persons and groups uniformly, to facilitate successful organization and staging of special events, and to be mindful of the use of government facilities and resources, the City will commit staff time and facilities to review applications for Special Events Permits and assist organizers of special events as needed to ensure that the events have a positive effect upon our community.

If you or an organization you represent are planning a Special Event, follow these steps:

- Read the City of Manitowoc Special Event Guidelines and Policy.
- Fill out the Special Event Application Form. Forms are available on the City's website: [www.manitowoc.org](http://www.manitowoc.org).
- Submit a completed Special Event Application Form to the Parks Office at least 60 days before your event. **This is necessary to ensure that the Special Events Committee has time to act on your request prior to the event.**
- Provide the City with a Certificate of Insurance and appropriate endorsements no later than 10 days before your event.
- Promptly comply with any requests for information from City Staff.
- Comply with all City ordinances, traffic rules, park rules, state laws, fire codes, health codes and alcohol licensing regulations.
- Failure to do any of the above can result in denial of your Special Event.

## SPECIAL EVENTS DEFINITIONS

**Special Event:** Any planned occurrence of 50 or more people on the public right-of-way or public property which is not within the normal and ordinary use of the public property or place, which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Examples include, but are not limited to, activities such as run/walk events, parades, fireworks, street closures, vehicle processions, boat races, bicycle races, other forms of athletic competition and athletic events, musical, theatrical or film performances, air shows, equipment shows, art fairs, antique shows, festivals, and other gatherings meeting the above criteria. *Events that do not meet the definition of a special event may still require other permits from the City, such as a fireworks permit, residential block party permit, or Mariner's Trail permit.*

**Street Closing:** An activity requiring the temporary closing or partial closing of a public right-of-way for the purpose of conducting a parade, march, run, walk, or other public assembly which would restrict the flow of vehicular and/or pedestrian traffic.

**City Property:** "City property" includes all municipal buildings, parks, beaches, athletic fields and complexes, streets and other right-of-ways, parking lots, boating and docking facilities, and any other property owned, leased, or controlled by the City of Manitowoc.

**Extraordinary Services:** "Extraordinary Services" means reasonable and necessary services provided by the City which specifically result from the Special Event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a non-event day. Extraordinary services will normally be those services requiring City employees to be specifically assigned to tasks in support of the Special Event or those services resulting in overtime pay. Examples of extraordinary services include, but are not limited to, police protection, traffic control, fire monitoring, dedicated paramedic service and parks services. The City will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services when possible.

## APPROVAL PROCESS

### Applications

1. All requests for special events must be submitted on the Special Event Application Form to the Parks Office, 2655 S. 35th Street. Forms are available at the office or at [www.manitowoc.org/specialevents](http://www.manitowoc.org/specialevents). Application Forms must be submitted at least 60 days prior to your planned event. **All applications not on the Special Event Application Form will be returned to the requestor with a copy of the application form to be completed. This includes requests by phone, letter, or email.**
2. Standard fees for fireworks permits, alcohol licenses, and stake permits will apply to all events.
3. **There will be a \$100 late fee for any application not submitted 60 days before the event. No fee waivers for extraordinary services will be granted for late applications.** Applicants should be aware that there may be other fees for outside permits, such as a Manitowoc County food services permit. *Residential block parties have a \$25 fee that includes barricade rental.*
4. Delivery Fees. Event holders requesting delivery of rented items **will be charged a Non-Waivable Delivery Fee** determined by the total cost of the items being rented.
5. The granting of a Special Event does not guarantee the availability of any park facilities. Applicants are responsible for reserving any facilities they would like to use.
6. Maps are required to be submitted with your application, even if that has not been required in the past. The sponsor must provide a map of the event area showing the location of concessions, rides, parking, fencing, portable toilets, etc., or a map of the proposed route for a run/walk or parade event including road closures requested. Routes may be altered by the Police Department or Department of Public Infrastructure to provide for citizen safety. In the event that your special event deviates from the submitted route or map without City approval, you may be denied a permit for your event in the future.



6. Submit your completed application to the Parks office at least 60 days before your event. A Late fee of \$100 is required with applications submitted less than 60 days prior to the event.

**Applications will not be accepted until complete, including all supporting documentation.**

7. Application Forms will be forwarded to City Departments by the Parks office. Each department shall review the application considering the costs to the departments, including staff and equipment; any perceived public health or safety problems; use of City property, and appropriate insurance coverage and recommend approval or denial. After all departments have reviewed the application, gathered costs and approved the application, the Parks Division will forward the approvals to the Special Events Committee to act on the request. The Special Events Committee shall consist of the Director of Public Infrastructure, Finance Director, Fire Chief, Police Chief, and City Attorney and shall meet weekly. The Special Events Committee shall submit a monthly report to the Common Council of events being held, fees charged, and fees waived.

**Approval Exclusions**

The City of Manitowoc reserves the right to deny a Special Event Application if the event is incompatible with the requested area, public safety concerns, or conflicts with other scheduled or unscheduled park activities.

**Event Security**

The sponsor shall be responsible for providing the necessary number of uniformed security personnel. Each event shall have a designated head of security that can be contacted at any time by the Police or Fire Departments. Security personnel are required at the rate of one security person for every 300 persons present, if alcohol is available, or for any 500 persons present if alcohol is not available. If you are obtaining a alcohol license, you must also have two security personnel in the alcohol concession area that are easily identifiable as event security by a vest or shirt. For example, if you are serving alcohol for an event at Washington Park with 200 people, you would need three security people (two in the alcohol concession area, plus one additional person). The Police and Fire Departments, depending on facts and circumstances specific to each event, shall have the

discretion to modify these ratios as they deem necessary to ensure citizen safety. The event holder is responsible for making sure that all individuals purchasing alcohol are of legal drinking age and at least one licensed bartender is present at all times in each location alcohol is being served.

## **INSURANCE**

Any event other than a residential block party will be required to provide comprehensive general liability insurance. Policy requirements are available on page 14 and 15 of this booklet. Please be aware that you will need to submit both a certificate of insurance and an endorsement naming the City of Manitowoc as an additional insured. The Clerk's Office will contact you to obtain your insurance and endorsements once your event has been approved.

## **MISCELLANEOUS**

### **Compliance with Laws**

Sponsors of events in the parks or public right-of-way must comply with all applicable park and city ordinances.

### **Damage to Buildings, Grounds and Lost Keys**

Damage to buildings includes but is not limited to vandalism, defacement, and breakage to any buildings, fences, equipment, gardens, trees, tables, barrels, etc. Additional charges for materials to repair damages to buildings or grounds or extra staff time required to clean and restore facilities may be charged and will be determined on a cost recovery basis. A fee will also be charged for any lost keys or padlocks.

### **Food and Beverage Concessions**

Sponsors of special events that provide food and beverage concessions are responsible for securing all necessary licenses and permits from the City and the Manitowoc County Health Department. Alcoholic beverages are not permitted in Washington Park, Union Park, Riverview Park, Pulaski Park, Lincolnshire Park, Henry Schuette Park, Mariner's Landing, Municipal Athletic Field, or Camp Vits Park, except where a waiver of the alcohol restriction and the proper alcohol license has been obtained. A licensed bartender must be present at all times at each location where alcohol is being served.

All beverages must be dispensed in paper or plastic containers.

Sponsors will be responsible for the pick up and removal of all litter as dictated by the "Cleanup and Refuse" section.

### **Noise Control**

If requested by the Manitowoc Police Department, the sponsor of a special event shall reduce the sound volume if complaints are being generated that the sound is creating a public nuisance. If the sponsor fails to reduce the sound volume, they shall be subject to a penalty as provided by the city ordinance and further applications for special events may be denied.

A loudspeaker or other similar electronic sound amplification system cannot be used between the hours of 10:00 p.m. and 8:00 a.m. or where the contemplated use is within 500 feet of a hospital at any time or within 500 feet of any church or school when the church or school is in session. Special event organizers may apply for an exemption from the noise ordinance.

### **Portable Restroom Facilities**

In addition to restroom facilities available in the park area, portable toilets may be required for health and sanitation reasons. Restroom facilities shall be provided based on the anticipated peak crowd. Events over 250 people need at least one additional portable toilet for every additional 250 people expected. For example, an event with 500 people requires two portable toilets in addition to the existing toilet facilities at the park. Portable toilets shall be properly enclosed, in good repair, emptied when full and a minimum of 100 feet away from any food preparation. Periodic inspection by a representative of the sponsor must be made to insure the proper functioning of the toilets and adequate supply of toilet paper.

### **ERECTION OF TENTS, FENCES, BOUNCE HOUSES, ETC.**

A stake permit is required from the Parks Department to erect a tent, canopy, bounce house, fence, or similar item that requires stakes or posts to be placed in the ground on City property. There is a \$50 fee for a stake permit. **The special event sponsor is**



responsible for contacting Diggers Hotline a minimum of three (3) business days before any stakes and fence posts are driven into the ground. Sponsor must also contact the Manitowoc Fire Department for tent fire safety guidelines. For events with bounce houses, the insurance coverage must specifically state that it covers bounce houses.

### UTILITIES

Should an event require more utilities than what is available, it shall be the sponsor's responsibility to obtain the necessary utilities. Any temporary installation of electrical services on City property must be approved in advance by the City Electrician with the total cost to be borne by the sponsor.

### PARKING & TRAFFIC CONTROL

The sponsor must notify the Police Department in advance if traffic control will be needed. The sponsor is responsible for regulating the parking of vehicles and must provide an adequate number of individuals to control and regulate the parking if needed. Parking on the grass is not permitted.

No heavy vehicles will be permitted to drive on grassy areas on City property without prior approval. Sponsors will be responsible for the repair of any damaged ground, including, but not limited to, vehicle rut repairs or damage to berms or turf. Damage repair will be billed on a cost recovery basis.

### CLEAN UP AND REFUSE

The event sponsor must provide adequate contracted trash and recycling containers to handle the volume of anticipated refuse. It is recommended that large events obtain contracted trash dumpster and pick up service for the refuse generated by the event.

Cleaning of the park after a special event is the responsibility of the sponsor. All trash and recycling must be placed in appropriate containers. **Clean up must be completed by 9 AM on the day after the conclusion of the event.** All portable objects such as tents, fencing, port-a-potties, etc. will be also be removed by 9 AM on the day after the conclusion of the end of the event.

If cleaning is not accomplished by the event sponsor within the time allotted and must be accomplished by the Parks Department, the sponsor will be billed on a cost recovery basis.

## SPECIFIC SPECIAL EVENT RULES

### Residential Block Parties

To a host a block party, the applicant must complete the permit application, pay the block party permit fee, and provide a map showing the area requested for a block party, including the intersecting streets. Block party hosts must contact all affected residents prior to applying.

For most intersections, two type III 8' barricades, two type II 3' barricades with lights, and two road closed signs are necessary to close both ends of the street. Required traffic control items will be determined by the Department of Public Infrastructure. Use of the traffic control items for the purpose of closing off the street is included with the block party permit fee. The applicant is responsible for picking up the items at 2655 S 35th Street between 7 AM and 2:30 PM on the last business day prior to the event, and subsequently returning them to the same location on the next business day following the event. The applicant is responsible for lost, stolen or damaged items.

Any debris must be removed immediately from the street and terrace.  
**Block parties must be concluded and the road opened by 11 PM.**

### Parades

Sponsors are strongly encouraged to use one of the established parade routes. Sponsor must submit a map which designates the specific route requested. The map must include the direction of travel, as well as the assembly and dispersal areas.

Sponsors will be required to rent the appropriate number and type of traffic control items for street closure, as determined by the Police Department, to insure public safety. City employees will install the necessary traffic control items for parades.

The Police Department will be responsible for posting temporary "no parking" signs along the parade route, if necessary. Sponsors are responsible for cleaning the parade route. This includes the paved street area, sidewalks and terraces. If the sponsor does not clean the route within the allotted time and clean up must be accomplished by the City, the sponsor will be billed for the clean up on a cost recovery basis.

### Runs, Walks, Races

Sponsors are strongly encouraged to hold the event in a park or on designated trails. If the event is held outside of those areas, it is recommended to use sidewalks, avoid high traffic areas, not cross major streets, and cross streets at controlled intersections. If such an event will be held on any portion of a state highway, such as Highway 42 / Waldo Boulevard, a permit must be obtained from the Wisconsin Department of Transportation.

A map designating the specific route requested must be submitted with the application. The map must include direction of travel, assembly and dispersal areas, checkpoints, if any, and location of road guides, if used. Checkpoints must be located so that both the checkpoint and the participant can be accommodated on the public right-of-way. Private property cannot be used without permission of the property owner. Road guides must be provided at all uncontrolled intersections. Road guides must wear orange or yellow reflective safety vests, which are available for rent from the Department of Public Infrastructure.

If swimming is a part of the event, the event sponsor must provide certified lifeguards. Proper boating safety protocol and personal flotation devices are expected for all events involving small watercraft.

Sponsors may rent traffic cones which are necessary to delineate a route or assembly area from the Department of Public Infrastructure. It is the sponsor's responsibility to place the traffic cones and subsequently remove them. Sponsors are responsible for lost, stolen or damaged traffic cones.

Sponsors are responsible for cleaning the run/walk/race route. This includes the paved street area, sidewalks and terraces. Cleaning includes the removal of all signs, flags, etc., which were put up by the sponsor to provide participants with race directions. **Use of spray paint on pavement is not permitted. If routes are to be marked, call 686-6550 to confirm your marking material is approved.** Clean up must be completed by 9 AM the day after the conclusion of the event. If the sponsor does not clean the route the City will clean up and the sponsor will be billed on a cost recovery basis.

Activity participants on bicycles must obey all rules of the road required by city ordinance/state statute.

Questions regarding special events should be directed to one of the departments below:

**Department of Public Infrastructure**

***Parks Division & Streets & Sanitation Division***

2655 S 35th St., Manitowoc, WI 54220

Phone: 920-686-3580 (Parks) / 920-686-6550 (Streets)

Office hours: Weekdays 7 AM—4 PM

Email: parksadmin@manitowoc.org

***Recreation Division***

3330 Custer St., Manitowoc, WI 54220

Phone: 920-686-3060

Office hours: Weekdays 8 AM—4 PM

Email: dlarson@manitowoc.org

**Clerk's Office**

900 Quay St., Manitowoc, WI 54220

Phone: 920-686-6950; Fax: 920-686-6959;

Office hours: Weekdays 7:30 AM—4:30 PM

E-mail: clerk@manitowoc.org

**Police Department**

910 Jay St., Manitowoc, WI 54220

Phone: 920-686-6500; Fax: 920-686-6588

Office hours: Weekdays 7:30 AM—4:30 PM

**Fire Department**

911 Franklin St., Manitowoc, WI 54220

Phone: 920-686-6540; Fax: 920-686-6545

Office hours: Weekdays 7:00 AM—4:00 PM



**Digger's Hotline**

Phone: 1-800-242-8511 or Dial 811

**Manitowoc County Health Department**

823 Washington Street, Manitowoc, WI 54220

Phone: 920-683-4155; Fax: 920-683-4156

Office hours: Monday 8:00 AM—5:00 PM

Tuesday—Friday 8:30 AM—4:30 PM

**All forms for Special Events and any other City form you may need are available online at [www.manitowoc.org](http://www.manitowoc.org)**

**SPECIAL EVENTS: Insurance Requirements**

	<b>LEVEL OF COVERAGE</b>
<i>Commercial General Liability Coverage<sup>1</sup></i>	
Each Occurrence	\$1,000,000
Damage to Premises	\$1,000,000
Medical Expenses <sup>2</sup>	\$5,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products & Completed Operations	\$1,000,000
<i>Automobile Liability<sup>3</sup>: Either Combined Single Limit or Bodily Injury &amp; Property Damage Coverage</i>	
Combined Single Limit	\$500,000 each accident
Bodily Injury	\$250,000 each person \$500,000 each accident
Property Damage	\$100,000
<i>Worker's Compensation and Employers' Liability</i>	
Worker's Compensation	as statutorily required
Employer's Liability	\$100,000/accident, \$500,000 disease policy limit, \$100,000 disease/employee
<i>Alcohol Liability<sup>4</sup></i>	
Alcohol Liability Coverage	\$500,000 each occurrence, \$500,000 aggregate

All insurance for special events is required to be primary coverage and any insurance or self-insurance maintained by the City of Manitowoc, its officers, Council members, agents, employees, or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in full force throughout the entire event, including the clean up period after the event.

The City of Manitowoc and its officers, Council members, agents, employees, and authorized volunteers shall be listed as Additional Insured on General Liability Coverage, Comprehensive Automobile Coverage and Umbrella Coverage. An Additional Insured Policy endorsement must accompany the Certificate of Insurance. **PLEASE NOTE:** this is a separate document from the certificate of insurance.

A copy of the certificate of insurance must be on file with the City Clerk at least 10 days prior to the event occurring. The City of Manitowoc requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage. The insurance coverage must be provided by an admitted carrier in the State of Wisconsin.

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<sup>1</sup>Claims made policies are not acceptable.

<sup>2</sup>For any one person.

<sup>3</sup>Must apply to any automobile, whether owned, non-owned, or hired.

<sup>4</sup>Required if alcohol is being served.

