

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/2/2021

EVENT NAME: 4th of July Parade, Fourth on the Shore, Festival Foods Fireworks

ORGANIZER: City of Manitowoc - Stacey Groll

E-MAIL ADDRESS: sgroll@manitowoc.org

EVENT DATE: 7/4/2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Parade from S 8th & Washington to the Yacht Club; staging on S 8th St. from Washington to Madison St.; picnic & fireworks by the lake; street closures; use of traffic control & parks equipment; additional officers & crossing guards on duty

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Approved via Zoom:

Shawn Alfred/sr

Todd Blaser/sr

Jason Freiboth/sr

Liz Majerus/sr

COUNCIL ACTION REQUIRED:

Street closures for parade: Washington St. from Madison to S 8th; S 8th from Washington to Maritime Dr., & Maritime Dr. from S 8th to the Yacht Club; **Fourth on the Shore/Fireworks closures:** Parking lane on E side of Maritime Dr., southbound traffic from Memorial/Waldo roundabout onto Maritime Dr. to be detoured up Cleveland Ave.; closure of S. pier

ITEMS TO INCLUDE IN LETTER:

RECEIVED

MAY 21 2021

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: 4th of July Parade, Fourth on the Shore, Festival Foods Fireworks
- 2. Date of Event: 07/04/21 If multiple days, Start Date: N/A End Date: N/A
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 7:00 AM Actual Start Time: 9:00 AM Finish Time: 10:15 AM
- 4. Name and Complete Address of Organization/Individual Organizing the Event:

City of Manitowoc
Name of organization responsible for event

Stacey L. Groll
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 686-6980

(same)
Contact name DURING event (if different)

Telephone # DURING event (920) 629-0414

900 Quay St.
Street Address

Manitowoc, WI 54220
City, State, Zip

E-mail address Sgroll@manitowoc.org
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.

- Parade map attached.
- Fourth on the Shore event map attached
- Fireworks map attached.

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
Barnham Parade staging: Madison to Washington St.

Does the event require streets to be closed? Yes No If yes, which street(s) Barnham Parade route closed for parade
Parking lane on ea. side of Maritime Dr. should be closed for 4th on the shore.
SB traffic coming off Memorial/Waldo roundabout onto Maritime should be detoured
It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & up Cleveland.
Sanitation Division.
Barn - 11am

Will the event be held on the sidewalk? Yes No

Handwritten initials and numbers:
R/N
5828



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? 5,000+

How many vendors will be at your event? Approx. 40 How many vehicles? Unknown

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

See details in #5.

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: 11 AM - 10:30 PM

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 -at DPI discretion - parade route?
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. In the parade & in areas where animals are normally allowed.

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:
Between the wharf & Carberry: 2 standard Marina: 3 standard
WMM: 4 standard, 1 handicap, 1 hand wash Yacht club: 2 standard, 1 handicap,
YMCA: 3 standard, 1 handicap, 1 hand wash 1 hand wash

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 *WMM's license covers lot, Mtwe. Yacht Club's covers lot, 1/3 Mtwe. Salmon Derby has got theirs with Clerk's office.*

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: *Deliveries anytime on July 2nd. Locations of deliveries shown below.*

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day		Total	
Barricades								
2'	4	X	1	X	\$3.00	=	\$12	Flashers
3'		X		X	\$3.00	=		Flashers
8'	9	X	1	X	\$4.00	=	\$36	
12' Rail typo-long	6	X	1	X	\$2.00	=	\$12	
Rail typo-short		X		X	\$2.00	=		
Channellizer 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

Block off 2 parking spaces on ea. side of south pier entrance
Baymont/WMM lot (see map)
to block s. pier entrance
YMCA parking lot (see map)

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	22	X		X	\$7.00	=	\$154	
Risers, platform		X		X	\$15.00	=		
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***	1	X	1	X	\$240.00	=	\$240	

12 @ WMM / Baymont Lot (see map)
10 @ Yacht Club - east of parking lot
Description near tent (which will be up)

Other (list items and amounts):
40 folding chairs - deliver on east side of Wisconsin Maritime Museum
TOTAL RENTAL CHARGES \$454

20-30 yds east of picnic tables

*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. **State Permit:** There is a \$50.00 NON-WAIVABLE state 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 (Yes, but not on city property; WMM, Marina, Yacht Club)
 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:

Directing traffic where PD deems appropriate
 2 crossing guards from 12-8pm: 1 @ Maritime & Huron and 1 @ Maritime & Buffalo

 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):
 City event that generates hotel stays

Will moneys be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes No

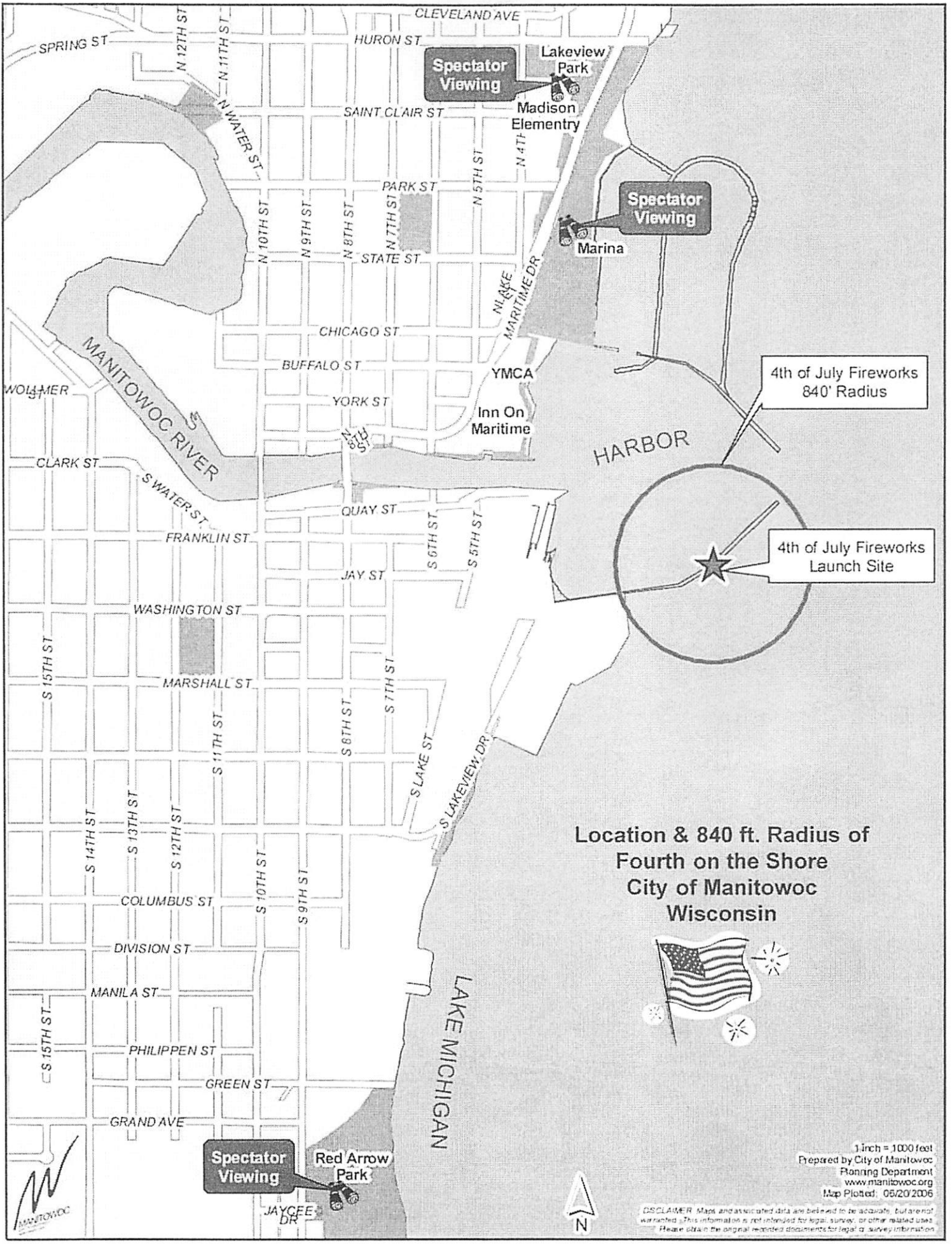
If yes, explain and list specific charges

Food and beverage sales & vendor sales

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

Revenues go to the entities who are selling

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.



4th of July Fireworks
840' Radius

4th of July Fireworks
Launch Site

**Location & 840 ft. Radius of
Fourth on the Shore
City of Manitowoc
Wisconsin**



1 inch = 1000 feet
 Prepared by City of Manitowoc
 Planning Department
www.manitowoc.org
 Map Plotted: 05/20/2006

DISCLAIMER: Maps and associated data are believed to be accurate. But are not warranted. This information is not intended for legal, survey, or other related use. Please refer to the original recorded documents for legal or survey information.

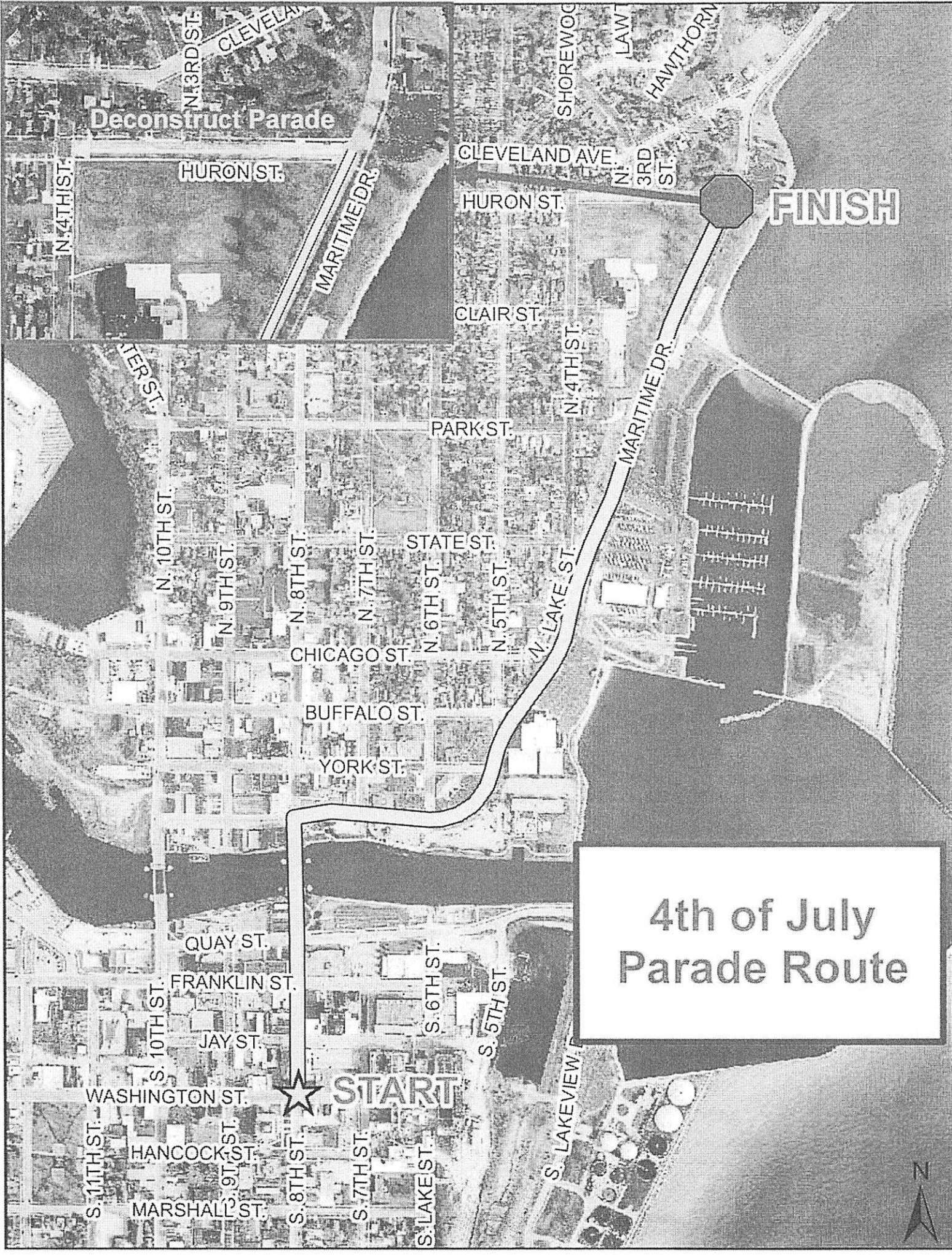


Deconstruct Parade

FINISH

4th of July
Parade Route

START





Public Buildings

Public Parks

Public Schools

Public Streets

Elysium

YMCA

Vendors

Marina

Lighthouse
Tours

Flotilla