



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



August 25, 2016

Matthew T. Strathmann  
3131 Southbrook Ct. Apt. 110  
Manitowoc, WI 54220

RE: Silver Creek Disc Golf Ace Race – October 8, 2016

Dear Mr. Strathmann:

Your request to use Silver Creek Park disc golf course and placement of table and canopy in the northwest corner of the fieldhouse parking lot on October 8, 2016 for your Disc Golf Ace Race, was acted upon by the Special Event Committee at the meeting of Monday, August 22, 2016.

At said meeting, the Committee unanimously recommended granting of your request.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org). Special Events Insurance Requirements are also enclosed.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Jennifer Hudon  
City Clerk

JH:dan

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Randy Junk, Operations Division Mgr. (Streets)  
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager

**Jennifer Hudon, MPA, City Clerk/Deputy Treasurer**  
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543  
Phone (920) 686-6950 • Fax (920) 686-6959 • [jhudon@manitowoc.org](mailto:jhudon@manitowoc.org)



# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 8/22/2016

**EVENT NAME:** Silver Creek Disc Golf Ace Race

**ORGANIZER:** Matthew Strathmann

**EVENT DATE:** 10/8/2016

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Disc golf event where you try to "ace" as many holes as possible to get a prize; 2 rounds of 18 holes will be played; purpose of event is to introduce disc golf to others; proceeds to be used for prizes for players and possible donation to Silver Creek disc golf course or disc golf in schools program; table & canopy in NW corner of parking lot by shed

**ESTIMATED CITY COSTS:**

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL	0

**ESTIMATED EVENT HOLDER CHARGES:**

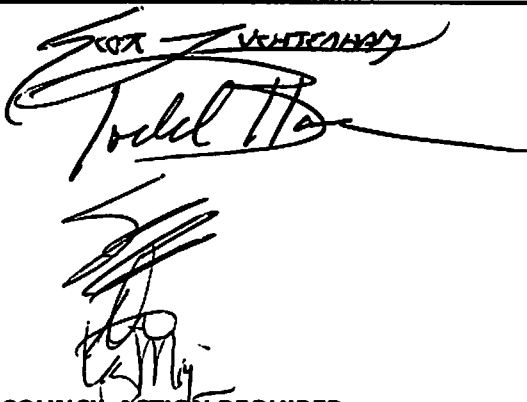
LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL E.H. CHARGES</b>	<b>0</b>
<b>GRAND TOTAL</b>	

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY



**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

## **Deborah Neuser**

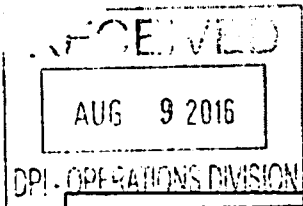
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**From:** Sandy Ronski  
**Sent:** Thursday, August 11, 2016 9:06 AM  
**To:** SpecialEvents  
**Subject:** Dept. Recommendation Form - Silver Creek Disc Golf Ace Race 10-08-16  
**Attachments:** Dept Recommendation Form - Silver Creek Disc Golf Ace Race.pdf; Silver Creek Disc Golf Ace Race 10-08-16.pdf

Mr. Strathmann originally wanted to have this on 10/1, but the Cyclocross Race was that day. He then changed to 10/8, but the MPPA Police Chase was happening that day, so he adjusted the time of his event to begin after the Police Chase on 10/8. He will not be using any buildings for this event. There will be a tent and possible pop-up tent in the northwest corner of the fieldhouse parking lot near the small shed with the map of the disc golf course on it.

Mr. Strathmann also offered to address the committee at your next meeting, if you would like.

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)



City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

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: Silver Creek Disc Golf Ace Race
2. Date of Event: 10/07/2016
3. Time Event will Begin Setup: 7:00 am AM/PM Actual Start Time: 9:00 am AM/PM Finish Time: 5:00 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Name of organization responsible for event: Matthew Thomas Strathmann
Telephone # PRIOR TO event (920) 973 0580
Name (first, middle, and last) of event organizer
Telephone # DURING event (920) 973 0580
Contact name DURING event (if different)
3131 Southbrook Ct. Apt #110
Street Address
Manitowoc, WI, 54220
City, State, Zip
E-mail address of event organizer: strathmt@gmail.com

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.

The event will be held at Silver Creek Disc Golf Park. The event being held is called an Ace Race. The purpose of the Ace Race is to introduce disc golf to people and for all ages to have fun. An ace race is an event where you get two brand new discs (along with other items) and you try to 'ace' the disc golf holes with these new discs. You play a round of 18 twice and the person with the most 'aces' or basket hits at the end of those two rounds wins an extra prize!

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

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

None

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



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? 30 to 90 people

How many vendors will be at your event? None How many vehicles? 20-40

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: \_\_\_\_\_

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

*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>	
<b>Barricades</b>								
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	=	_____	
<b>Channelizer Drums</b>	_____	X	_____	X	\$3.00	=	_____	
<b>Cones</b>								
18"	_____	X	_____	X	\$1.50	=	_____	
28"	_____	X	_____	X	\$1.50	=	_____	
<b>Safety vests</b>	_____	X	_____	X	No charge	=	No Charge	
<b>Snow fence</b>								
Rolls	_____	X	_____	X	\$4.00	=	_____	
Posts	_____	X	_____	X	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	X	No Charge	=	No Charge	
<b>Traffic signs</b>	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
	_____	X	_____	X	\$2.00	=	_____	Description _____
<b>Traffic signs (Portable)</b>	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
	_____	X	_____	X	\$3.00	=	_____	Description _____
<b>Other (list items and amounts)</b>	_____							

**Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.**

<b>Banquet tables, 8'</b>	_____	X	_____	X	\$5.00	=	_____	
<b>Park benches</b>	_____	X	_____	X	\$7.00	=	_____	
<b>Picnic tables</b>	_____	X	_____	X	\$7.00	=	_____	
<b>Risers, platform</b>	_____	X	_____	X	\$15.00	=	_____	Description _____
<b>Security stanchions</b>	_____	X	_____	X	\$ 5.00	=	_____	
<b>Tent, 10'x10'</b>	_____	X	_____	X	\$30.00	=	_____	
<b>Tent, 10'x20'</b>	_____	X	_____	X	\$35.00	=	_____	
<b>Ticket booths, outdoor</b>	_____	X	_____	X	\$15.00	=	_____	
<b>Trash cans</b>	_____	X	_____	X	No Charge	=	No Charge	
<b>Wenger portable bandwagon, 35x8'***</b>	_____	X	_____	X	\$240.00	=	_____	
<b>Other (list items and amounts):</b>	_____							

**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. Stake 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

\$30 registration for event, Small fee for raffle

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

\$900 - \$2700 for Registration, Another \$150 for raffle. Used for extra prizes for players and donation

for Silver Creek disc golf course or disc golf in schools  
 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. *program*

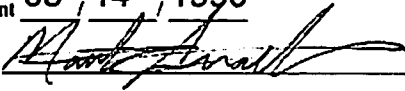
**12. Legal Notice**

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 05 / 14 / 1990

Signature of Applicant: \_\_\_\_\_



Date: 08/06/2016





Layout  
10/31/2015

Lake Michigan

CHAMP TEES	
2	230
13	386
21	272
34	370

Alternate Baskets Short Long	
1	170
2	210
3	.....
4	.....
5	.....
6L	181
6XL	231
7	256
8	331
9	309
Total	1810
10	400
11	525
12	.....
13	.....
14	.....
15	.....
16	225
17	225
18	.....
Total	2196
19	2873
20	.....
21	.....
22L	205
22XL	335
23	305
24	206
25	248
26	235
27	305
Total	1942
28	2551
29	.....
30	.....
31	.....
32	.....
33	318
34	428
35	293
36	362
Total	227
Total	2064
Total	2964

Original Baskets Short Long	
1	148
2	188
3	147
4	205
5	200
6	228
7	142
8	244
9	205
10	308
11	146
12	206
13	275
14	150
15	240
16	240
17	170
18	180
19	170
20	330
21	190
22	2763
23	192
24	248
25	20
26	130
27	178
28	154
29	212
30	145
31	175
32	245
33	160
34	245
35	171
36	213
Total	185
Total	235
Total	450
Total	330
Total	1697
Total	2306
28	156
29	260
30	184
31	285
32	330
33	400
34	184
35	306
36	258
Total	368
Total	298
Total	311
Total	242
Total	172
Total	240
Total	1898
Total	2798

Silver Creek  
Disc Golf Course  
Manitowoc, Wisconsin  
<http://discoverwisc.com>



DISC GOLF'S  
**BIGGEST** EVENT



**2016: GET READY TO RUN IT!**

**THE ORIGINAL FUN DISC GOLF EVENT FOR ALL SKILL LEVELS**

Each year, disc golfers from around the globe gather at their local disc golf courses for one purpose: to throw aces (that's a hole in one)!

- All players are welcome!
- Each player receives two identical Ace Race discs and other cool disc golf gear!
- The grand prize includes a stack of Discraft golf discs at each event!
- Entry fee: \$30.00

BRINGING THE SPORT ONE STATE AT A TIME  
**SEE YOU THERE!**

DATE & TIME

Saturday October 8<sup>th</sup> 2016 12pm - 8am - ?

COURSE

Silver Creek Disc Golf Course Manitowoc

CONTACT

Matthew Strathmann strathmt@gmail.com

Facebook.com/events/981235548659966

**HUGE  
PLAYER  
PACK!**



**EACH PLAYER GETS  
TWO DISCS, T-SHIRT,  
TOWEL, MINI & MORE!**

A PRESENTATION OF

**DISCRAFT**  
THE WORLD LEADER IN DISC SPORTS



While supplies last. Item substitutions of equal or greater value may occur if demand exceeds supplies. Shirt color & style may vary. Players outside of the US may be charged up to US\$45 for entry.



### 2016 PLAYER PACK

**ALL THIS WITH YOUR \$30 ENTRY FEE  
JOIN THE FUN, GROW THE SPORT!**



- Two premium ESP line prototype discs
- One high performance wicking t-shirt
- One premium disc golf towel
- One reusable disc golf scorecard
- One mini marker disc
- One vinyl sticker

**\$74  
VALUE!**