

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/3/2023

EVENT NAME: Special Event - Manitowoc Salmon Derby

ORGANIZER: NE WI Great Lakes Sport Fishermen - Tom Nowak

E-MAIL ADDRESS: tnknowak4@charter.net

EVENT DATE: 6/30-7/4/2023

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Salmon Derby at Manitowoc Marina to serve as a fundraiser. About 500 people will be in attendance and this will coincide with Fourth on the Shore.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Todd Blaser /ec Jason Freiboth /ec Dan Koski /ec Eric Nycz /ec	

COUNCIL ACTION REQUIRED:

Waiver of Sound Ordinance

ITEMS TO INCLUDE IN LETTER:

Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at revenue.wi.gov. Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St.



City of Manitowoc

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Business/Org Name Northeastern WI Great Lakes Sport Fisherman Inc
 Name of Applicant Tom Nowak
 Street Address 911 19th St.
 Mailing Address _____
 (If different)
 City, State, Zip Two Rivers, WI 54241
 Primary Phone 920 901 2261
 Cell Phone 920 901 2261
 Email tnknowak4@charter.net
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Tom Nowak Kelli Nowak
 On-Site Cell Phone # 920 901 2261
 On-Site Security Contact Name Tom Nowak
 On-Site Security Contact Phone # 920 901 2261

EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Missing Map/Drawing

Event takes place at Manitowoc marina and parking lots. (425 Maritime Dr.) Fishing derby event June 30, July 1+2, and concludes with the 4th on the shore event. We raise money at this event to help educate our youth with the rearing pond at the Lincoln Park Zoo. We also raise funds for scholarships.

Event Name Manitowoc Salmon Derby

Public Event YES NO

Location Manitowoc Marina Parking Lot

Estimated Total Attendance 500

Estimated Attendance 100
from outside City of Manitowoc

Staging Area North Parking lots

Event Website _____

Event Date(s) June 30 - July 1 - 4

* July 3 event area will be closed with our clubs own security on the grounds.

Event Start Time 12:01 AM PM

Event End Time _____ AM PM

Setup Date(s) June 29 2023

Setup Start Time 3:30 AM PM

Teardown Date(s) July 5 2023

Teardown End Time 4 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

FACILITY REQUESTS

Facility Location Manitowoc Marina

Mariner's Trail FROM _____ TO _____

Athletic Field(s) Request _____

Special Power Requirements _____

Special Lighting _____
(ex. ball diamonds)

ADA Accommodations _____

ROUTE

Route map must be submitted with application

Road Closure
Describe location(s)
+ time(s)

Timed Route

Road Crossing
Describe where +
if assistance needed

Course Marking
Describe type

Sidewalk
Describe usage

EVENT STRUCTURES

Site map must be submitted with application

Staking Structures into Ground
(greater than 6")

Fencing

Bounce House # _____

Portable Restrooms # 9

Signs/Banners # _____

VENDORS & MONEY EXCHANGE

Alcohol Sales Request for Extension of Premises
Class B License

Alcohol Served End Time ~~11:30 pm~~ 11:30 pm

Beverage or Food Sales

Merchandise Sales

Vendor(s) How many 1 besides our food stand

Collecting Money Donations

Charging Admissions On-Site

Credit Card Sales/Transactions

Expected Revenue _____

Revenue to be used for _____

EVENT FEATURES

Animals # _____ Type _____

Fireworks - Time _____

Drone # _____

Lights/Spotlights # _____

SOUND

Amplified Sound

Start Time 1:00 AM (PM)

End Time 11:30 AM (PM)

Type of Sound Band amplifiers

EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at www.manitowoc.org.

DELIVERY DATE June 29 TIME B4 3:30 AM PM LOCATION _____
PICKUP DATE July 5 TIME _____ AM PM Place Items in original drop-off location after event.

*Indicate Quantities on Line

GAMES

- Bean Bag Toss _____
- Ring Toss _____
- Sports Kit _____

STAGING / RISERS

- RISERS - 4' x 8' Wooden Platforms
6" H _____ 12"H _____ 18"H _____
- Staging - 8'x12'
- Portable Bandwagon - 35'x8'

TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables - 8'x40" _____
- Benches - 4' wooden _____
- Bleachers - 15'x5' portable _____
- Chairs - metal, folding _____
- Picnic Tables - 6' wooden 20
- Picnic Tables - 8' wooden, ADA accessible _____

TENTS

- Tent - 10'x 20' _____

TRAFFIC CONTROL ITEMS

- Barricades - 2' _____
- Barricades - 3' _____
- Barricades - 8' _____
- Barricades - 12' rail-type _____
- Channelizer drums - 3' reflective _____
- Cones - 18" _____
- Cones - 28" reflective _____
- Delineators - 42" reflective _____
- Parking posts with concrete base - 42"H (rope or tape not included) _____
- Traffic signs (sign only - typically placed on barricades)
 - Road Closed _____
 - Road Closed Ahead _____
 - _____
 - _____

MISCELLANEOUS ITEMS

- Disc golf basket - portable _____
- Grill - 2' x 3' portable, outdoor _____
- P.A. system - microphone, sound board, 2 speakers with stands _____
- Post pounder / driver _____
- Power pedestal - portable _____
- Safety vests _____
- Security stanchions _____
- Snow fence - 50' rolls - plastic _____ wooden _____
- Snow fence - posts _____
- Ticket booths - outdoor _____
- Trash barrels 15
- Other _____

VEHICLES

Parking must be included on site map

Expected number of vehicles Unknown

Where do you plan to park vehicles Fishermen in the South Marina lot

Are there any special parking considerations No
(VIP, ADA, Security, Emergency Vehicles, etc)

SAFETY & SECURITY

The City requires security based on attendance

Do you need assistance from: Police Dept Fire Dept/Ambulance

Describe _____

Date/Time _____

Location _____

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES NO
(If so, please attach)

ADDITIONAL QUESTIONS

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

See attached requests.
Thank you

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 Guidelines and 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 2/17/1973

Signature of Applicant: *Thomas C Nowak*

Date: 4-26-23

E-MAIL

PRINT

Mayor Justin Nickels and the City Council

Northeastern Wisconsin Great Lakes Sport Fisherman Inc. have been given the use of the north parking lot area of the Manitowoc Marina by Rich Larson for our 49th annual Salmon Derby. This event will be taking place on Jun 30, 2023 , July 1 - 4 2023.

We would like an extension of the noise ordinance for Friday June 30, Saturday, July 1, and Sunday July 2 until 11:30 PM. As in the past we have requested and received from the Parks Department picnic tables and garbage cans at no extra charge. Once again we are formally requesting the support from the city which has been offered in years past. We would also like to request from the Recreation Board permission to sell fermented beverages until 11:30 PM in the north parking lot of the Manitowoc Marina. We hope that favorable consideration is given to the above requests.

**Thank you for your continued support.
Manitowoc Salmon Derby Chairman
Tom Nowak**