

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Wednesday, December 26, 2018 2:28 PM
To: Mackenzie Reed-Kadow
Cc: Deborah Neuser
Subject: RE: Finance Committee agenda item - Night Market 920
Attachments: Night Market 920 06-12-19 to 08-14-19 for Finance.pdf

So sorry, but please use this new attachment. The fees were modified, and I believe the backs of 2 pages were missed on the original scan.

Thank you,

Sandy Ronski
Operations Clerk II
Transit, Cemetery, Parks, & Lift Bridges
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to <http://www.manitowoc.org/list.aspx>. After you enter your e-mail address and/or phone number, scroll down to the News Flash section and click on either the envelope (to receive e-mails), the phone (to receive texts) or both.

From: Sandy Ronski
Sent: Wednesday, December 26, 2018 2:01 PM
To: Mackenzie Reed-Kadow
Cc: Deborah Neuser
Subject: Finance Committee agenda item - Night Market 920

The Special Event Committee met today and discussed the Night Market 920 events for 2019. They would like to defer these to the Finance Committee & then Council for approval. Please put this item on the next Finance Committee agenda.

Thank you,

Sandy Ronski
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SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/26/2018

EVENT NAME: Night Market 920

ORGANIZER: Grow It Forward - Amber Daugs

EVENT DATE: 6/12 to 8/14/19

NEW OR RECURRING:

LOCATION/DESCRIPTION: Use of Briess lot for music event with food trucks, beer sales, etc.; setup will be similar to Vic Ferrari event; use of Burger Boat power panel; possible llama on site; use of Parks equipment & traffic control items

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	4230
RECREATION	
STREETS	378
TOTAL DEPT. COSTS	4608

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	250-350
<small>(if delivery requested)</small>	(1500-2100 total)
WAIVED -ROOM TAX	5730 - 6708
NON-WAIV. STAKE PERMIT	

per event
(1500-2100 total)
depending on construction at the lot

COMMITTEE CONCERNS:

COMMITTEE DECISION: *Defer to Finance Committee and then Council.*

APPROVE

DENY



COUNCIL ACTION REQUIRED:

Closure of Quay St. & sidewalk from S 6th to S 8th if construction on area between the river & Quay St. is not complete

ITEMS TO INCLUDE IN LETTER:

Event: Night Market 920

Event Date: 6-12 to 8-14-19

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

No issues or expenses with this event. Our "on-duty" officers will conduct periodic checks of the area (walk-thru's) as the events are taking place.

DEPT. CHARGES

LABOR 0

OTHER 0

EQUIP. 0

TOTAL 0

Dept. Head or Designee Name Scott Luchterhand Date 10 / 02 / 18

FIRE
(686-6500)

DEPT. CHARGES

LABOR _____

OTHER _____

EQUIP. _____

TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

PARKS
(686-3580)

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____

LATE APPL. FEE _____

OTHER _____

STAKE PERMIT _____

TOTAL _____

TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

REC.
(686-3060)

DIVISION CHARGES

RENTAL _____

OTHER _____

TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS
(686-6550)

DIVISION CHARGES

RENTAL _____

OTHER _____

TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Night Market 920

Event Date: 6-12 to 8-14-19

REVIEWING DEPARTMENT RECOMMENDATION

POLICE
(686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE
(686-6500)

Would like to see the final layout prior to the event being approved.

DEPT. CHARGES

LABOR N/A OTHER N/A
EQUIP. N/A TOTAL N/A

Dept. Head or Designee Name Todd M. Blaser Date 10 / 02 / 18

PARKS
(686-3580)

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____ LATE APPL. FEE _____
OTHER _____ STAKE PERMIT _____
TOTAL _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

REC.
(686-3060)

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS
(686-6550)

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Night Market 920

Event Date: 6-12 to 8-14-19

REVIEWING DEPARTMENT RECOMMENDATION

POLICE (686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE (686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

PARKS (686-3580)

Use of power panel, tables, benches, security stanchions, & bandwagon

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL \$4230 _____ LATE APPL. FEE _____
 OTHER _____ STAKE PERMIT _____
 TOTAL \$4230 _____ TOTAL _____

Dept. Head or Designee Name *[Signature]* Date 10, 3, 18

REC. (686-3060)

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS (686-6550)

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

Event: Night Market 920

Event Date: 6-12 to 8-14-19

REVIEWING DEPARTMENT RECOMMENDATION

POLICE (686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

FIRE (686-6500)

DEPT. CHARGES

LABOR _____ OTHER _____
 EQUIP. _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

PARKS (686-3580)

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____ LATE APPL. FEE _____
 OTHER _____ STAKE PERMIT _____
 TOTAL _____ TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

REC. (686-3060)

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name _____ Date ____/____/____

STREETS (686-6550)

See attached

DIVISION CHARGES

RENTAL _____
 OTHER _____
 TOTAL _____

Dept. Head or Designee Name [Signature] Date 10/4/19

STREETS EQUIPMENT CHARGES

Event Name & Location: Night Market 920 at Briess Lot

	Emp. #1	#2	#3	Total
Contact Name & Phone #: <u>Amber Daug 645-9467</u>	Name:			
Customer Pickup: <u>No</u>	Labor Hours:			0
	\$/Hour:			0.00
Date/Time of Streets Delivery	Equipment #			
or Customer Pickup: <u>6/12, 6/26, 7/10, 7/24, 8/7, 8/14/19</u>	Equipment Hours:			0
	\$/Hour:			0.00
Total Labor & Equip. Costs:	\$0.00	\$0.00	\$0.00	\$0.00

	Emp. #1	#2	#3	Total
Date of Pickup by Streets	Name:			
or Return by Customer: <u>6/13, 6/27, 7/11, 7/25, 8/8, 8/15/19</u>	Labor Hours:			0
	\$/Hour:			0.00
	Equipment #			
	Equipment Hours:			0
	\$/Hour:			0.00
Total Labor & Equip. Costs:	\$0.00	\$0.00	\$0.00	\$0.00

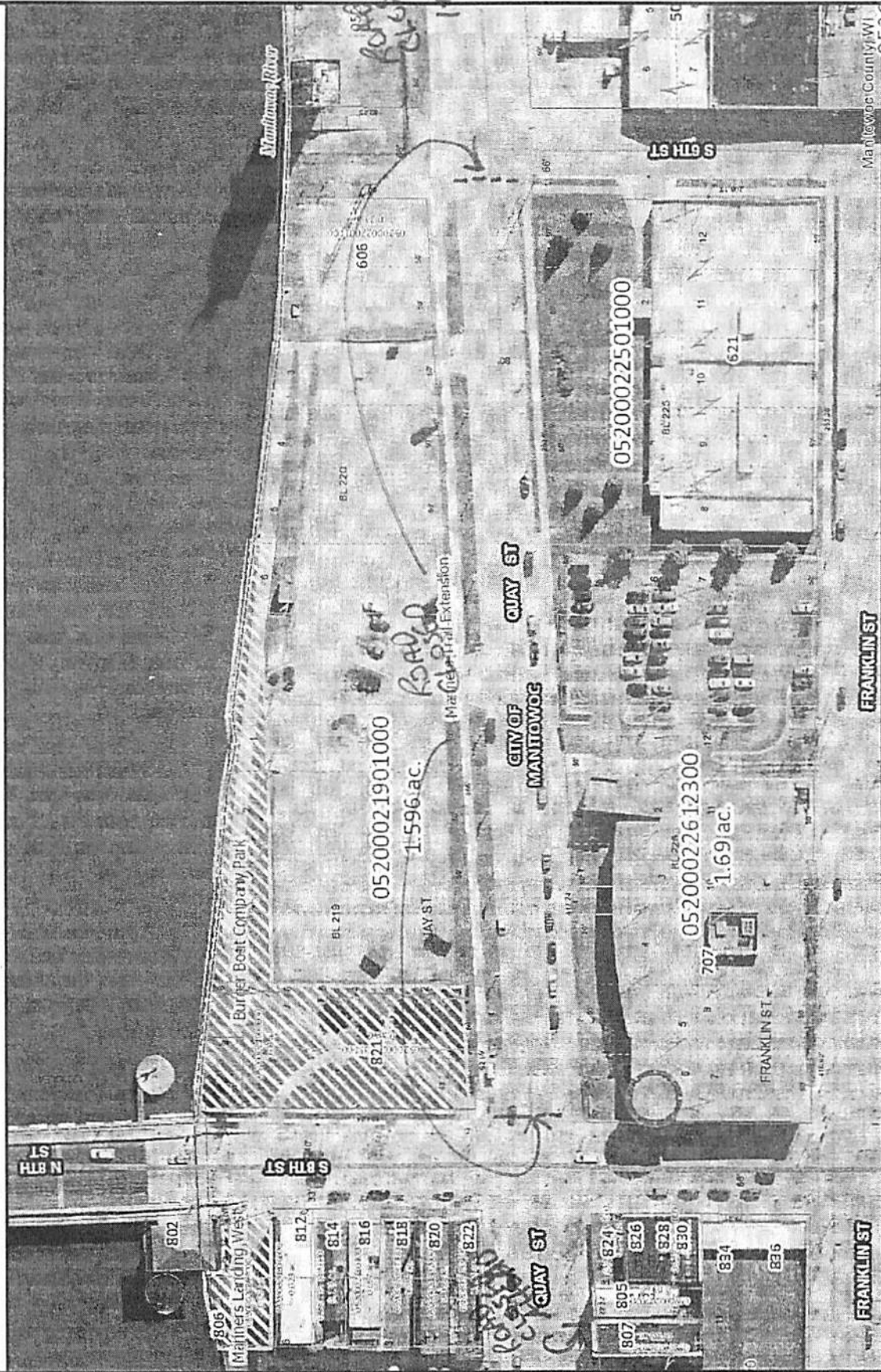
Number of Days: <u>6</u> (include the day of return but not the day of pickup/delivery)				AFTER EVENT, RECORD ONLY CHANGES TO ORIGINAL ORDER:		
ORIGINAL ORDER				Actual #	Cost/Day	Total
	# Ordered	Cost/Day	Total			
Barricades						
Flashers						
2'		4.00	\$0.00		4.00	\$0.00
3'	2	4.00	\$48.00		4.00	\$0.00
8'	8	5.00	\$240.00		5.00	\$0.00
Rail - long (12')	1	3.00	\$18.00		3.00	\$0.00
Rail - short		3.00	\$0.00		3.00	\$0.00
Channelizer Drums		4.00	\$0.00		4.00	\$0.00
Cones & Delineators						
18"		2.50	\$0.00		2.50	\$0.00
28"		2.50	\$0.00		2.50	\$0.00
Delineators		2.50	\$0.00		2.50	\$0.00
Safety Vests		3.00	\$0.00		3.00	\$0.00
Snow Fence						
Rolls		5.00	\$0.00		5.00	\$0.00
Posts		1.50	\$0.00		1.50	\$0.00
Pounder		N/C	\$0.00		N/C	\$0.00
Traffic Signs						
Road Closed	2	3.00	\$36.00		3.00	\$0.00
Road Closed Ahead	2	3.00	\$36.00		3.00	\$0.00
		3.00	\$0.00		3.00	\$0.00
		3.00	\$0.00		3.00	\$0.00
Traffic Signs (Portable)						
		4.00	\$0.00		4.00	\$0.00
		4.00	\$0.00		4.00	\$0.00
		4.00	\$0.00		4.00	\$0.00
Other			\$0.00		0.00	\$0.00
			\$0.00		0.00	\$0.00

Notes: Construction will determine whether closure is needed or not. We will assess prior to 1st night market date.

After verifying actual equip. used, please return sheet to Sandy.

TOTAL ORIGINALLY ORDERED \$378.00 **ACTUAL TOTAL** \$0.00

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Author:
Date Printed: 10/4/2018

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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: Night Market 920

2. Date of Event: ___/___/___ If multiple days, Start Date: ___/___/___ End Date: ___/___/___
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 7 AM/PM Actual Start Time: 5 AM/PM Finish Time: 9:30 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event: (clean-up between 9:30 & mid)
Grow It Forward
 Name of organization responsible for event
Amber Daugs
 Name (first, middle, and last) of event organizer
 Telephone # PRIOR TO event (920) 645-9467
 Telephone # DURING event (920) 645-9467
 Contact name DURING event (if different)
1501 Marshal Street
 Street Address
Manitowoc, WI 54220
 City, State, Zip
 E-mail address growitforward.wi@gmail.com
 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.
720 Quay Street Parking Lot. Music, Food trucks, beer.
Diagram to come later due to potential construction/remodel of parking lot. We are looking to set-up our event opposite the way it was set up last year (we will set up similar to Vic Event). We are still sub-contracting Brennan Sehafer Productions for this event.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Burger Boat PK No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? No park facilities

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):

Possibly, if construction isn't finished Quay St from 6th-8th
 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

Possibly - Food trucks might have to line up along the North side of Quay St. and sell off the curb & sidewalk

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
<u>\$500.00 - \$1,000.00</u>	\$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: _____

Cambria Dancy
 Name of Security Coordinator

920) 645-9467
 Phone # before event

920) 645-9467
 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): If the city would like to support this event, we would graciously accept; however, if we must get a sponsorship, we will

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 Beer sales, vendor fees

What are your estimated revenues and what will the revenues be used for? \$3,000/night profit

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.

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):

	# Needed		# of Days*		Cost/Day	=	Total	
Barricades								
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	=	_____	
Channelizer 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 _____
Other (list items and amounts)	_____							

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

Banquet tables, 8'	5	X	6	X	\$5.00	=	150	
Park benches	30	X	6	X	\$7.00	=	840	
Picnic tables	30	X	6	X	\$7.00	=	1,260	
Risers, platform		X		X	\$15.00	=		Description _____
Security stanchions	10	X	6	X	\$5.00	=	540	
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	6	X	\$240.00	=	1,440	

Other (list items and amounts)

(No chairs like last time)

TOTAL RENTAL CHARGES

total = 4,230 or \$705/night
6 deliveries @ \$250 = 1500
\$ 5,730 total

*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.



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? 2000/date

How many vendors will be at your event? 20 How many vehicles? 20 vendor vehicles

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

Along the NoAn side of Quay between 6th & 8th - but we can put
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: 5-9:30 pm

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No - possibly

If yes, please describe: We utilize the panel off of Burger Boat park but

May need additional power

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping - if goose poop is bad. We will be using Pozorski Hauling

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. Possibly a llama But 100 ft from hot food

vendors as required by food code

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: 20 portable

toilets & handwashing stations

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.

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 11 / 16 / 1979

Signature of Applicant: Amber J. Deery

Date: 9/19/18