

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 10/19/2022

EVENT NAME: Brutal Wear Open Tennis Tournament

ORGANIZER: Brutal Wear - Debbie Seehafer

E-MAIL ADDRESS: dseehafer@comcast.net

EVENT DATE: 8/4-6/23

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Adult tennis tournament using the 8 tennis courts and concessions building at Lincoln Park. Will be staking one large tent.

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec	
Brock Wetenkamp /ec	
Jason Freibtoh /ec	
Kim Lynch /ec	
Erika Christel	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

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 2023 Brutal Wear Open Tennis Tournament
 Name of Applicant Debbie Seehafer
 Street Address 706 River Bluff Drive
 Mailing Address _____
 (If different)
 City, State, Zip Manitowoc, WI 54220
 Primary Phone 920-629-1375
 Cell Phone 920-629-1375
 Email dseehafer@comcast.net
 Wisconsin Tax Exempt

ON SITE CONTACT INFORMATION

During Event
 On-Site Contact Debbie Seehafer
 On-Site Cell Phone # 920-629-1375
 On-Site Security Contact Name _____
 On-Site Security Contact Phone # _____

EVENT INFORMATION

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

Missing Map/Drawing



2023 Brutal Wear Open Tennis Tournament. We will need the 8 tennis courts and pavillion/concessions building. This is our 20th year for this United States Tennis Association sanctioned tournament. It brings players from the state, country, and foreign players from out of the country, as well.

SEE ATTACHED MAP ☺
(YOU'RE GOING TO LOVE THE ARTWORK) LOL

Event Name 2023 Brutal Wear Open Prize Money Tennis Tournament

Public Event YES NO

Location Lincoln Park Tennis Courts and pavillion/concession building.

Estimated Total Attendance 125

Estimated Attendance 80
from outside City of Manitowoc

Staging Area Pavillion/concession building and grassy area surrounding

Event Website _____

Event Date(s) August 4-6, 2023

Event Start Time 8:00 AM PM

Event End Time 7:00 AM PM

Setup Date(s) 08/03/2023

Setup Start Time 3:00 AM PM

Teardown Date(s) 08/06/2023

Teardown End Time 5:00 AM PM
(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

OCT 12 2022

CITY OF MANITOWOC
ENGINEERING

FACILITY REQUESTS

- Facility Location _____
- 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 # _____
- Signs/Banners # 50

EVENT FEATURES

- Animals # _____ Type _____
- Fireworks - Time _____
- Drone # _____
- Lights/Spotlights # _____

VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises
Class B License
- Alcohol Served End Time _____
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many _____
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue _____

Revenue to be used for _____

- Carnival Rides # _____
- Dumpster # _____
- Stage # _____
- Tent # 1 Size _____
- Other # _____ Describe _____

SOUND

- Amplified Sound
- Start Time _____ AM PM
- End Time _____ AM PM
- Type of Sound _____

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 _____ TIME _____ AM PM LOCATION _____

PICKUP DATE _____ 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 10
- Bleachers – 15'x5' portable _____
- Chairs – metal, folding _____
- Picnic Tables – 6' wooden 4
- 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 10
- Other _____

VEHICLES

Parking must be Included on site map

Expected number of vehicles 30

Where do you plan to park vehicles Parking lot near courts 1-3, and parking up by courts 4-8

Are there any special parking considerations NONE
(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?

We would start set up on Thursday, August 3 at 3:00, but start dropping off our supplies in the concession building starting that Tuesday, August 1 around noon.

**Also needed is one bench per court (8)

**We have a large VIP tent that is set up next to the concession building on the grass. This is always mapped out with Digger's Hotline.

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.

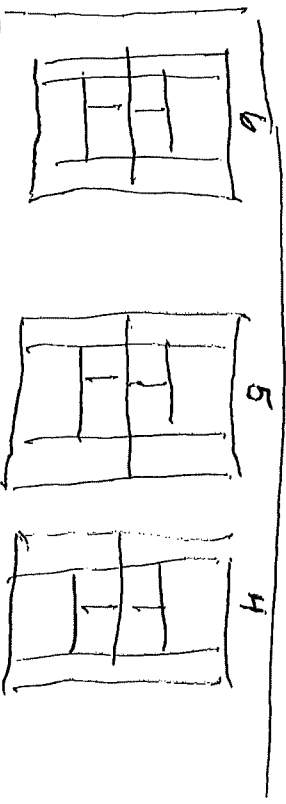
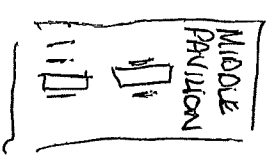
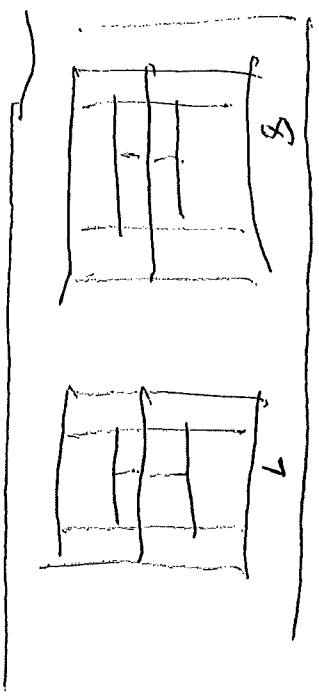
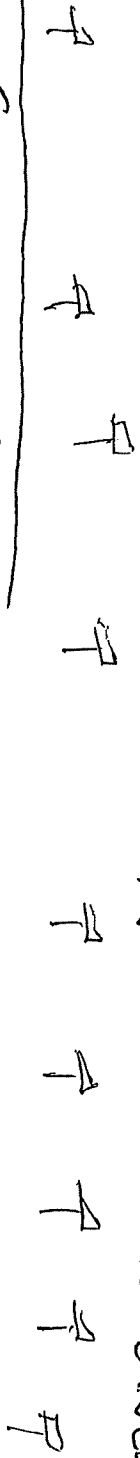
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 06 / 23 / 1965

Signature of Applicant: *[Handwritten Signature]* Date: 10/10/2022

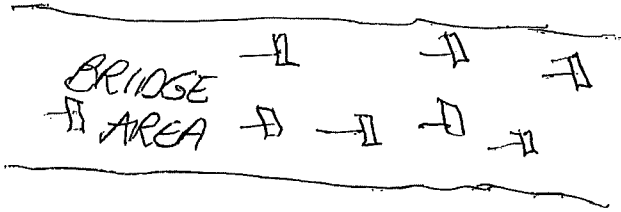


ARI WAS MY SECOND INTEREST
 IN COLLEGE AS YOU CAN CLEARLY SEE.



⚑ = small signs that do
 not require more than
 6 inches into ground

The large tent requires
 large stakes



BRIDGE
 AREA

LARGE
 STAKES

CONCESSIONS
 BUILDING

PAVILION
 AREA

LARGE
 TENT

