

17-0185

To: Clerk's Office for CC agenda
Jim Muenzenmeyer

SPECIAL EVENTS REQUIRING COMMON COUNCIL ACTION

The following events have been recommended for approval by the Special Event Committee, but require additional action by the Common Council.

Special Events Committee Approval Date	New or Recurring Event	Event Date	Event Name	Organizer	Council Action
2/13/2017	Recurring	3/17/2017	St. Patrick's Parade	Irish Fellowship of Manitowoc County - Kathleen Bundy	Street closure for parade on S. 8th St. from Washington to Chicago Sts., no parking on parade route during parade

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/13/2017

EVENT NAME: St. Patrick's Parade

ORGANIZER: Irish Fellowship of Manitowoc County - Kathleen Bundy

EVENT DATE: 3/17/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: 19th annual parade, fireworks to follow east of 8th St. bridge, street closure/no parking on S 8th from Washington to Chicago, police escort at beginning & end of parade, use of traffic control items, Irish flags to be put out the week of Mar. 12th

ESTIMATED CITY COSTS:

POLICE	48
FIRE	0
PARKS	0
RECREATION	
STREETS	690
TOTAL	738

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	250
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	250
GRAND TOTAL	988

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Li May
Todd Hae
[Signature]



COUNCIL ACTION REQUIRED:

Street closure for parade on S. 8th St. from Washington to Chicago Sts., no parking on parade route during parade

ITEMS TO INCLUDE IN LETTER:

Obtain a fireworks permit at Fire Department

RECEIVED

JAN 30 2017

CITY CLERKS OFFICE

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.

St. Patrick's Day Parade

1. Name/Description of Event: St. Patrick's Day Parade

March 17, 2017

2. Date of Event: March 17, 2017 If multiple days, Start Date: End Date:

Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 5:00 pm AM/PM Actual Start Time: 6:30 pm AM/PM Finish Time: 8:30 pm AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

Irish Fellowship of Manitowoc County

Name of organization responsible for event

Kathleen M. Bundy

9203234884

Telephone # PRIOR TO event () -

Name (first, middle, and last) of event organizer

Telephone # DURING event () -

Contact name DURING event (if different)

701 Franklin Street

Street Address

Manitowoc, WI 54220

bbundyjost@gmail.com

E-mail address of event organizer

City, State, Zip

Is the sponsoring organization a 501(c)(3) organization? Yes No YES

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 Irish Fellowship Club of Manitowoc County announces the 19th annual St. Patrick's Day Parade will be held on the evening of Friday, March 17, 2017 in downtown Manitowoc. Fireworks will immediately follow the parade - East of the 8th Street Bridge.

The parade will start at 6:30 pm at the intersection of 8th and Washington Streets with the Blessing of the Shamrocks and proceed north on 8th to the Bank First National building.

(AS IN PREVIOUS 18 YEARS)

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.

Does the event require streets to be closed? Yes No If yes, which street(s): 8th Street from Washington to CHICAGO

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? 1000 +

How many vendors will be at your event? 1 How many vehicles? 25 +

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

NO PARKING ON PARADE ROUTE during PARADE
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 ONLY IN PARADE UNITS

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 LOCAL BUSINESS ACCESS
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):

- PLEASE REFER to PAST PRACTICE

	# 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'	_____	X	_____	X	\$5.00	=	_____	
Park benches	_____	X	_____	X	\$7.00	=	_____	
Picnic tables	_____	X	_____	X	\$7.00	=	_____	
Risers, platform	_____	X	_____	X	\$15.00	=	_____	Description _____
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'**	_____	X	_____	X	\$240.00	=	_____	
Other (list items and amounts):						=		

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:

POLICE ESCORT at the BEGINNING and END of PARADE (as in PAST 10 YEARS)

 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.

FIRE and AMBULANCE are PARTICIPANTS in THIS PARADE.

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): ALL FEES TO BE WAIVED WE ARE a NOT for PROFIT ORGANIZING a COMMUNITY EVENT TO CELEBRATE IRISH HERITAGE.

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

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

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.

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 07, 19, 1937

Signature of Applicant: Katherine M. Bunday

Date: 1/17/17

WORK ORDER

Date: 03-01-16
To: Department of Public Works
From: Capt. Jason Frelboth
RE: Signs & Barricades for St. Patrick's Day Parade

On Friday March 11th 2016, during the day, deliver to the following locations:

1. South 21st and Washington St. - (One) 3 ft. barricade with sign stating "STREET CLOSED AHEAD".
2. South 6th and Quay St. - (Six) 3 ft. barricades and (One) large barricade w/road closed sign, SE corner.
3. On Quay Street by Car Ferry building - (Four) 3 ft barricades
4. South 10th and Washington SE Corner. - (Two) 3 ft. barricades, and signs "NO RIGHT TURN" and "PARADE AHEAD". For right turn lane
5. South 10th and Washington Street NE Corner. - (One) 3 ft. barricades and sign "NO LEFT TURN" 10 orange traffic cones.
6. South 9th and Washington - (Five) 3 ft. barricades and sign "STREET CLOSED AHEAD" at SE corner
7. South 8th and Washington - (Six) 3 ft barricades - (Three) on NE corner and (Three) on SE corner
8. South 8th and Marshall - (Four) 3 ft. barricades on SE corner
9. South 8th and Hancock - (Two) 3 Ft. barricades on NE corner
10. South 8th and Jay - (Two) 3 ft. barricades on SE corner
11. South 10th and Franklin St - 10 cones on NE Corner

WORK ORDER

12. South 9th and Franklin - (Four) 3 ft. barricades at SE corner
13. South 8th and Franklin - (Two) 3 ft. barricades at SE corner
14. South 8th and Quay - (Two) 7 ft. barricades and sign "Road Closed", NW corner
15. North 9th and Maritime - (Three) 3 ft. barricades -SE corner, with sign stating "STREET CLOSED AHEAD"
16. North 8th and Maritime - (Four) 3 ft. barricades - NE corner
17. North 7th and Maritime - (One) large barricade with sign - "STREET CLOSED AHEAD" - and (One) three ft. barricade with sign "NO RIGHT TURN", both at NW corner.
18. Mid-block North 7th and 6th and Maritime - (One) 3 ft. barricade with sign and light - "STREET CLOSED AHEAD"
19. North 8th/York St - (Two) 3 ft. barricades
20. North 8th/Buffalo St - (Two) 3 ft. barricades
21. North 8th/Chicago St - (Two) 3 ft. barricades

Officers will set barricades up and take down. Items can be picked up Monday March 14th.

20th

Sandy Ronski

From: Cathy Karl <heart_h@sbcglobal.net>
Sent: Thursday, February 25, 2016 10:25 AM
To: Randy Junk
Cc: Sandy Ronski
Subject: St. Pat's Celebration...coming SOON!
Attachments: St.PatParadePoster2016.jpg

2016

Hi Randy,

I hope these crazy winds aren't causing too many headaches!

Just a quick reminder about putting up the Irish flags the week of March 7 so they'll be in place for the parade on March 11.

I'm not sure how many remain, but if you think there needs to be more purchased, let me know and I should be able to get them in time. They only go on 8th St. and if you need to s-t-r-e-t-c-h them out, you could put an Irish and a USA flag together on each pole.

...and speaking of the USA flags...I was at a Veterans meeting and was asked if the money they gave the mayor (photo op. last fall) was put to use and the new flags had been purchased?

thanks for your time...

Cathy Karl
Heart & Homestead
19 S. 8, Downtown Manitowoc
J20.686.1121
www.heartandhomestead.com
Follow us on [Facebook](#)

February 25, 2016
"Only 10 Months 'til Christmas!"



MANITOWOC COUNTY IRISH FELLOWSHIP CLUB

January 25, 2017

Mayor Justin Nickels
Manitowoc City Council
City Hall
Manitowoc, WI 54220



Dear Mayor Nickels and members of the City Council,

The Irish Fellowship Club of Manitowoc County requests permission to hold the annual St. Patrick's Day Parade on March 17, 2017. The parade will start at 6:30 pm at the intersection of 8th and Washington Streets and proceed north on 8th to the Bank First National building.

Fireworks will follow as in previous years - East of the 8th Street Bridge.

Thank you for this consideration,

Kathie Bundy
Parade Coordinator.