

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/10/2019

EVENT NAME: Balloon Glow

ORGANIZER: Manitowoc City Center Assoc./Chamber of Manitowoc County-Gary Stolp

EVENT DATE: 8/16/2019

NEW OR RECURRING: Recurring

**LOCATION/DESCRIPTION:** Closure of Quay St. between S 6th & 8th; use of Briess lot & library lot; inflation of hot air balloons, food & beverage sales, music & kids inflatables; use of electrical, traffic control items, bandwagon, tables, benches & trash cans; street sweeper needed

**ESTIMATED CITY COSTS:**



POLICE	0
FIRE	
PARKS	2190.87
RECREATION	
STREETS	783
<b>TOTAL DEPT. COSTS</b>	<b>2973.87</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	350
<i>(if delivery requested)</i>	
<b>WAIVED -ROOM TAX</b>	<b>3323.87</b>
NON-WAIV. STAKE PERMIT	50

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE		DENY
		

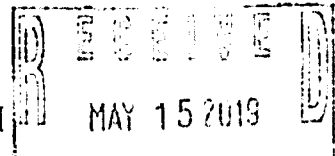
COUNCIL ACTION REQUIRED:

Closure of Quay St. from S 6th to S 8th

ITEMS TO INCLUDE IN LETTER:

*-city must receive and approve insurance certificate for inflatables/bounce house at least 10 days prior to event.*  
 Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days in advance of the event

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: Balloon Glow/Hot Air Balloon inflation, Food & Entertainment

2. Date of Event: 08/16/2019 If multiple days, Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 1:00 pm AM/PM Actual Start Time: 5:00 pm AM/PM Finish Time: 10:00 pm AM/PM

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

Manitowoc City Center Assc/Chamber of Manitowoc County

Name of organization responsible for event

Gary Stopl

Telephone # PRIOR TO event ( 9209051771 ) \_\_\_\_\_

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

Telephone # DURING event ( \_\_\_\_\_ ) \_\_\_\_\_

Contact name DURING event (if different)

P.O.Box 845

Street Address

Manitowoc, WI. 54221-0845

E-mail address lgstolp0101@gmail.com  
of event organizer

City, State, Zip

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](http://www.manitowoc.org).

On Quay Street, between S. 6th St. and S.8th St. Farmers Market Parking lot & Library parking lot. Inflation of Hot Air balloons at dusk in the Farmer's Market parking lot. Food, beverages, music and kid's inflatables.

RECEIVED

MAY 14 2019

CITY CLERKS OFFICE

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): Quay Street between S 6th Street and S. 8th Streets

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

Handwritten initials/signature



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? 5-8 How many vehicles? 250

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: 5:00 pm - 10:00 pm

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.):  Yes  No  
If yes, please describe:  
Electrical panels on Quay Street (3), electrical panel on Franklin Street, MPU and Library Maintenance will be contacted

*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>	
Barricades								
2'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	X	\$4.00	=	_____	
Rail type-long	<u>14</u>	X	<u>1</u>	X	\$2.00	=	<u>28.00</u>	
Rail type-short	_____	X	_____	X	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	X	\$3.00	=	_____	
Cones								
18"	_____	X	_____	X	\$1.50	=	_____	
28"	<u>20</u>	X	<u>1</u>	X	\$1.50	=	<u>30.00</u>	
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'	<u>14</u>	X	<u>1</u>	X	\$5.00	=	<u>70.00</u>	<u>210</u>
Park benches	<u>42</u>	X	<u>4</u>	X	\$7.00	=	<u>294.00</u>	<u>882</u>
Picnic tables	<u>36</u>	X	<u>4</u>	X	\$7.00	=	<u>252.00</u>	<u>756</u>
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	<u>30</u>	X	<u>1</u>	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	<u>1</u>	X	<u>1</u>	X	\$240.00	=	<u>240.00</u>	
Other (list items and amounts):								

12 parking posts

**TOTAL RENTAL CHARGES**

914.00      2088

\*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? sub panel off Quay Street

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:

Periodic walk thru by Police

Joel Evenson  
Name of Security Coordinator

9206847445 - \_\_\_\_\_  
Phone # before event

9202554634 - \_\_\_\_\_  
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):

All Fees. We are a non-profit organization and all profits will be used to enhance the Downtown and Riverfront corridor

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

Sponsors and vendor fees. Concession proceeds \$3500.

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

Expenses Balloonists, Musicians, insurance, advertising, concessions. Future events in case of inclement weather

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.

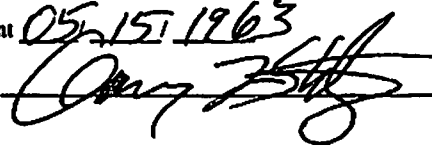
**12. Legal Notice**

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 05-15-1963

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



Date: 05-14-19

## Mackenzie Reed-Kadow

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**From:** Kristin Stoeger  
**Sent:** Wednesday, June 26, 2019 8:59 AM  
**To:** SpecialEvents; Nicholas Mueller; Gary Stolp  
**Cc:** Amy Eisenschink; Julia Lee; Karen Hansen; Roxanne Staveness; Stacey Bialek  
**Subject:** Balloon Glow use of Library Parking Lot

Good morning,

The Manitowoc Public Library Board of Trustees approved the library parking lot closure for Balloon Glow on August 16 at their June 24 Board meeting. We will also change our settings for our parking lot lights to remain on until 1 am as requested for clean-up after this event. If you have any questions, please let me know.

Thanks,

*Kristin Stoeger*

Library Director

Phone: 920.686.3037

[kstoeger@manitowoc.org](mailto:kstoeger@manitowoc.org)



## **Mackenzie Reed-Kadow**

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**From:** Sandy Ronski  
**Sent:** Wednesday, June 26, 2019 8:56 AM  
**To:** SpecialEvents; Nicholas Mueller; Kristin Stoeger  
**Subject:** RE: Department Recommendation Form - Balloon Glow 08-16-19  
**Attachments:** Balloon Glow event map 08-16-19.pdf

Attached is a layout of the Balloon Glow event as requested by the Fire Department. They will not be using Shipbuilder's Park (on the north side of the river) this year. This event will be discussed at today's meeting.

**Sandy Ronski**  
Operations Clerk II  
Transit, Cemetery, & Parks  
City of Manitowoc  
900 Quay St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)

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**From:** Sandy Ronski  
**Sent:** Monday, June 03, 2019 4:16 PM  
**To:** SpecialEvents; Nicholas Mueller; Kristin Stoeger  
**Subject:** Department Recommendation Form - Balloon Glow 08-16-19

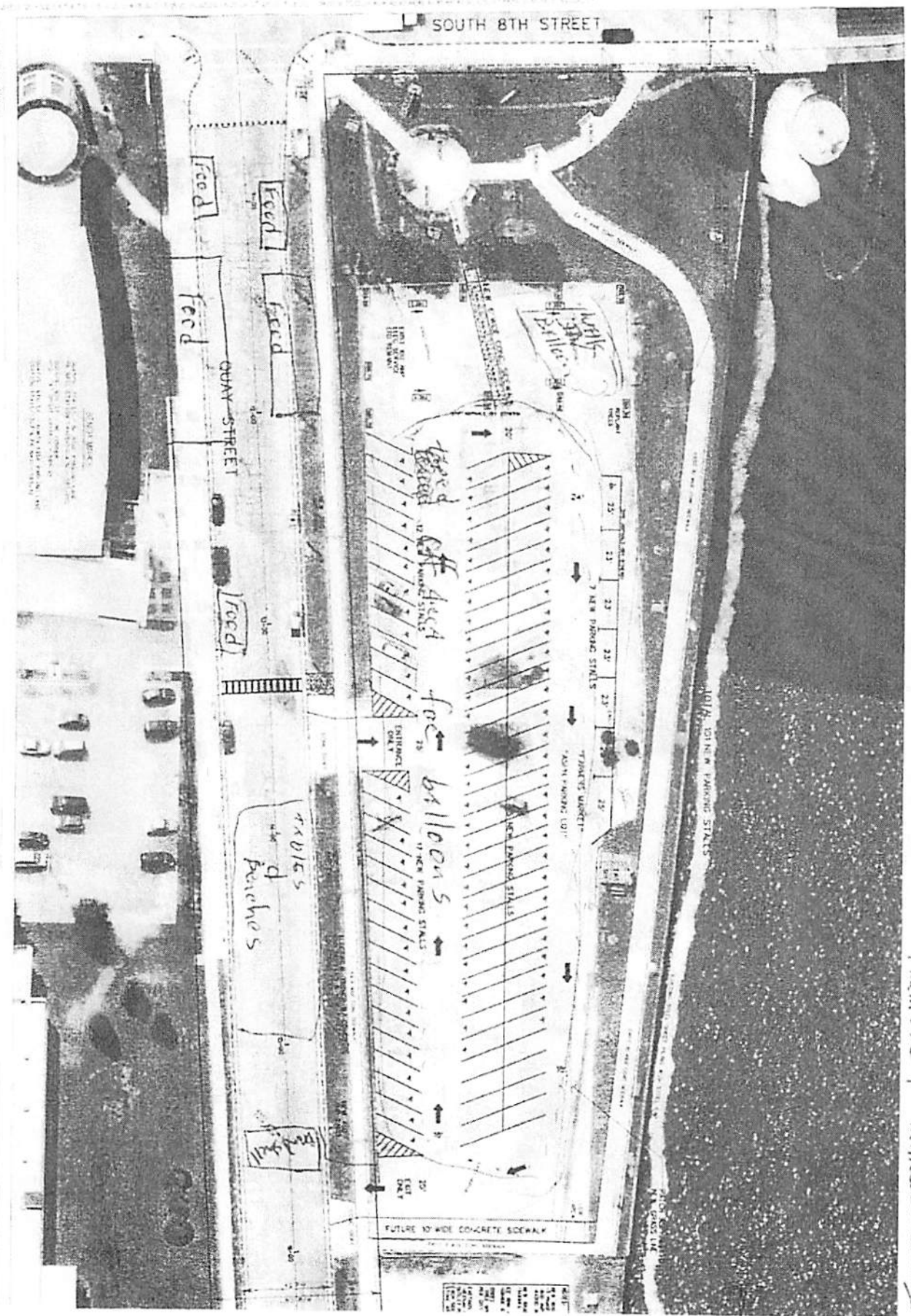
Recurring event

Use of Briess Lot (In 2018, this lot was swept Friday morning.) & Library Parking Lot (In 2018, the library parking lot was closed at 6 a.m.)

**Sandy Ronski**  
Operations Clerk II  
Transit, Cemetery, & Parks  
City of Manitowoc  
900 Quay St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)



SCALE	1" = 20'
DATE	10/15/10
PROJECT	RIVERSIDE EVENT SPACE
DRAWN BY	[Signature]



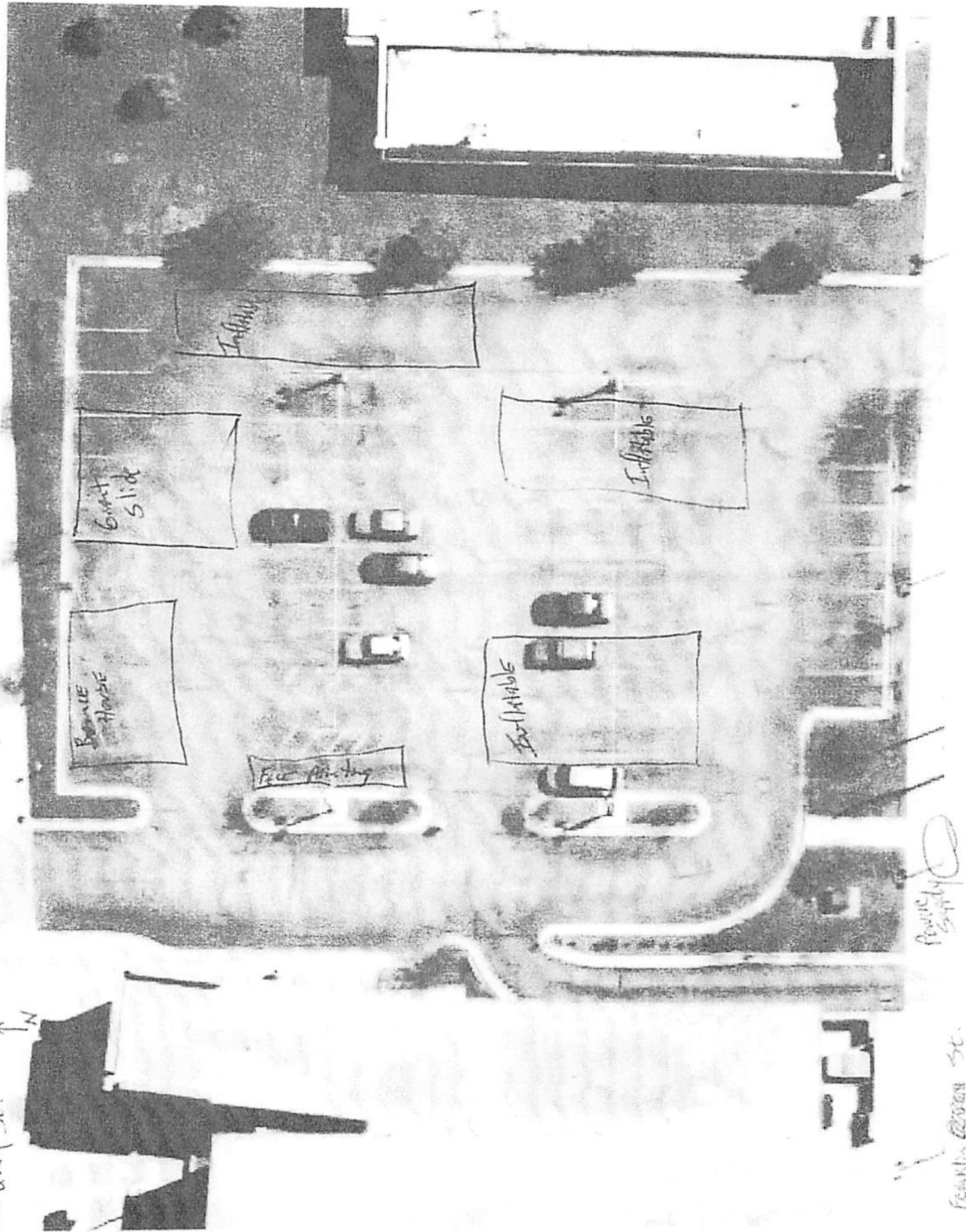
CITY OF WANTWOC - RIVERSIDE EVENT SPACE

QUAY STREET - FARMERS MARK

Finalized @ 9:35 in kitchen

604 St.

↑ N



Garage Slide

Rear Porch

Front Porch

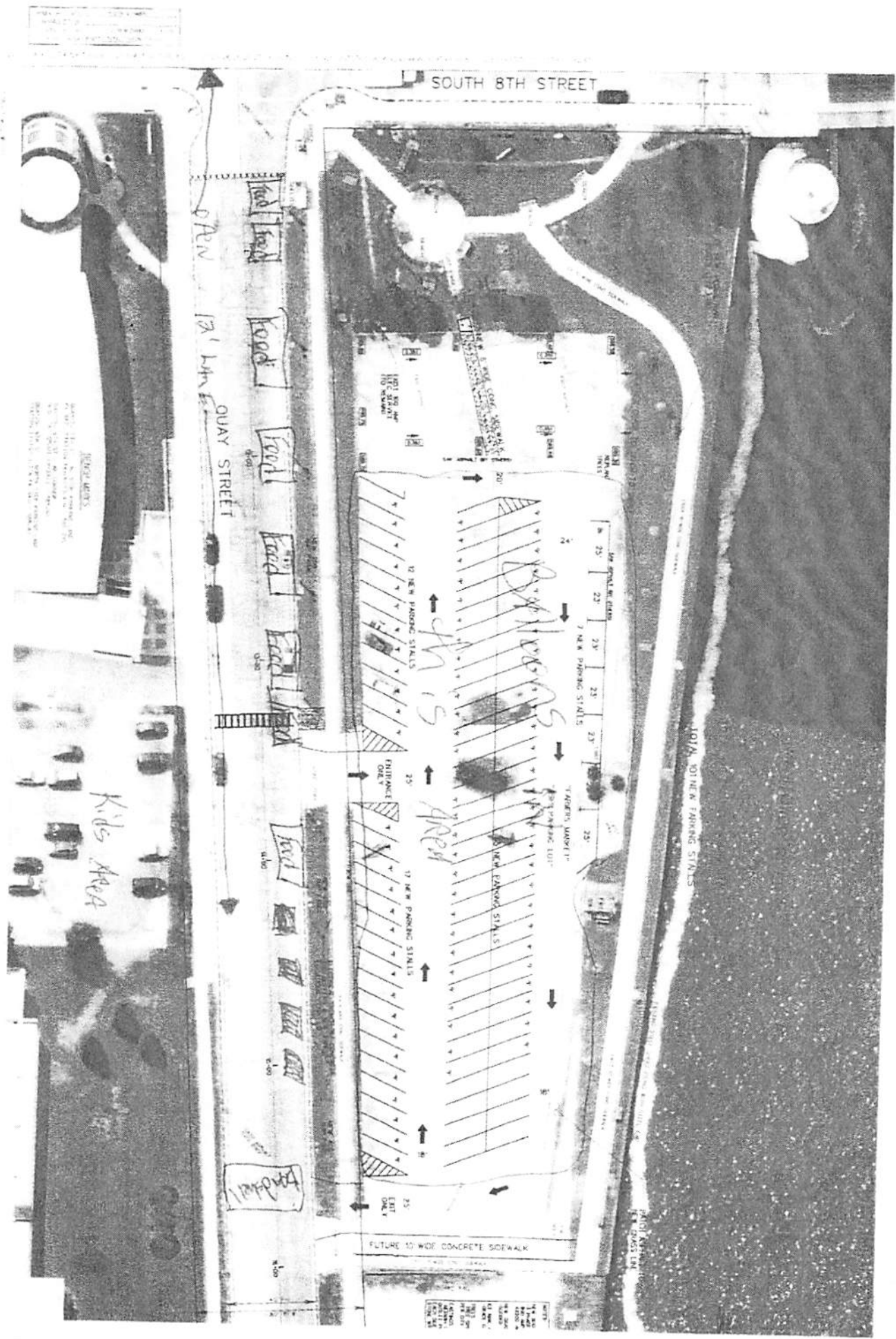
Inflatable

Inflatable

Inflatable

Franklin Street

Franklin Street



SOUTH 8TH STREET

OPEN  
12' MIN QUAY STREET

Food

Food

Food

Food

Food

Food

Food

Food

Bandstand

Kids Area

Market

Market

Market

12 NEW PARKING STALLS

12 NEW PARKING STALLS

FUTURE 10' WIDE CONCRETE SIDEWALK

10' MIN QUAY STREET

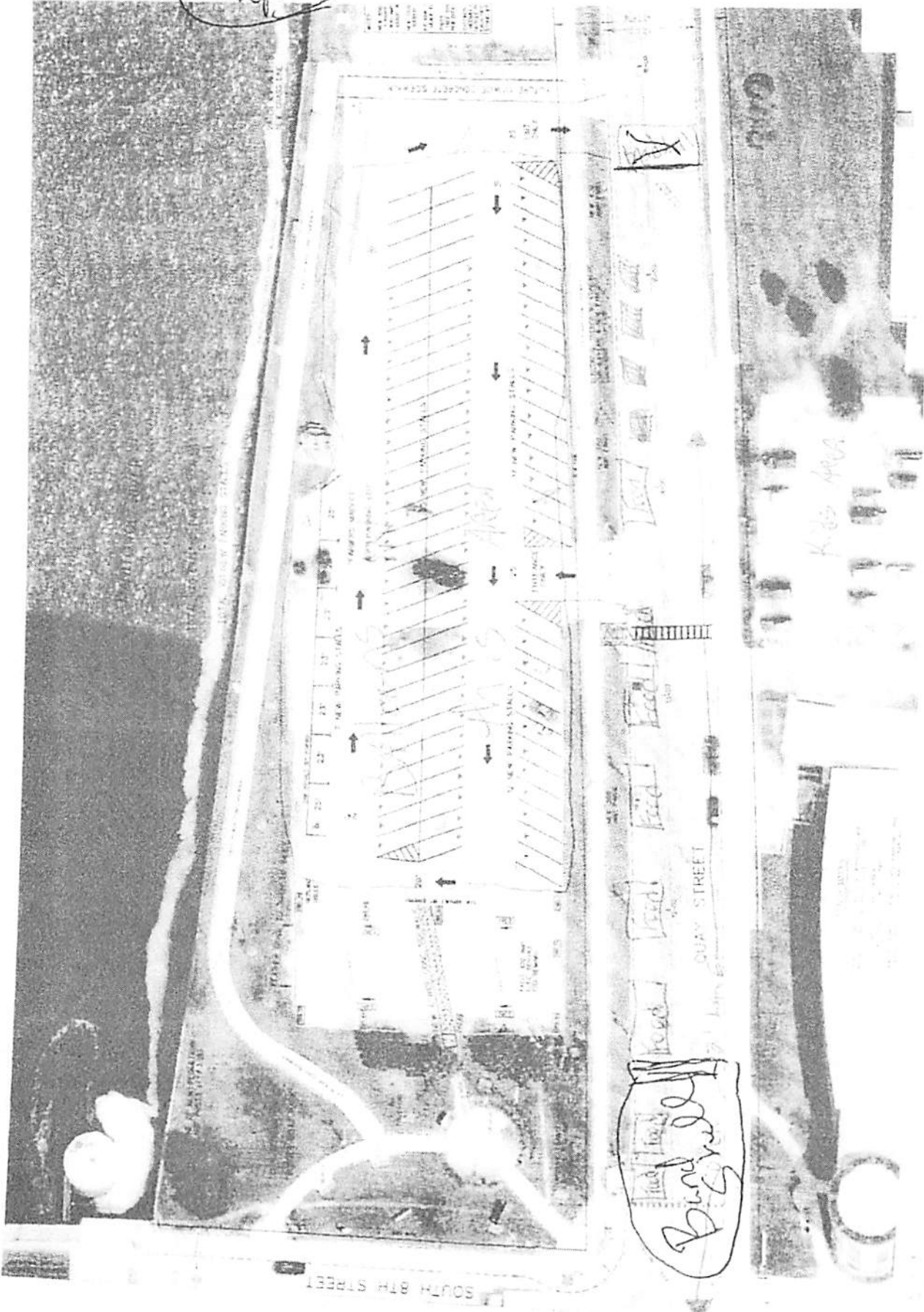
CITY OF MANTONOC - RIVERSIDE EVENT SPACE

QUAY STREET - FARMERS MARK

SCALE: 1" = 20'

NOTES:  
1. ALL DIMENSIONS ARE IN FEET.  
2. ALL DISTANCES ARE APPROXIMATE.  
3. ALL ANGLES ARE APPROXIMATE.  
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
5. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.  
6. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.  
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8. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.  
9. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.  
10. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

Map 3



QUAY STREET FARMERS MARK

CITY OF MANTONVILLE, ILLINOIS EVENT SPACE

Birds

Kids Area

SOUTH 8TH STREET

QUAY STREET