

P-I 5-19-14

14-1058

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.

SPECIAL EVENTS APPLICATION FORM

- 1. Name/Description of Event: Cool City Classic Car Cruise
- 2. Date of Event: 06 / 27 / 2014 If multiple days, Start Date: / / End Date: / /
- 3. Time Event will start to form: 4:00 pm AM/PM Actual Start Time: 4:00pm AM/PM Finish Time: 6:30 pm AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Two Rivers Main Street
 Name of organization, if applicable
Matthew M. Hohner
 Name (first, middle, and last) of individual organizing the Event
PO Box 417
 Street Address
Two Rivers, WI 54241
 City, State, ZIP

Telephone # () 794 - 1482
 Business # () 973 - 8075
 (if applicable)
 Date of Birth 11 / 08 / 1971
 of organizing individual

Waiver of Fee Attached

- Is the sponsoring organization a 501(c)(3) organization? Yes No
- 5. Email address of organizer: matt@tworiversmainstreet.com
- 6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Assembly for car cruise at UW-Manitowoc parking lot.
See Map for cruise route

RECEIVED

MAY - 8 2014

CITY CLERKS OFFICE

- Will the event be held in a Manitowoc park or utilize any park facilities? Yes No Which park?
- Have you reserved the park for this purpose? Yes No *If no, please contact the Parks Department at (920) 686-3580.*
- Does the event require streets to be closed? Yes No If yes, which street(s):
- Will the event be held indoors? Yes No If yes, what building?
 Building Name & Street Address

- 7. Tell us about your Event:
 - 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
 - What is the estimated attendance at your event, including observers? 400
 - How many vendors will be at your event? 0 How many vehicles? 400
 - Do you require any special parking restrictions? Yes No If yes, what type, when, and where:

Will any of the following services be required? Barricades Clean-up Street-sweeping

For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Will a tent or any other temporary structures be erected? Yes No

Will any fireworks or pyrotechnic devices be used during the event? Yes No

Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

What toilet facilities will be made available to your participants? Indoor Outdoor a few port-a-pottys

Please describe the toilet facilities that will be provided, including their locations and the number of units: _____

will be on site for the cruise participants

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.

8. 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 to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:

Matt Hohner

Name of Day-of coordinator

() 794 1482
Phone # before event

() 973 8075
Phone # the day of the event

Is security needed for this event? Yes No

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

9. Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant: _____

Date: _____

5-7-14

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No



Manitowoc Common Council
Manitowoc City Hall
900 Quay Street
Manitowoc, WI 54220

May 7, 2014

Honorable Council,

Two Rivers Main Street, Inc. is organizing its 14th Annual, Cool City Classic Car Show and Cruise Night. This event will begin with a classic car "Cruise" on the evening of Friday, June 27 and conclude with a car show in downtown Two Rivers on Saturday, June 28.

As in prior years, the Cruise would begin with vehicles assembling at the University of Wisconsin - Manitowoc at 4:00PM on Friday. Vehicles depart, en route for Two Rivers at 6:00 PM. Vehicle owners are instructed to proceed along the route indicated on the enclosed map and to observe all traffic laws and the direction of law enforcement officers. Based on past participation, between 250 and 350 participant vehicles are expected.

Two Rivers Main Street seeks the assistance from the Manitowoc Police Department to escort the portion of the Cruise that will occur within the Manitowoc City Limits. Traffic control at major intersections is also requested. The Two Rivers Police Department will provide similar assistance as the Cruise traverses city limits. Cooperative assistance from both police departments has notably benefitted public safety and enhanced the parade-like atmosphere of this event in prior years.

Kindly contact me by phone 794-1482 or email matt@tworiversmainstreet.com with any questions, concerns or feedback that you may have in providing this assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Hohner". The signature is fluid and cursive, written over a light background.

Matt Hohner
Executive Director
Two River Main Street

Enclosure



Welcome to the Cool City Classic Car Cruise

NO BURN-OUTS

If the driver in the vehicle in front of you cannot control himself or herself, please record the following information:

Vehicle license plate # _____

Your name _____

Your telephone number _____

Return this sheet to a Cool City Classic Car Show committee member. We will see that the police get this information for prosecution.

All persons attending the Cool City Classic Car Cruise do so at their own risk. No liability is assumed by the Owner, Promoter, Sponsors or others associated with the event.

During the cruise on Memorial Drive we will merge to the left lane to avoid congestion as we enter Two Rivers



