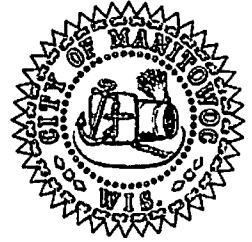




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



September 1, 2020

Debi Erickson
The Fat Seagull
807 Quay Street
Manitowoc, WI 54220

Rachel Graff
Da' Brick House LLC
534 S. 26th Street
Manitowoc, WI 54220

RE: *Labor Day End of Summer Sendoff! - September 4 – 6, 2020*

Dear Debi & Rachel:

The above request was acted upon by the Special Events Committee at the meeting of August 26, 2020, at which time the Committee unanimously granted your request, including the closure of Quay St. from the east side of S. 9th to the west side of S. 8th St. beginning the morning of Friday, September 4th.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived.

The organizer is encouraged to make public service announcements regarding social distancing and hand washing, etc.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

Enclosures

cc: Special Events Approval Group

Deborah Neuser, CMC, City Clerk
CITY HALL - 900 Quay Street - Manitowoc, WI 54220-4543
Phone (920) 686-6950 - Fax (920) 686-6959 - dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/26/2020

EVENT NAME: Labor Day End of Summer Sendoff!

ORGANIZER: Fat Seagull - Debi Erickson

E-MAIL ADDRESS: debierickson1136@gmail.com

EVENT DATE: 9/4 to 9/6/20

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Closure of Quay St. for bands, music & food/beverages; use of traffic control items

COMMITTEE CONCERNS:

Road closure Friday AM instead of Thursday P.M.

COMMITTEE DECISION:

APPROVE

DENY

Liz Majerus /*SE*
Todd Blaser /*SE*
Dan Kaski /*SE*
Jason Freiboth /*SE*

COUNCIL ACTION REQUIRED:

Closure of Quay St. from east side of S 9th to west side of S. 8th St.

ITEMS TO INCLUDE IN LETTER:

1) When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event. 2) Organizer is encouraged to make public service announcements regarding social distancing & hand washing, etc.

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: Labor Day End of Summer Sendoff!
2. Date of Event: _____ If multiple days, Start Date: 9/4/2020 End Date: 9/6/2020
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 9/5 9-10pm AM/PM Actual Start Time: 9/4 6:00 AM/PM Finish Time: 9/6 6:00 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
The Fat Seagull Per Mayor's email
Name of organization responsible for event
Debi Erickson Telephone # PRIOR TO event (920) 242-6973
Name (first, middle, and last) of event organizer
Telephone # DURING event (920) 242-6973
Contact name DURING event (if different)
807 Quay Street
Street Address
Manitowoc, WI 54220 E-mail address _____
City, State, Zip 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.
Inside bar, outside bar in parking lot $\frac{1}{2}$ in street between 9th $\frac{1}{2}$ 8th on Quay.

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 - from east side of 9th to west side of 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



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? 75

How many vendors will be at your event? no How many vehicles? no

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: Friday 6pm-9pm Sat. & Sun. 2pm-6pm

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

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:

Deliver Thurs. 9/3 to parking lot of The Fat Seagull

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day		Total	
Barricades								
2'	<u>4</u>	X	<u>3</u>	X	\$3.00	=	<u>36.00</u>	Flashers _____
3'		X		X	\$3.00	=		Flashers _____
8'	<u>3</u>	X	<u>3</u>	X	\$4.00	=	<u>36.00</u>	
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	<u>2</u>	X	<u>3</u>	X	\$2.00	=	<u>12.00</u>	Description <u>Road Closed</u>
		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	=	<u>84.</u>	
Other (list items and amounts):								

TOTAL RENTAL CHARGES 84.-

*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 (NO stakes)
 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:

 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.

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):

barricade & sign fees be waived - public is welcome!

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 09/08/57

Signature of Applicant: Dale Erickson

Date: 08/20/20

Sandy Ronski

From: Justin Nickels
Sent: Tuesday, August 18, 2020 2:32 PM
To: Elizabeth Majerus; Billy Hutterer; Curtis Hall; Dan Koski; Jason Freiboth; Jill Erickson; Karen Dorow; Kathleen McDaniel; Mackenzie Reed-Kadow; Marshall Black; Mike Zimmer; Nicholas Mueller; Nick Reimer; Sandy Ronski; Stacey Groll; Steve Corbeille; Sue Reilly; Todd Blaser
Subject: RE: Fat Seagull

9/4-9/6

Thanks. My responses in red.



Justin M. Nickels

Mayor

City of Manitowoc, WI

City Hall | 900 Quay Street | Manitowoc, WI 54220

Office Phone | (920) 686-6980

Cell Phone | (920) 374-0499

Assistant | Stacey Groll | sgroll@manitowoc.org

From: Elizabeth Majerus
Sent: Tuesday, August 18, 2020 2:21 PM
To: Justin Nickels; Billy Hutterer; Curtis Hall; Dan Koski; Jason Freiboth; Jill Erickson; Karen Dorow; Kathleen McDaniel; Mackenzie Reed-Kadow; Marshall Black; Mike Zimmer; Nicholas Mueller; Nick Reimer; Sandy Ronski; Stacey Groll; Steve Corbeille; Sue Reilly; Todd Blaser
Subject: RE: Fat Seagull

My initial concerns that come to mind but that could be easily addressed:

- Adequate rerouting signage
Agreed
- Noise ordinance waiver
Friday bands would be done by 10:00pm. Saturday and Sunday done by 6:00pm.
- This event occurs on Labor Day Weekend... what will Fat Seagull provide for security/ crowd control or will this fall solely on PD's shoulders
We have never had an issue to my knowledge with crowds at the fat seagull...but I will defer to PD for that one.
- Hold harmless for property left in the roadway that is damaged (whether from auto accident or vandalism/theft)
I wouldn't want the City to be responsible for Fat Seagull's property while it rests on public property (roadways)
Agreed. That should definitely be added to the approval.

From: Justin Nickels
Sent: Tuesday, August 18, 2020 2:03 PM
To: Billy Hutterer; Curtis Hall; Dan Koski; Elizabeth Majerus; Jason Freiboth; Jill Erickson; Karen Dorow; Kathleen McDaniel; Mackenzie Reed-Kadow; Marshall Black; Mike Zimmer; Nicholas Mueller; Nick Reimer; Sandy Ronski; Stacey Groll; Steve Corbeille; Sue Reilly; Todd Blaser
Subject: Fat Seagull

A request.

Fat Seagull is changing ownership and they want one last hoorah.

The request is to block off Quay Street starting Friday, September 4th (a band starting at 6:00pm) and remain closed through Sunday, September 6th (last band is done around 6:00pm). They have bands all 3 days.

The only request is for barricades. No other city resource needed.

They are requesting the closure to be permanent for the 3 days because they will have their own picnic tables and other tables in the road that they do not want to have to remove after every evening.

This is the first time they have requested something like this.

Any major concerns? Reimer, Deborah, Dan and I can still approve these requests per council action.

Thanks.



Justin M. Nickels

Mayor

City of Manitowoc, WI

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Assistant | Stacey Groll | sgroll@manitowoc.org