

RECEIVED
MAY 27 REC'D
DEPT. OF PUBLIC WORKS

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: Kiwanis Club Car Show
- 2. Date of Event: 08/09/2015 If multiple days, Start Date: ___/___/___ End Date: ___/___/___
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 6:00 AM/~~PM~~ Actual Start Time: 10:00 AM/~~PM~~ Finish Time: 6:00 ~~AM~~/PM
- 4. Name and Complete Address of Organization/Individual Organizing the Event:

Kiwanis Club of Manitowoc
Name of organization responsible for event

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

Telephone # PRIOR TO event (920) 629-6298

Contact name DURING event (if different)

Telephone # DURING event (920) 629-6298

1468 North 8th St.
Street Address

Manitowoc, WI 54220
City, State, Zip

E-mail address jackkrause@milwpc.com
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.

The entire Washington Park will be used. South 11th & South 12th between Washington Street and Marshall St will be used by shows entering Washington Park.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Washington No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? Bathroom

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): South 11th & 12th Streets between Washington & Marshall.

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 OFFICIAL USE ONLY
Signature of City of Two Rivers official: _____ Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 1,000

How many vendors will be at your event? 4 How many vehicles? 200-275

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

Washington Park grounds - Show CARS

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: 10:00 am to 5:00 pm

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: Indoor at

site and (2) outdoor 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:

will pick up Friday afternoon Aug 7, 2015

Please indicate the total number of items requested:

We are requesting the same items used in 2014. Garbage cans not requested. Please see our request file from 2014 car show.

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day		Total	
Barricades								
2'	<u>2</u>	X	<u>3</u>	X	\$3.00	=	<u>18</u>	Flashers
3'	<u>16</u>	X	<u>3</u>	X	\$3.00	=	<u>144</u>	Flashers
8'	<u>12</u>	X	<u>3</u>	X	\$4.00	=	<u>144</u>	
Rail type-long		X		X	\$2.00	=		
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones								
18"	<u>50</u>	X	<u>3</u>	X	\$1.50	=	<u>225</u>	
28"	<u>5</u>	X	<u>3</u>	X	\$1.50	=	<u>22.5</u>	
Safety vests	<u>15</u>	X	<u>2</u>	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>4</u>	X	<u>3</u>	X	\$2.00	=	<u>24</u>	Description <u>St Closed</u>
	<u>2</u>	X	<u>3</u>	X	\$2.00	=	<u>12</u>	Description <u>Handicap</u>
		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	<u>10</u>	X	<u>3</u>	X	\$7.00	=	<u>210</u>	
Picnic tables	<u>10</u>	X	<u>3</u>	X	\$7.00	=	<u>210</u>	
Risers, platform		X		X	\$15.00	=		Description
Security stanchions		X		X	\$ 5.00	=		
Tent, 10'x10'		X		X	\$30.00	=		
Tent, 10'x20'	<u>1</u>	X	<u>2</u>	X	\$35.00	=	<u>35</u>	
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)								<u>1 paint sprayer (no paint needed)</u>

TOTAL RENTAL CHARGES

1058 will pick up 8/7/15

*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. State 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: _____

 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 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.

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):
Please attached request.

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: Public, \$5.00 for show cars - free to the Beer & Soda & water - vendor food prices

What are your estimated revenues and what will the revenues be used for? \$2,000.

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 6/24/1937

Signature of Applicant:

Jack Khone President Date: 5/20/2015

Kiwanis Club of Manitowoc

P.O. Box 832
Manitowoc, WI 54221-0832

Common Council
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220
May 4, 2015

To Whom It May Concern:

Re: 2015 Kiwanis Club of Manitowoc Car Show
Washington Park - August 9, 2015

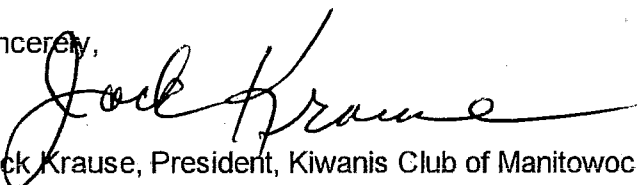
Our 33rd Annual Car Show is planned for August 9, 2015 in Washington Park in downtown Manitowoc. This is a great family event. Every year we offer car and truck enthusiasts the opportunity to come together and show off their project car or collectible. In the past a modest \$5 fee was charged car owners to help cover the trophy cost BUT the public participation is FREE. The Mid-Lakes Rustic Iron Club, that features special interest antique machines, is also invited to the show. The featured car this year is the Studebaker.

Sponsors of the event and profit from our concessions help fund many worthy causes including college scholarships for Manitowoc students, Camp Wawbeek scholarships for special needs children and adults, Special Needs Children's Christmas Party, for all special needs students in Manitowoc county, the Salvation Army, local Cub, Boy and Girl Scout Troops, iPad for kids with autism program as well as sponsorships for Badger Boys State.

The beautiful Washington Park setting can host 250 plus cars/trucks and provides a picnic environment where families can enjoy a great show. Concessions include a variety of food items from local vendors. Soda, water and beer are also available. Many volunteers augment this effort and Tom Drill is among our eager helpers.

We are excited to again offer this even to our Manitowoc neighbors and hope to encourage your participation as well. We were charged a \$200 fee last year. We understand that the actual costs to the city were much higher but since our club donates funds to charitable organizations we would again ask that fees be waived as much as possible.

Sincerely,



Jack Krause, President, Kiwanis Club of Manitowoc



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc-Indianapolis 301 Pennsylvania Parkway, #201 Indianapolis IN 46280	CONTACT NAME: Lisa Christenson	FAX (A/C, No): 317-817-5151	
	PHONE (A/C, No, Ext): 317-817-5172	E-MAIL ADDRESS: kiwaniscert@hylant.com	
INSURED KIWAN03 Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Lexington Insurance Company		19437
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES CERTIFICATE NUMBER: 273523072 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	013136005	11/1/2014	11/1/2015	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		013136005	11/1/2014	11/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Aggregate \$3,000,000
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention		013136005	11/1/2014	11/1/2015	All Claims \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate Holder is named as Additional Insured as respects to General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included):
 08/08-08/09/2015 OR ANY OTHER FUTURE DATE(S) DURING POLICY TERM - Kiwanis Club of Manitowoc Annual Car Show/Food Tent @ Washington ~~Tram~~ Park, Manitowoc, WI

Kiwanis International is self insured for Medical Payments for third parties as well as Club member & Volunteers for alimit of Liability not to excess \$5000.00.

CERTIFICATE HOLDER City of Manitowoc & its officers council members agents employees & authorized volunteers 900 Ouay St Manitowoc WI 54220	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Judy K. Wilson</i>

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of Manitowoc & its officers council members agents employees &
authorized volunteers
900 Quay St
Manitowoc WI 54220

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

ENDORSEMENT #

This endorsement, effective 12:01 AM, 11/01/14

Forms a part of Policy No.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

PRIMARY/NON CONTRIBUTORY ENDORSEMENT

This endorsement modifies insurance provided by the policy:

Notwithstanding any other provision of the policy to the contrary, the insurance afforded by this policy for the benefit of the Additional Insured shall be primary insurance, but only with respect to any claim, loss or liability arising out of the Named Insured's operations; and any insurance maintained by the Additional Insured shall be non-contributing.

All other terms and conditions of the policy remain the same.

David J. Bressan

Authorized Representative OR
Countersignature (in states where applicable)

Event: Kiwanis Club Car Show

Event Date: 8/9/15

REVIEWING DEPARTMENT RECOMMENDATION

POLICE _____
(686-6500) _____

DEPT. CHARGES

LABOR _____ OTHER _____
EQUIP. _____ TOTAL _____

Dept. Head or Designee Signature _____ Date ____/____/____

FIRE _____
(686-6500) _____

DEPT. CHARGES

LABOR _____ OTHER _____
EQUIP. _____ TOTAL _____

Dept. Head or Designee Signature _____ Date ____/____/____

PARKS _____
(686-3580) _____

DIVISION CHARGES

FEES DUE BY ORGANIZER

RENTAL _____ LATE APPL. FEE _____
OTHER _____ STAKE PERMIT _____
TOTAL _____ TOTAL _____

Dept. Head or Designee Signature _____ Date ____/____/____

REC. _____
(686-3060) _____

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

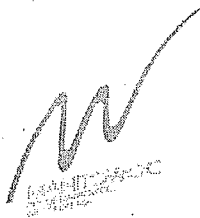
Dept. Head or Designee Signature _____ Date ____/____/____

STREETS _____
(686-6550) _____

DIVISION CHARGES

RENTAL _____
OTHER _____
TOTAL _____

Dept. Head or Designee Signature _____ Date ____/____/____



SPECIAL EVENT COMMITTEE APPROVAL FORM

Date: 06/09/15

Event Name: Kiwanis Car Club Show

Event Date: 08-09-15

Location/Description: Car show in Washington Park & closures of S 11th & 12th Sts. by park for show cars, alcohol to be sold, tent staked in park

Estimated City Costs of Services Requested:

Estimated Special Event Holder Charges:

Streets: _____
 Parks: 505
 Recreation: _____
 Fire: _____
 Police: _____
 Total: _____

Licenses: _____
 Stake permit: 50
 Delivery charges (if delivery requested): _____
 Total: _____

Committee Concerns:

- Tent inspection by MFD
- Discuss security plan w/MPD

Committee Decision:

Approve	Deny

Council Action Required: Street closures of S 11th & 12th Streets between Washington & Marshall Sts. and waiver of restriction to serve alcohol in park