

Public Infr.
Parks
7-21-14

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CITY CLERK'S OFFICE
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: Stihl Tour des Trees
- 2. Date of Event: 08 / 01 / 14 If multiple days, Start Date: / / End Date: / /
- 3. Time Event will start to form: 11:30 AM AM/PM Actual Start Time: 11:45 AM AM/PM Finish Time: 12:30 PM AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

TREE Fund Telephone # () 684 - 1225
 Name of organization, if applicable
Mary DiCarlo / Jeffrey L. Edgar Business # (630) 369 - 8300
 Name (first, middle, and last) of individual organizing the Event (if applicable)
552 S. Washington St. Suite 109 Date of Birth 05 / 31 / 1956
 Street Address of organizing individual
Naperville, IL 60540
 City, State, ZIP

Waiver of fees form attached

- Is the sponsoring organization a 501(c)(3) organization? Yes No
- 5. Email address of organizer: marydicarlo@treefund.org
- 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. Silver Creek Park Field House

Will the event be held in a Manitowoc park or utilize any park facilities? Yes No Which park? Silver Creek 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? Silver Creek Park Field House
 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? 150
 - How many vendors will be at your event? 0 How many vehicles? 75 bicycles and a few support vehicles
 - 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
Please describe the toilet facilities that will be provided, including their locations and the number of units: _____

Will just make use of the toilet facilities at Silver Creek Park

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:

Jeff Edgar

Name of Day-of coordinator

() **684 1225**
Phone # before event

() **684 1225**
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: Jeff Edgar

Date: 07/09/2014

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

**MANITOWOC PARKS DEPARTMENT
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Parks & Recreation Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

1. Name of club/organization making request TREE Fund
Address 552 S. Washington St. Suite 109 Telephone 630-369-8300
Naperville, IL 60540
2. Names of club officers:

Name	Address	Telephone
President <u>M. Janet Bornancin</u>	<u>552 S. Washington St. Suite 109</u>	<u>630-369-8300</u>
Secretary <u>Mary DiCarlo</u>	<u>" " "</u>	<u>" "</u>
Treasurer <u>Melissa Chandarana</u>	<u>" " "</u>	<u>" "</u>
3. Facility requested: Silver Creek Park Field House
Equipment requested: None
4. Specific dates and hours facility/equipment will be used: Date 08/01/2014 Hrs. 1
5. Please explain your request, as to what fees you desire waived or reduced and reasons. We are sponsors of the Stihl Tour des Trees, fund raising bicycle tour for the TREE (Tree Research and Education Endowment) Fund. We will be holding an educational program and tree planting at the library, then traveling
6. Which do you consider your group to be?
 A. Community service _____ B. Non-profit X C. Private business _____
 D. Club or organization _____ E. Other, please explain _____ OVER →
7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes _____ No X Although the event is a single stop during a 600 mile bicycle tour fund raising effort, no fund raising will take place during the event.
8. If #7 is "yes," explain and list specific charges _____
9. What will revenues be used for? _____
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes If need be No _____
 If "yes," please provide the following information of individual to contact:
 Name Jeffrey L. Edgar Address 3914 Gas Lake Rd - Manitowoc Telephone 758-2111

Signed Jeffrey L. Edgar Date 07/09/2014

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

Continued: to Silver Creek park for a tree dedication + lunch. The Mayor and any other city officials are welcome to join us for the dedications (both the library + Silver Creek park)

Because the TREE Fund/Stihl Tour des Trees has donated 2 trees + will donate several books to local children + the library along with raising local awareness regarding trees in urban landscape and their care in partnership (locally) with Manitowoc Public Utilities, we are asking that all fees be waived for our short event at Silver Creek park.

Lastly, I apologize for submitting this so late. I hope both the Fee Waiver and Special Events Application will still be accepted.

Jeffrey L. Edger