

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/5/2019

EVENT NAME: Fourth on the Shore

ORGANIZER: City of Manitowoc - Stacey Groll

EVENT DATE: 7/4/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Picnic & fireworks by the lake; street/lane closures; use of traffic control & park equipment; additional officers & crossing guards on duty

ESTIMATED CITY COSTS:

POLICE	2189.6
FIRE	
PARKS	1878
RECREATION	
STREETS	1677
TOTAL DEPT. COSTS	5744.6

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	350
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	6094.6
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

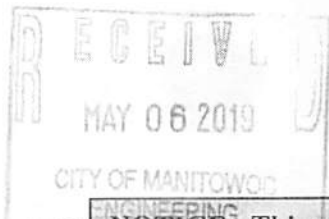
APPROVE

DENY

COUNCIL ACTION REQUIRED:

Lane closures from S 7th to Huron; right lanes of northbound & southbound of Maritime Dr.; intersection of Waldo/Maritime/Memorial & south pier

ITEMS TO INCLUDE IN LETTER:



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: Fourth on the Shore and Festival Foods Fireworks

2. Date of Event: 07/04/2019 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 7:00 am AM/PM Actual Start Time: 11:00 am AM/PM Finish Time: 10:15 pm AM/PM

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

City of Manitowoc

Name of organization responsible for event

Stacey Groll

Telephone # PRIOR TO event (920) 686.6980

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

Telephone # DURING event (920) 629.0414

Contact name DURING event (if different)

900 Quay Street

Street Address

Manitowoc, WI 54220

E-mail address sgroll@manitowoc.org
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.

A labeled map of the event is attached to this application. Traffic/parking maps (with changes since last year) are also attached.

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): Partially; please see attached maps.

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? 5,000

How many vendors will be at your event? 50-75 How many vehicles? Unknown at this time

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

Yes, please see attached maps

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: from 11:00 a.m. until about 9:30 p.m.

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe:

Possibly behind the Baymont where bands will be. Mark DeZeeuw working to install additional circuit.

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. Possibly - in areas where animals would normally be allowed.

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 see attached list of necessary barricades, cones, and signage.

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day	=	Total	
Barricades								
2'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	X	\$4.00	=	_____	
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	_____	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)								

*All attached
Spreadsheet*

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	=	_____	
Other (list items and amounts):								

*All attached
Spreadsheet*

TOTAL RENTAL CHARGES _____

*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? Generator provided by vendor
 Other Band Equipment Yes No If electric, where will item be plugged in? Circuit behind Baymont

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:

Traffic control assistance after the fireworks (which begin at 9:30 p.m.)

 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):

Would like to have all fees waived since this is a City event.

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?

Raffle tickets will be sold; revenue donated to Eternal Flame fund. Revenue generated by vendor

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.

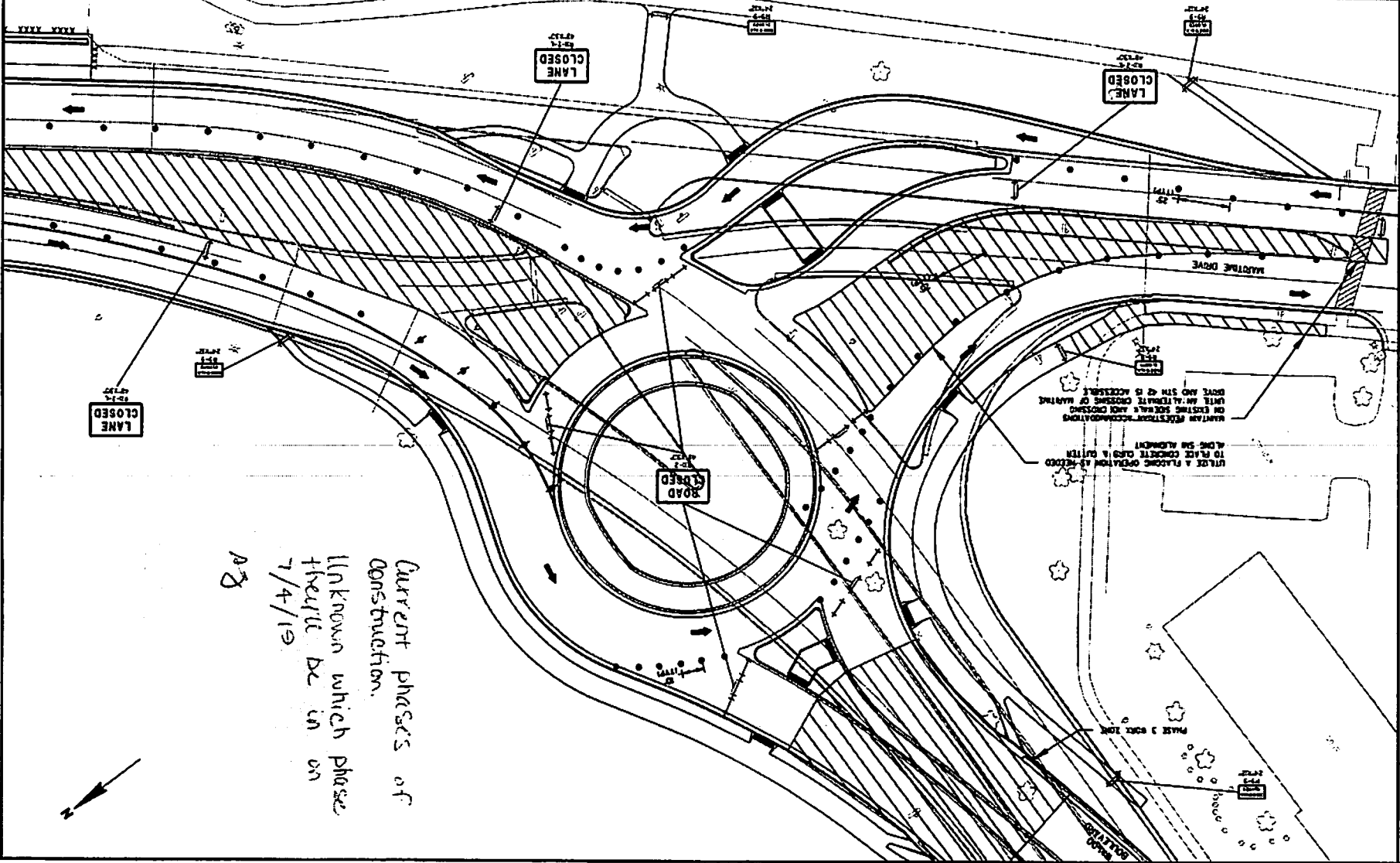
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 12 / 18 / 1976

Signature of Applicant: Stacey Groll

Digitally signed by Stacey Groll
Date: 2019.04.26 09:33:19 -05'00'

Date: 04/26/2019

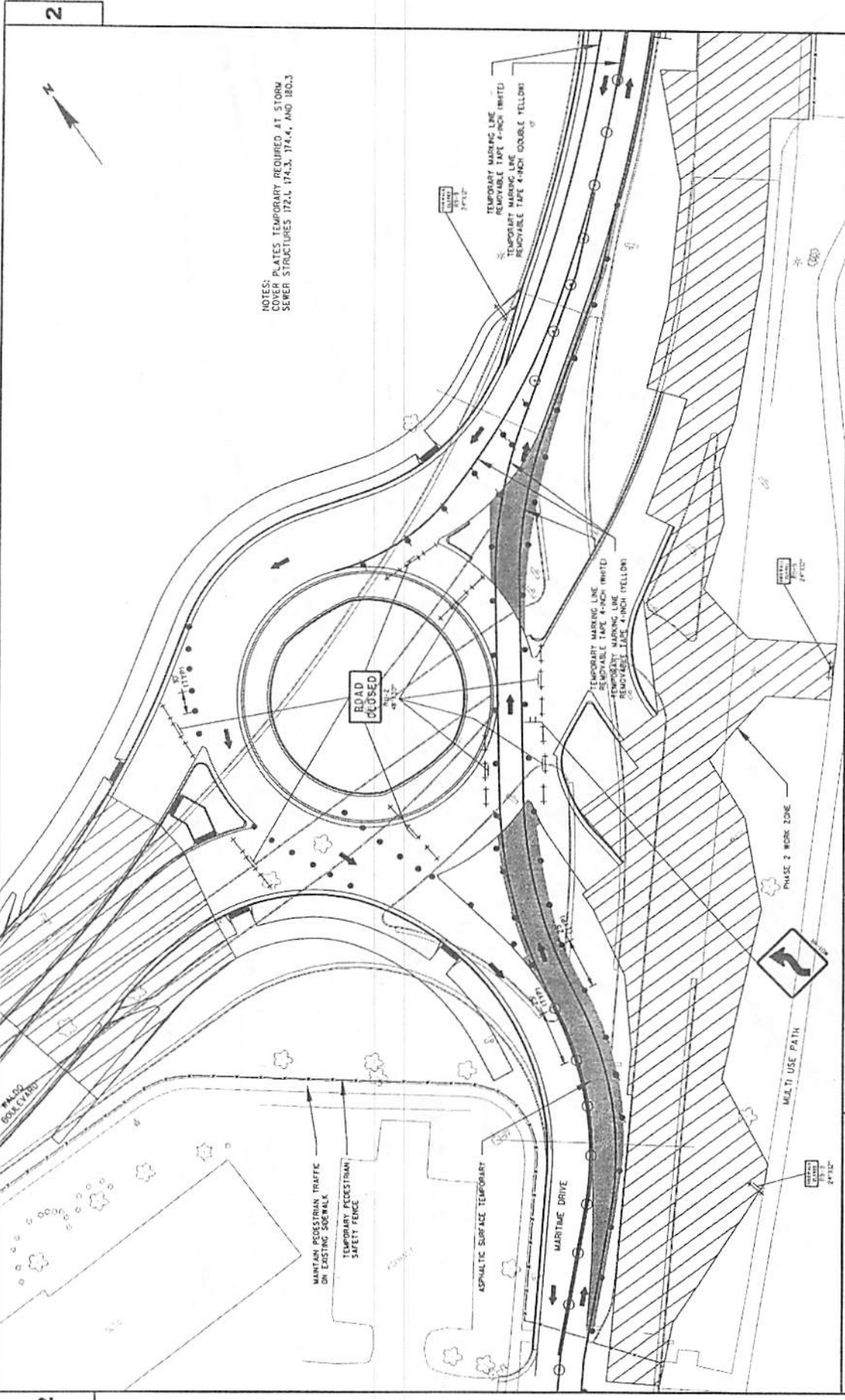


Current phases of construction. Unknown which phase they'll be in on 7/4/19
 AS

2

2





NOTES:
 COVER PLATES TEMPORARY REQUIRED AT STORM
 SEWER STRUCTURES 172.1, 174.3, 174.4, AND 180.3

2

2

PROJECT NO: 4570-12-71
 COUNTY: MANTONOC
 HWY: STH 42
 TRAFFIC CONTROL - STAGE 1A - MARITIME DRIVE PHASE 2
 SHEET 289
 E

FILE NAME : K:\PROJECTS\MANTONOC\180-37-00-4570-12-00\DRAWINGS\SHEET\TRAFFIC CONTROL STAGE 1A

DATE : 7/15/2018 12:24 PM

PLANNED BY : ANDY BLONK

SCALE : 1" = 20'-0" FT.

DATE : 7/15/2018 12:24 PM

PROJECT NAME : 4444

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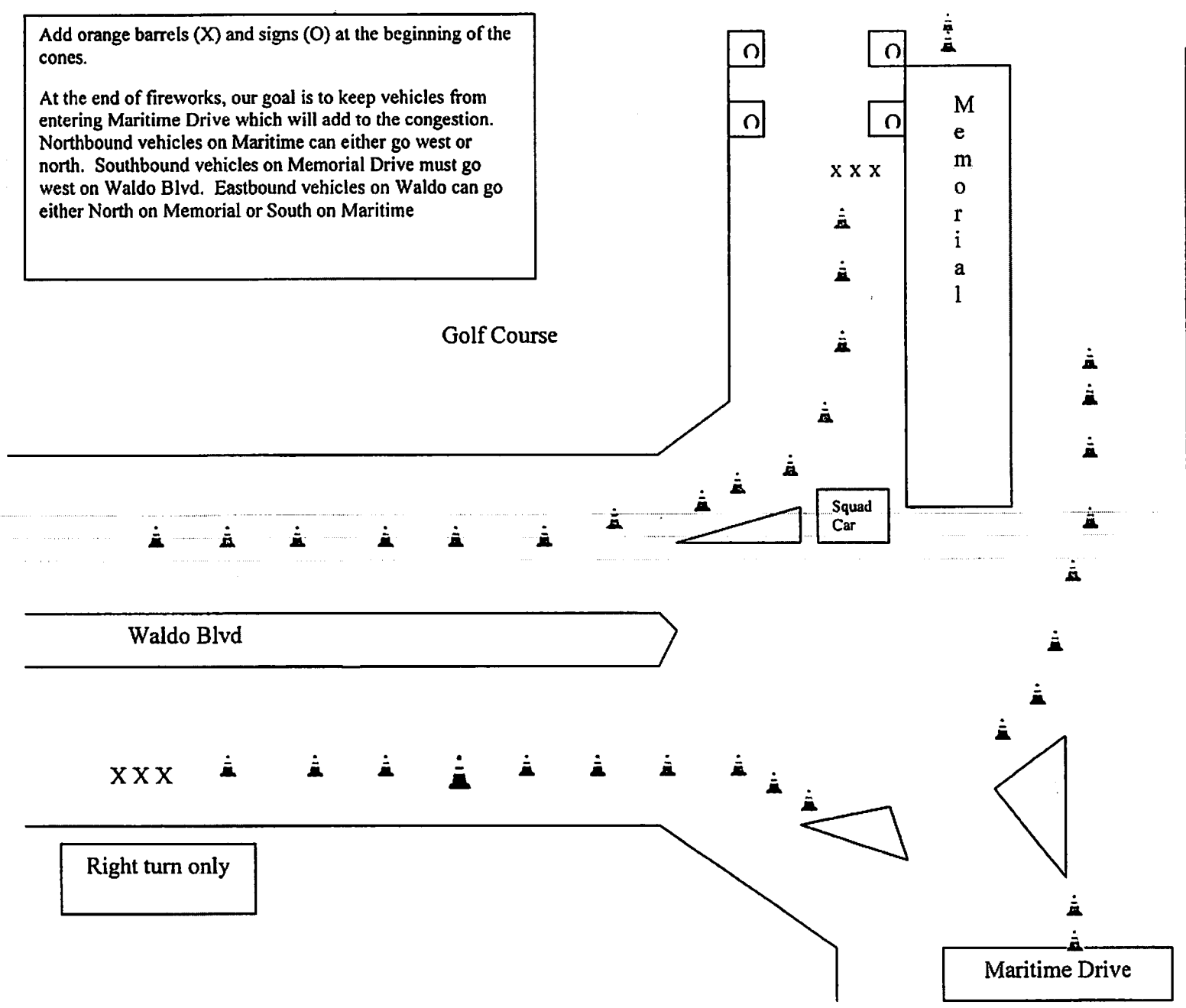
PROJECT NAME : 4444

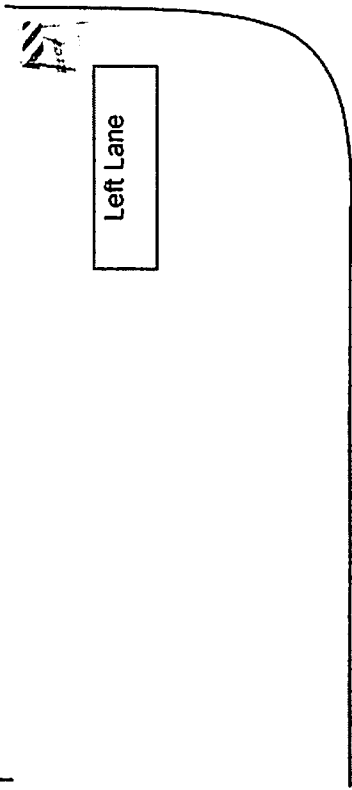
PROJECT NAME : 4444

These had been used
years PRIOR to
reconstruction going
on.

Add orange barrels (X) and signs (O) at the beginning of the cones.

At the end of fireworks, our goal is to keep vehicles from entering Maritime Drive which will add to the congestion. Northbound vehicles on Maritime can either go west or north. Southbound vehicles on Memorial Drive must go west on Waldo Blvd. Eastbound vehicles on Waldo can go either North on Memorial or South on Maritime





Memoria Dr.

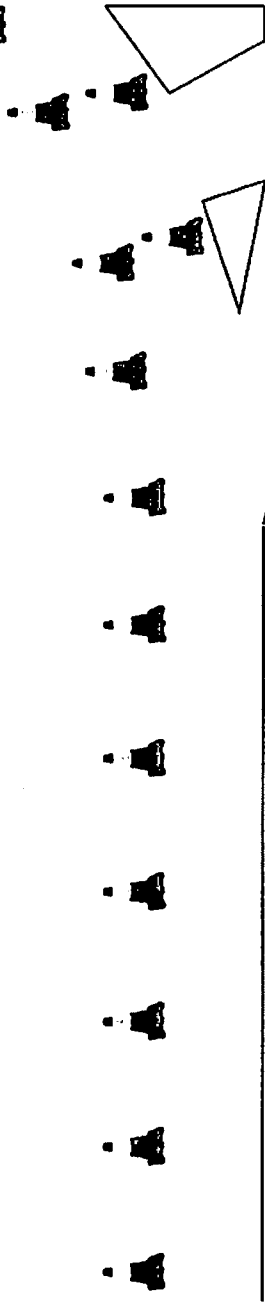
Squad Car

Left Lane



Waldo Blvd

Right Turn



H U J O E S t

Right Lane



Maritime Dr



Parking Allowed For

Blue Rail

Right Lane

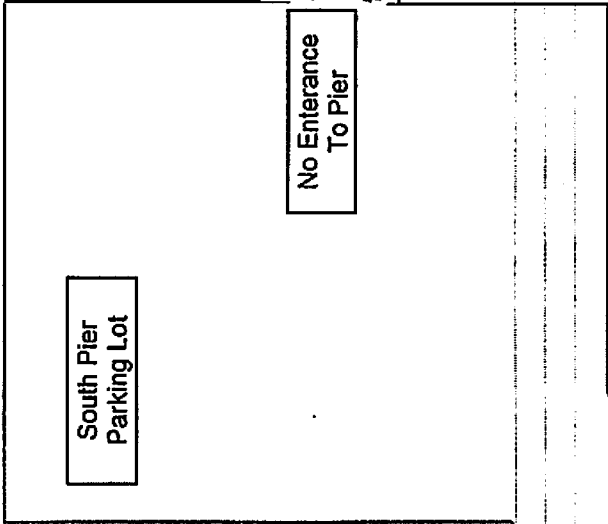
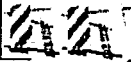
Marina Cleaning Station

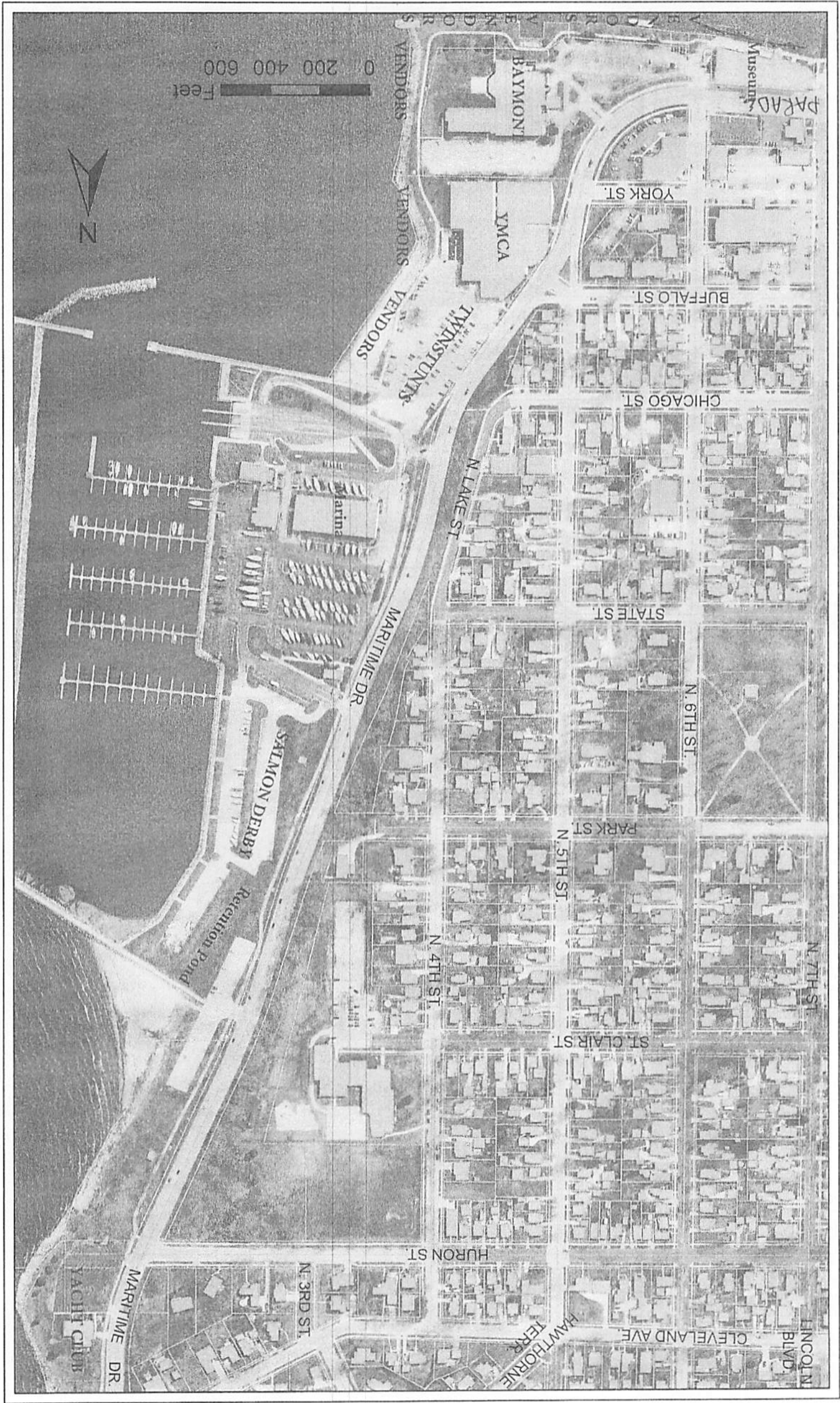
Marina Boat

South Pier
Parking Lot

No Entrance
To Pier

Fireworks Personnel Only





0 200 400 600 Feet



MUSEUM

BAYMONT

YMCA

TWINSTUNTS

N. LAKE ST.

MARITIME DR.

SALMON DERBY

Retention Pond

YACHT CLUB

MARITIME DR.

N. 3RD ST.

HURON ST.

N. 4TH ST.

N. 5TH ST.

N. 6TH ST.

N. 7TH ST.

CLEVELAND AVE.

LINCOLN BLVD.

HAWTHORNE TERR.

ST. CLAIR ST.

PARK ST.

STATE ST.

CHICAGO ST.

BUFFALO ST.

YORK ST.

VENDORS

VENDORS

VENDORS

VENDORS

VENDORS

VENDORS

VENDORS

VENDORS

VENDORS

VENDORS

2019

Item	Qty	Location	Responsible	Comments
Band Shell	1	Behind the Baymont	City	To be placed approximately 20 feet from the base on the north wall of the back of the building (west wall would be the dock area, and there aren't south or east walls)
Benches	25	Baymont	City	
Generator	1	Baymont	City	Additional circuit should be added by City electrician by the 2019 event
Parking Driving Lane Closure	2	Maritime Dr (N 6th to Huron)	City - Police City - Streets Both depots have work order	
Cones	50	Baymont	Chad has work order	These are for the parking spaces to be blocked off along the river for vendor drop off.
	1	Baymont	Chad has work order	To be used at the exit
	15	Side of Baymont with Parking Lot	Chad has work order	Should be used in conjunction with the Band Handicap Parking area
	2	Manitowoc Public Library - Quay St.	Chad has work order	To be used to control entrances and exits on Quay Street driveway
Barriers	1	3 ft Baymont	Chad has work order	To be used to block off the entrance
	4	Baymont/WMSL	Chad has work order	To be used to block off the driveway between the Baymont and the WMSL
	2	8 ft Side of Baymont with Parking Lot	Chad has work order	Should have sign that reads "Band Handicap Parking"
	4	2 ft	Chad has work order	To be used to block off the exit
	2	12 ft Y Parking Lot Exit	Chad has work order	To be used to separate the Y and Marina parking lots - barriers should be placed just south of the public access driveway
	4	12 ft Y Parking Lot	Chad has work order	To be used to block the library driveway on Franklin St. and should have a sign that reads "Private Parking" or "Permit Only Parking"
	1	12 ft Manitowoc Public Library - Franklin St.	Chad has work order	No more handicap parking in the Y lot - completely blocked off.
Picnic Tables	12	Baymont	City - Scheinoha	
	20	Salmon Derby	Chad has work order	
	15	Yacht Club	Chad has work order	Make sure DPI has someone move them throughout the parking lot on the 4th - not that they're dropped off on the 3rd and then all sit in a pile in the corner of the lot
Portable Restrooms	3	Red Arrow Park	City - Mayo's	
	6	Blue Rd	Office order from B&M Waste	
	3	Y parking Lot		
	3	Yacht Club		
	4	Baymont Inn		
	2	between Carriery and Bud towers		
Dumpsters	2	8 yd 1 - on the grass area of the Baymont near their fenced in dumpster	City - Mayo's	
		1 - on the northeast corner of the Y parking lot on the cement nearest the Marina entrance	Office order from Pizzoski Handling - they typically donate these	
Trash and Recycling		95 gallon trash cans at various locations - Chad Scheinoha has map	City - Mayo's	
			Office order from Pizzoski Handling - they typically donate these	
Trash and Recycling		Trash cans at various locations - Chad Scheinoha has map	City - Scheinoha	
			Chad has work order	
Cupolas			Check with Chad	Make sure they're sandbagged

This list was
 adjusted
 2018 event w/ Chad
 Kacey, Amanda,
 Jeff

Enabled Mark DeZeeuw 4/25/2019 to inquire about when this would happen.