



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

July 27, 2016



Mr. Tom Drill
Ms. Cathy Delain
P O Box 1872
Manitowoc, WI 54221-1872

RE: Showtime 2016

Dear Tom and Cathy:

Your request to hold Showtime 2016 on August 10 & 11, 2016 in the City Hall parking lot, was acted upon by the Special Events Committee at their meeting of Monday, July 25, 2016 at which time they granted your request for performances and food vendors in City Hall parking lot, use of City Hall restrooms and alcoholic beverages to be sold.

If you require the use of barricades or orange cones, please contact the Department of Public Works at 686-6550 prior to 2:30 P.M. between Monday and Friday. For pick up and return of materials, please stop at Department of Public Works office.

Please contact the Department of Public Works, 2655 So. 35th St., at 686-6550 prior to 2:30 P.M. between Monday and Friday to obtain the details and pricing information for the use of the City equipment.

For the use of the bandshell, benches, trash barrels, etc., please contact the Parks Department at 686-6518.

In accordance with City policy, please have your insurance agent submit a certificate of insurance to my office to evidence your liability insurance coverage naming the City of Manitowoc as an Additional Insured and also providing for liquor liability. A copy of the City's requirements is enclosed.

Please note on August 9th, the City Hall Visitor Parking spaces need to be kept open for voters. On August 11 & 12 moving trucks as well as disabled individuals will need to have access to handicapped entrance on river side of City Hall.

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

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/25/2016

EVENT NAME: Showtime

ORGANIZER: Showtime - Tom Drill & Cathy Delain

EVENT DATE: Aug. 10-11, 2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Variety show on a river barge on river front by City Hall. Beverages & food sold. Use of parks equipment, barricades, and electrical service.

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	1900
RECREATION	
STREETS	56
TOTAL CITY COSTS	1956

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	100
STAKE PERMIT	
DELIVERY CHARGES	350
(if delivery requested)	
TOTAL E.H. CHARGES	450
GRAND TOTAL	2406

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures]
Todd H.
Cathy Delain
Tom Drill

COUNCIL ACTION REQUIRED:

--

ITEMS TO INCLUDE IN LETTER:

On 8/9 visitor parking spaces need to be kept open for voters. On 8/11 & 12, moving trucks, as well as disabled individuals, will need to have access to handicapped entrance on river side of City Hall.

RECEIVED

JUL 07 2016

DPI - OPERATIONS DIVISION

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: "SHOWTIME '16"
2. Date of Event: Aug 10 and 11 If multiple days, Start Date: 8/10/16 End Date: 8/11/16
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8 AM/PM Actual Start Time: 6 AM/PM Finish Time: 10 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event: Wednesday Thursday
"SHOWTIME '16"
Name of organization responsible for event: Manitowoc
P.O. Box 1872 54221-1872 Telephone # PRIOR TO event (183-9775
Name (first, middle, and last) of event organizer: Tom L. Brill Telephone # DURING event (860-7246
Contact name DURING event (if different): Cathy Delain
Street Address: P.O. Box 1872
City, State, Zip: Manitowoc 54221-1872 E-mail address of event organizer: _____
Is the sponsoring organization a 501(c)(3) organization? ☐ Yes ☒ No

5. Location of the Event: City Hall harbor
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.

Will the event be held in a Manitowoc park or utilize any park facilities? ☒ Yes Which park? thrive ☐ 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): _____

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? 625

How many vendors will be at your event? three

How many vehicles? three

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: closing at 10 pm each day

Will the City need to provide any special electrical assistance or lighting (off all diamonds, etc.)? ☐ Yes ☒ No

If yes, please describe: We will need the electrical board which is placed near the water's edge on the grass just off the "terrace"

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: City Hall rest rooms

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 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	2	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)					

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	25	X	X	\$5.00	=	
Park benches	45	X	X	\$7.00	=	
Picnic tables	30	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	15	X	X	No Charge	=	No Charge
Wenger portable bandwagon, 35x8'	1	X	X	\$240.00	=	
Other (list items and amounts)						

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? _____
 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 _____

firefighters and police will be present - as
Tom Drell
 Name of Security Coordinator _____
 Phone # before event *(653) 9775*
 Phone # the day of the event *(629) 0686*
860-7246

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): _____

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?

are impossible to determine - Projected revenues
is supporting 10 Direct causes - SHOWTIME 16
may be 7
 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 _____

Signature of Applicant: _____

Date: _____

Tom Dill *July 7, 2016*

Sandy Ronski

From: Deborah Neuser
Sent: Thursday, July 07, 2016 11:28 AM
To: Sandy Ronski
Cc: Jennifer Hudon
Subject: RE: Special Event Committee meetings

Also, as a heads up, August 9th is election day and the visitor parking spaces here at City Hall need to be kept open for voters. And, on the 11th and 12th moving trucks will need to have access to the handicapped entrance on the river side of City Hall to return voting machines and equipment after the election not to mention any handicapped individuals visiting City Hall.

Please pass this info along to whoever might be doing the setup for Showtime. And, perhaps make the Special Events Committee aware also.

Thanks.,
Deborah
