

Parks Rec 7-21-14

14-1474

**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**

RECEIVED  
JUL 11 2014

- 1. Name/Description of Event: Movie in the Park
- 2. Date of Event: 9/5/14 If multiple days, Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_
- 3. Time Event will start to form: 5 AM/PM Actual Start Time: 9:00 AM/PM Finish Time: 10 AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Faith Evangelical Free Church  
 Name of organization, if applicable

Todd Erlandson  
 Name (first, middle, and last) of individual organizing the Event

2201 S. 42nd St  
 Street Address

Manitowoc, WI 54220  
 City, State, ZIP

Telephone # (920) 684-7208

Business # ( ) -

Date of Birth 3/11/71  
 of organizing individual

Is the sponsoring organization a 501(c)(3) organization?  Yes  No

- 5. Email address of organizer: Todde@faithchurchmanitowoc.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. Mevo Stage @ Washington Park

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

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? \_\_\_\_\_  
 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? 200-250

How many vendors will be at your event? 0 How many vehicles? 2-3

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: we will need  
the bathrooms unlocked please

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:

Todd Erlandson  
Name of Day-of coordinator

920) 684 - 7208  
Phone # before event

(920) 242 - 5026  
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: [Signature]

Date: 7/10/14

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 Faith Evangelical Free Church  
Address 2201 S. 42nd St Milwaukee Telephone 920-684-7208
2. Names of club officers:
 

Name	Address	Telephone
President <u>Terry Bosch</u>	<u>—</u>	<u>684-7208</u>
Secretary <u>Dan Wichman</u>	<u>—</u>	<u>684-7208</u>
Treasurer <u>Andy Wheeler</u>	<u>—</u>	<u>684-7208</u>
3. Facility requested: Metro Stage @ Washington Park  
Equipment requested: none
4. Specific dates and hours facility/equipment will be used: Date 9/5/14 Hrs. 5-7
5. Please explain your request, as to what fees you desire waived or reduced and reasons. Stage rental fees.
6. Which do you consider your group to be?  
 A. Community service \_\_\_\_\_ B. Non-profit  C. Private business \_\_\_\_\_  
 D. Club or organization \_\_\_\_\_ E. Other, please explain \_\_\_\_\_
7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
 Yes \_\_\_\_\_ No
8. If #7 is "yes," explain and list specific charges \_\_\_\_\_
9. What will revenues be used for? N/A
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes \_\_\_\_\_ No   
 If "yes," please provide the following information of individual to contact:  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Signed [Signature] Date 7/10/14

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. 35<sup>th</sup> St., Manitowoc, WI 54220.**

Committee Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

MANITOWOC PARK & RECREATION DEPARTMENT

MetroStage REQUEST FORM

Name of individual, firm or organization making request Faith Church

If Club or Organization, name of person responsible Todd Erlandson

Address 2201 S. 42nd St, Manitowoc WI Telephone 920-684-7208

Purpose The Renter states that he will use the premises rented hereunder for the following purpose and none other: (List organization if possible) Free Community Music Renter agrees to pay additional rental fee of \$300.00 in the event the premises are used for any purpose other than those stated in above.

Which do you consider your group to be ? a. Community \_\_\_\_\_ b. Private Business \_\_\_\_\_ c. Club/Organization \_\_\_\_\_ d. Other, Please explain church

Rental Period The Bandshell shall be rented to the Renter by the City on 9/5, 2014 for the period from 5 AM(PM) to 10 AM(PM) on such date. It is understood that the Renter's responsibility to clean & restore the premises including garbage pickup must be completed within this period.

POLICIES

Use of Facility

- 1) The use of the Bandshell is not allowed without prior approval of the Manitowoc Park & Recreation Department.
2) Only officially approved vehicles are allowed within the park. A list of vehicles for entry into the park must accompany request for the use of the facility.
3) It is understood that any City of Manitowoc police officer and any other authorized city employee have the right to enter the rented premise at any time.
4) The City of Manitowoc is not responsible for any articles left, lost or stolen on the rented premises.
5) No admission fee, donation, contribution or other charge shall be collected or be permitted to be collected by the renter unless prior approval has been secured in writing from the Recreation Board.

Responsibility of User

- 1) The user will furnish all personnel & equipment necessary to run event.
2) The user is responsible to notify participants, spectators, and staff associated with the event of department policies & regulations.
3) It is the responsibility of the organization using the facility to obtain all necessary permits or licences required by City ordinance, resolution or state law. (alcohol, food, soda, etc.)
4) The user agrees to provide the city with a certificate of liability insurance in the amount of \$300,000.
5) No changes in the physical appearance of the area shall take place without prior approval of the Director of Park and Recreation or Park Supervisor.
6) It shall be the responsibility of the renter to maintain the area including restrooms throughout the event and to restore all areas and facilities to the condition they were in prior to the event. The renter agrees to pay additional fees for damages or extra time required to clean and restore the facility. This amount will be determined by the Parks Department.
7) It shall be the responsibility of the renter to control spectators, vehicles, and all situations involved with the event. If necessary additional deputies may be required.
8) It is the responsibility of the user to have premises vacated by 10:00 PM each evening during the term of the request.

**Fees and Charges**

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for use of City owned facilities or equipment must fill out the Fee Waiver Request Form completely, at least 30 day in advance of the event. The request will be reviewed by the Park and Recreation Committee and the group or organization will be notified of approval or denial within 15 days of submitted request.

- 1) The cost of the facility is \$50.00 per day
- 2) Renter agrees to pay the deposit fee at the time of making this application, of a minimum of 20% of the total rental as breakage security which may later be applied to base rental fee. The balance due 24 hours prior to the rental date.
- 3) The daily fee is intended to cover the time period of 7:00 A.M. to 10:00 P.M. of the days indicated.

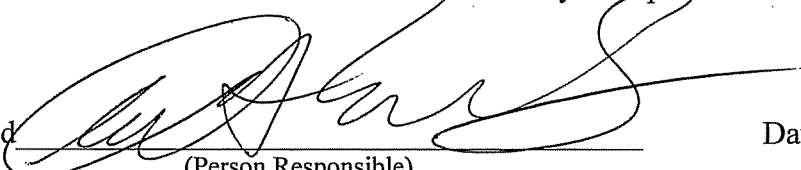
**PROVISIONS**

The approval of this request is based upon the condition that the user agrees to indemnify and hold harmless the City from any accident or injuries to participants, spectators, and/or persons connected with the use of requested facilities or equipment.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

This document signed on below date by authorized representative of the user and the lessee indicates the agreement is understood and will be adhered to by both parties.

Signed  Date 7/10/14  
 (Person Responsible)

Terms or Conditions \_\_\_\_\_

Amount of rent to be charged - plus has been waived in the past - Deposit Received: \$ \_\_\_\_\_

Approved/Denied \_\_\_\_\_ Date \_\_\_\_\_  
 Director of Parks & Recreation