

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/14/2021

EVENT NAME: Lakeshore Pride

ORGANIZER: PFLAG Manitowoc County - Patrick Neuenfeldt

E-MAIL ADDRESS: patrickneuenfeldt@gmail.com

EVENT DATE: 6/4/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Celebration for the LGBTQ community at Washinton Park, featuring food, vendors, a beer tent, & entertainment

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

Waiver of ordinance prohibiting alcohol in Washington Park; request to serve fermented beverages on City property until 11:59 p.m.; Closure of S 11th Street from Washington St. to Marshall St.; Waiver of noise ordinance until 11:59 p.m.

ITEMS TO INCLUDE IN LETTER:

1)The Special Event Committee determined that a Stake Permit will be required for the tent. Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee by phone at (920) 686-3580 or at the City of Manitowoc Parks Office, 900 Quay St. 2)Since the event has a new organizer, the Special Event Committee would like to meet with you in early spring to discuss the event. Please contact the Parks Office at (920) 686-3580 in 2022 to arrange a date to meet.

RECEIVED

JUL 13 2021

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

CITY OF MANITOWOC
ENGINEER

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: Lakeshore Pride
- 2. Date of Event: 06 / 04 / 2022 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 (AM/PM) Actual Start Time: 9 (AM/PM) Finish Time: 11:59 AM/PM
- 4. Name and Complete Address of Organization/Individual Organizing the Event:

PFLAG Manitowoc County
Name of organization responsible for event

Patrick Neuenfeldt Telephone # PRIOR TO event (920) 645-8184
Name (first, middle, and last) of event organizer

Same Telephone # DURING event () -
Contact name DURING event (if different)

1015 Franklin St.
Street Address

Manitowoc, WI 54220 E-mail address patrickneuenfeldt@gmail.com
City, State, Zip 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.

Lakeshore pride aims to be a celebration for the lgbtq+ community and their allies. It's a one day event that will include food, vendors, a beer tent, and entertainment at the bandshell. Please see diagram attached.

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

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? Bathrooms, bandshell, picnic tables, electricity

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): 11th Street from Washington St. to Marshall St.

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

A/M
5478



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? 200-300

How many vendors will be at your event? 30-40 How many vehicles? Designated parking for food trucks + vendors along 11th st.

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: 11th St. Between Washington and Marshall to be blocked off.
Attendees will utilize available street parking.
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: 9am to 11:59pm on 06-04-22

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: Utilizing park bathrooms plus part-a-pottys

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:

Delivered to Washington Park by team on June 4th, 2022

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'	<u>2</u>	X	<u>1</u>	\$4.00	=	<u>\$8.00</u>
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"	<u>10</u>	X	X	\$1.50	=	<u>15.00</u>
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'	<u>8</u>	X	X	\$5.00	=	<u>40.00</u>
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'	<u>1</u>	X	X	\$35.00	=	<u>35.00</u>
Ticket booths, outdoor		X	X	\$15.00	=	_____
Trash cans	<u>15</u>	X	X	No Charge	=	No Charge
Wenger portable bandwagon, 35x8'***		X	X	\$240.00	=	_____
Other (list items and amounts)						

TOTAL RENTAL CHARGES

98.00

*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. our understanding is that the city tent stakes aren't long enough to require a permit.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? Yes No In process of acquiring special event insurance.
 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: We will be

connecting with the city police.

Patrick Neuenfeldt (920) 645-8184 (920) 645-8184
 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): We request to have all waivable fees waived as PFLAG Manitowoc County is a 501(c)3 non-profit organization

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: concessions will be sold, and money may be raised for donation to another non-profit.

What are your estimated revenues and what will the revenues be used for? unknown as this is our first year holding this event. Any revenue will go towards supporting community non-profit.

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

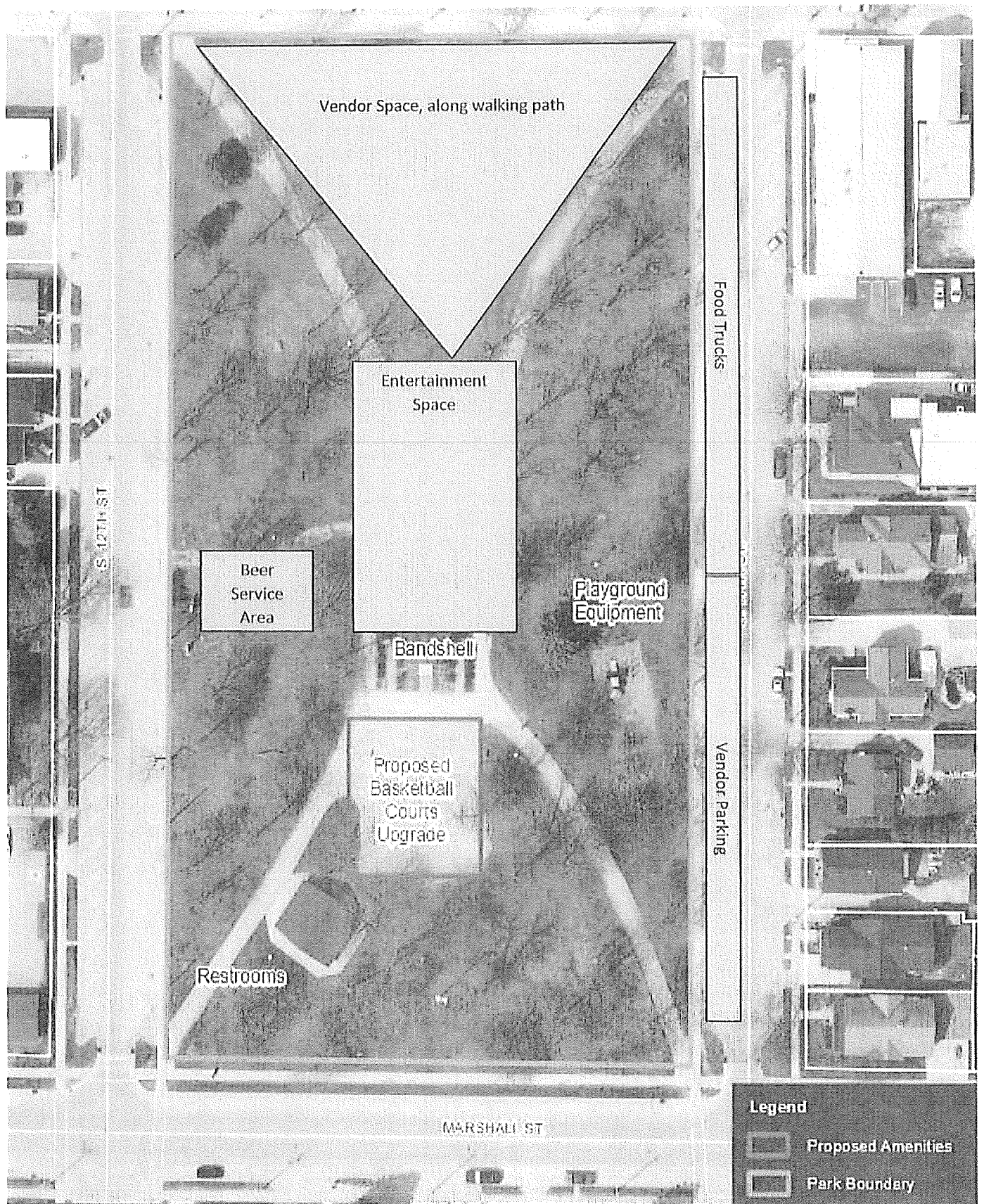
7.12.2021

Signature of Applicant:



Patricia Penner-Selbst

Date:

7.12.2021



Legend

-  Proposed Amenities
-  Park Boundary



Washington Park

City of Manitowoc, Wisconsin



Map prepared by:
 City of Manitowoc
 Planning Department
 Map Plotted April 2017

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 7-12-2021

Town Village City of Manitowoc

County of Manitowoc

The named organization applies for: (check appropriate box(es))

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6-4-2022 and ending 6-4-2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name PFLA6 Manitowoc County

(b) Address 1015 Franklin St. Manitowoc, WI 54220
(Street) Town Village City

(c) Date organized 2008

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Patrick Neuenfeldt
 Vice President Megan Marchant
 Secretary Anne Schvettle
 Treasurer Mark Kuetner

(g) Name and address of manager or person in charge of affair: Patrick Neuenfeldt
1015 Franklin St., Manitowoc Phone Number: 920-645-8184

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Washington Park in the city of Manitowoc

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All of the event space / Washington Park

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Lakeshore Picnic

(b) Dates of event 6-4-2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Patrick Neuenfeldt 7-12-2021 PFLA6 Manitowoc County
(Signature / Date) (Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____