



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



March 8, 2016

Colleen Homb  
 Lakeshore Community Action Program  
 702 State St.  
 Manitowoc, WI 54220

Dear Ms. Homb:

RE: Polar Express by Trolley – December 9-10, 2016

Your request to use the Lincoln Park Fieldhouse on December 9 & 10, 2016, was acted upon by the Special Events Committee at the meeting of Monday, March 7, 2016.

At said meeting the Committee unanimously granted your request.

At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to [dneuser@manitowoc.org](mailto:dneuser@manitowoc.org). Special Events Insurance Requirements are also enclosed.

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



# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/7/2016

**EVENT NAME:** Polar Express by Trolley

**ORGANIZER:** Lakeshore Community Action Program - Colleen Homb

**EVENT DATE:** Dec 9-10, 2016

**NEW OR RECURRING:** New at park

**LOCATION/DESCRIPTION:** Use of Lincoln Park Fieldhouse. Trolleys would leave fieldhouse & go through LILP event before going to Holiday Inn where activities would take place.

**ESTIMATED CITY COSTS:**

|              |            |
|--------------|------------|
| STREETS      | 0          |
| PARKS        | 350        |
| RECREATION   |            |
| FIRE         |            |
| POLICE       | 0          |
| <b>TOTAL</b> | <b>350</b> |

**ESTIMATED EVENT HOLDER CHARGES:**

|                                |          |
|--------------------------------|----------|
| LATE APPL. FEE                 |          |
| LICENSES                       |          |
| STAKE PERMIT                   |          |
| DELIVERY CHARGES               |          |
| <i>(if delivery requested)</i> |          |
| <b>TOTAL COLLECTED</b>         | <b>0</b> |

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*(Handwritten signatures under APPROVE)*  
 [Signature 1]  
 [Signature 2]  
 [Signature 3]  
 [Signature 4]

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Requests to waive fees for the LILP event should be directed to the Lincoln Park Zoological Society, which is a civic organization separate from the City of Manitowoc.

*Disregard - Zoo Society will contact them re: fees for a bus.*

*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: Polo Express by Tuttlej

2. Date of Event: 1/1/16 If multiple days, Start Date: 12/18/15 End Date: 12/18/15  
 Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 7 (AM/PM) Actual Start Time: 4:00 AM/PM Finish Time: 10:00 AM/PM

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

Lakeshore Community Action Program  
 Name of organization responsible for event

Colleen Marie Hornb Telephone # PRIOR TO event ( ) 945-1111  
 Name (first, middle, and last) of event organizer

Colleen Telephone # DURING event ( ) 945-1111  
 Contact name DURING event (if different)

702 State Street  
 Street Address

Manitowoc, WI 54220 E-mail address Colleen@lakeshorecap.org  
 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](http://www.manitowoc.org).**

Location of event: Polo Express by Tuttlej would depart a stop from the Field House. The trucks would go through the Lincoln Park Zoo, which before making their way to the arena. This is a more restricted area than the polo arena. This would be a temporary set up at Lakeshore City.

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

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? None

Lincoln Park Field House

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.

|   |
|---|
| <p><b>FOR OFFICE USE ONLY:</b><br/> Signature of City of Two Rivers designee: _____ Date: _____</p> |
|---|

7. **Tell Us About Your Event:**

What is the estimated attendance at your event, including observers? 720

How many vendors will be at your event? 0 How many vehicles? 40-60

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: \_\_\_\_\_

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: \_\_\_\_\_

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:

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Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

|                                | <u># Needed</u> | <u># of Days*</u> | <u>Cost/Day</u> | <u>Total</u> |                         |
|--------------------------------|-----------------|-------------------|-----------------|--------------|-------------------------|
| 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) | _____ X         | _____ X           | \$3.00          | =            | _____ Description _____ |

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)    | _____ X | _____ X |           | = | _____                   |

**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: \_\_\_\_\_

\_\_\_\_\_  
 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 would like the reader fee for the license for the Field House waived. This would allow for a fundraiser for the purpose of a fundraiser for the purpose of supporting at-risk children and neglected children in Monticello County.

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: Tickets will be sold for the event. Each attendee a donation will be made to the Field House. The Field House will be used for fundraising and supporting at-risk children in Monticello County. Tickets range from \$15-\$50.

What are your estimated revenues and what will the revenues be used for? Estimated revenues are \$7,000-\$10,000 and will be used to provide support for at-risk children and neglected children in Monticello County.

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.

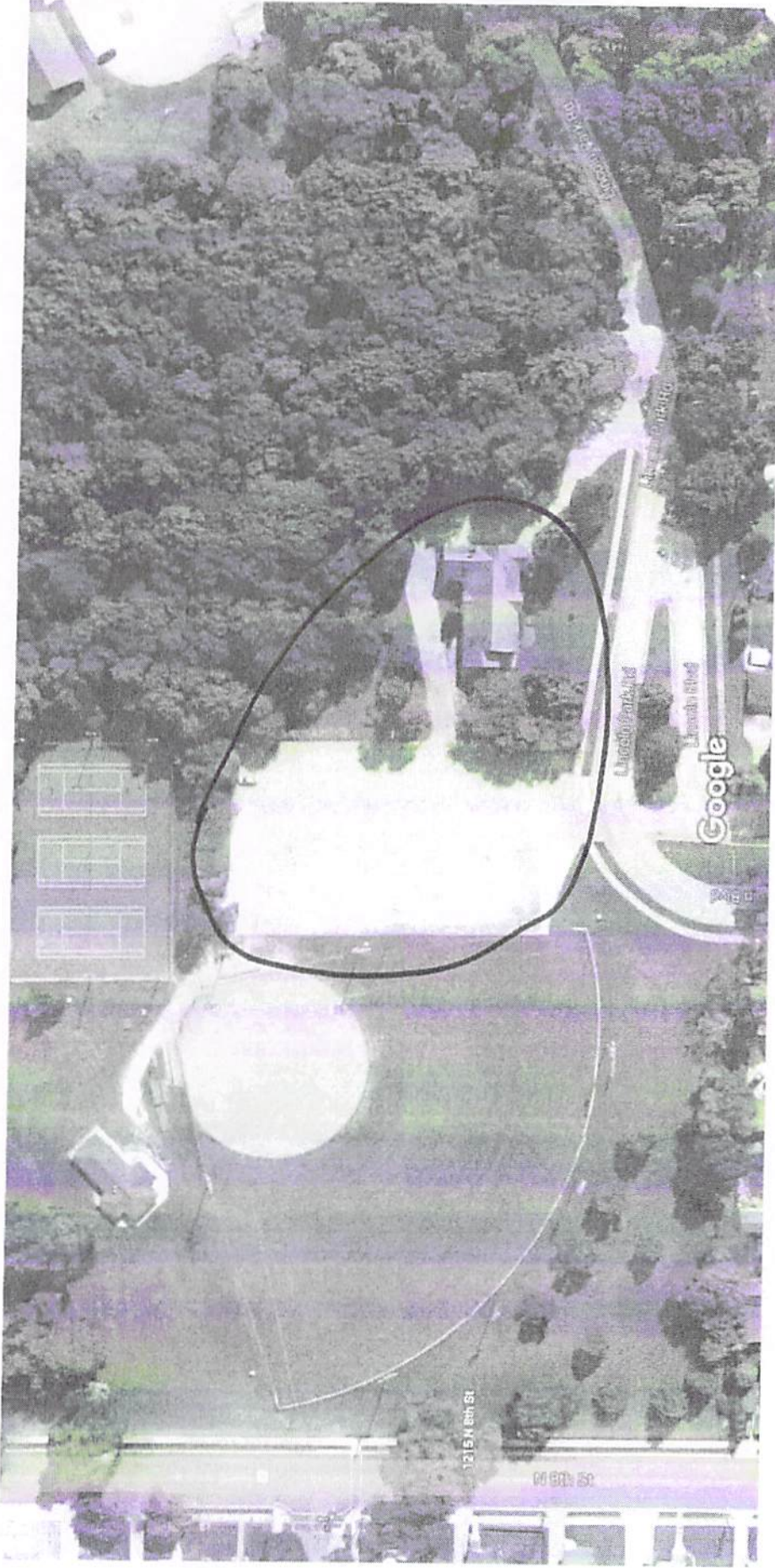
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the 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 10/20/1977

Signature of Applicant: C. [Signature]

Date: 3/2/11

Google Maps 1215 N. Eighth St., Manitowoc, WI 54220



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1215 N 8th St

N 8th St