

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/12/2018

EVENT NAME: Memorial Day Parade & Ceremony

ORGANIZER: City of Manitowoc - Stacey Groll

EVENT DATE: 5/28/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Parade lineup on S 8th from Washington to **MADISON St.** ; parade goes north to Veterans Memorial on N 18th St. for ceremony; use of CP Rec. Center if raining; use of traffic control items, chairs, etc.; assistance by PD

ESTIMATED CITY COSTS:



POLICE	1286.4
FIRE	0
PARKS	975.25
RECREATION	
STREETS	2308
TOTAL DEPT. COSTS	4569.65

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	350
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	4919.65
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

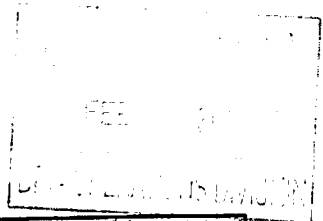
APPROVE		DENY
		

COUNCIL ACTION REQUIRED:

Street closures for parade

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: Memorial Day Parade and Ceremony
2. Date of Event: 05/28/2018 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8:00 am AM/PM Actual Start Time: 9:00 am AM/PM Finish Time: _____ AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
City of Manitowoc
Name of organization responsible for event
Stacey L. 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
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.

Annual Memorial Day Parade and Ceremony. Parade lineup will begin at 8:00 a.m. on S. 8th Street (Washington to Marshall). The parade will begin at 9:00 a.m. going north on 8th St., turning west on Huron St. going onto Michigan Ave. and ending at the Veterans Memorial where the ceremony will occur. If the weather should be inclement, permission is requested to utilize the Citizen's Park building for the ceremonies.

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

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?
Citizen's Park building if weather is inclement.

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): 8th Street from Marshall to Huron, Huron and Michigan to Veterans Memorial

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

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):

	<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)					

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):					

TOTAL RENTAL CHARGES _____

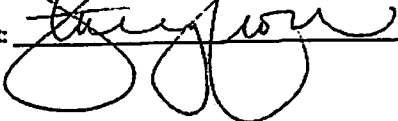
*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.
 **The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

12. Legal Notice

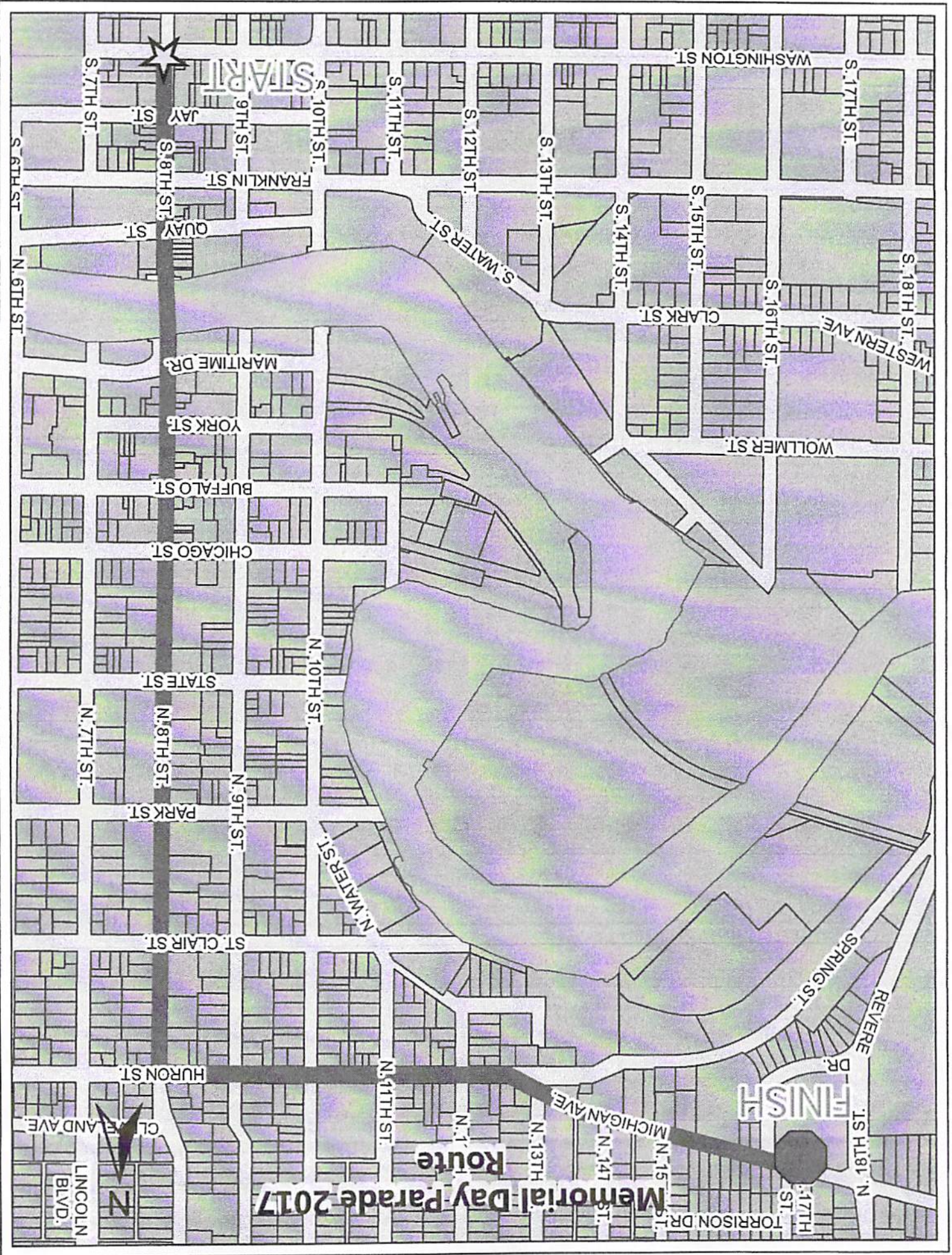
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees 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: 

Date: 02/14/2018



Memorial Day Parade 2017

Route

START

FINISH

N

LINCOLN BLVD.

CLAREMONT AVE.

HURON ST.

ST. CLAIR ST.

PARK ST.

STATE ST.

CHICAGO ST.

BUFFALO ST.

YORK ST.

MARITIME DR.

QUAY ST.

JAY ST.

S. 7TH ST.

S. 8TH ST.

9TH ST.

S. 10TH ST.

S. 11TH ST.

S. 12TH ST.

S. 13TH ST.

S. 14TH ST.

S. 15TH ST.

S. 16TH ST.

S. 17TH ST.

S. 18TH ST.

S. 6TH ST.

N. 6TH ST.

N. 7TH ST.

N. 8TH ST.

N. 9TH ST.

N. 10TH ST.

N. WATER ST.

N. 11TH ST.

N. 12TH ST.

N. 13TH ST.

N. 14TH ST.

N. 15TH ST.

WASHINGTON ST.

CLARK ST.

WOLLMER ST.

WESTERN AVE.

SPRING ST.

REVERE DR.

S. 17TH ST.

TORRISON DR.

MANITOWOC PARKS DEPARTMENT DELIVERY / PICK UP SLIP

Sample

NAME OF EVENT:	Memorial Day Ceremony	DATE OF EVENT:	5/29/2017	
PLACE OF EVENT:	Deliver to Cemetery Shop	HOURS:	9-11 AM	
CONTACT PERSON(S) & PHONE #(S):	Cemetery - Jeff Shimek 323-1349	DATE OF DELIVERY:	5/26/2017	
	Parade - Stacey Groll x6982	DATE OF PICKUP:	5/30/2017	
ITEMS REQUESTED:	Picnic Tables	Benches	Trash Cans	
	Band Wagon	Nescos	Snow Fence	
	Banquet Tables	Risers	Chairs	205
	Security Barricade	Tent	Pounder	
MISCELLANEOUS:	Additional:	Load chairs in truck & park truck in cemetery shop. DO NOT use chairs from LP Fieldhouse. <i>(Sandy confirmed CP Rec Center reservation in case of rain & informed duty person/Billy.)</i> <i>Mike</i>		
LOCATION WHERE ITEMS TO BE PLACED:	Put 6 chairs on the island (1 of which goes by flagpole), 10 chairs by the sidewalk, 40 for the band on the slab by the Evergreens, 40 for Clipper City Chordsman, remaining chairs on each side of sidewalk			
LABOR & EQUIPMENT	Employee:	Time:		
	Equipment:	_____	_____	
	Employee:	_____	_____	
	Equipment:	_____	_____	
	Employee:	_____	_____	
	Equipment:	_____	_____	
	Employee:	_____	_____	
	Equipment:	_____	_____	
COMMENTS:				

Memorial Day Parade 2017 Route

FINISH

START

