

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/22/2016

EVENT NAME: Sputnikfest

ORGANIZER: Rahr West Art Museum - Greg Vadney

EVENT DATE: Sept. 9-10. 2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Friday: food & beverages, Happy Schnapps Combo, Ms. Space Debris Pageant, use of Parks & Streets equipment
Saturday: Magician, kid area, bands, Wacky Weekend Workshop under tent on museum lawn, 501st legion, pet & costume contest, cheer & dance routines, alien drop (with fire ladder truck)

ESTIMATED CITY COSTS:

STREETS	783
PARKS	1911
RECREATION	
FIRE	0
POLICE	0
TOTAL	2694

ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY



Handwritten signatures of committee members, including one that appears to read 'Greg Vadney'.

COUNCIL ACTION REQUIRED:

Street closures: N 8th (State to St. Clair) & Park St. (N 7th to N 9th); Waiver of noise ordinance on Friday until 10:30 p.m.

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: Sputnikfest IX
2. Date of Event: _____ If multiple days, Start Date: 09/09/2016 End Date: 09/10/2016
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 12:00 pm AM/PM Actual Start Time: 5:00 pm AM/PM Finish Time: 6:30 pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Rahr-West Art Museum 610 N. 8th Street
Name of organization responsible for event
Greg Vadney Telephone # PRIOR TO event (920) 686 3090
Name (first, middle, and last) of event organizer
Telephone # DURING event (920) 686 3090
Contact name DURING event (if different)
610 N. 8th Street
Street Address
Manitowoc, WI 54220 E-mail address gvadney@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.

see attached

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? _____ 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): North 8th from State - St. Clair
Park Street from 7th - 9th

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? 2000

How many vendors will be at your event? unknown How many vehicles? unknown

Do you require any special parking restrictions? Yes No If yes, what type, when, and where:

Parking on one side of street only on N. 9th from State to St. Clair

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: Friday 7-10:30 pm, Sat Noon-5:30 pm

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. There will be a pet costume contest

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 have indoor facilities plus there will be 6 portable 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:

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	46	X	2-3	X	\$7.00	=	916.60	
Picnic tables	30	X	2-3	X	\$7.00	=	630	
Risers, platform	_____	X	_____	X	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	X	\$ 5.00	=	_____	
Tent, 10'x10'	3	X	2-3	X	\$30.00	=	270	
Tent, 10'x20'	_____	X	_____	X	\$35.00	=	_____	
Ticket booths, outdoor	1	X	2-3	X	\$15.00	=	45	
Trash cans	30	X	2-3	X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'	_____	X	_____	X	\$240.00	=	_____	
Other (list items and amounts):								\$1911 Parks

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:

will need the ladder truck for the Alien Drop at 5:30 on Saturday, September 10th

Greg Vadney
Name of Security Coordinator

(920) 686-3090
Phone # before event

(920) 686-3090
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):

Since this is a City Dept Event, we ask that all fees be waived

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?

\$5000

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: _____



The Rahr-West Art Museum will be holding the 9th Annual Sputnikfest (a festival to celebrate the Sputnik/Manitowoc tie and that fun; sometimes frightening space age) on Friday evening, September 9th from 5:00-11:30 pm and Saturday, September 10th from noon – 6:30 pm

We are requesting the closing of Park Street between 8th and 9th St. from noon on Friday, September 9th until 8:00 pm on Saturday, September 10th.

We will be setting up the entertainment tent on Park Street, between 8th and 9th, on Friday afternoon.

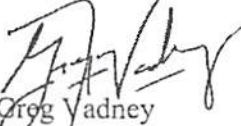
On Friday Night we will be holding "Aliens in the Alley" with food, refreshments and live music in the main tent on Park Street.

On Saturday, September 10th, we are requesting the closing of Park Street between 7th and 8th Streets from 7:00 am to 8:00 pm and the closing of 8th Street from State to St. Clair from 9:00 am to 9:00 pm.

We also ask that all inter-departmental fees be waived.

There will be a tent from the corner of 8th and Park running 120 feet to the west, volunteers will be parking east of the tent on Park St. between 8th and 7th, kids activities, Food and Art Vendors, and photo ops will be taking place on 8th Street; north of Park. There will also be an Alien Drop over the impact site, which will involve the MFD ladder truck driving up 8th Street from State. Please see attached map for festival layout and street closure.

Please feel free to call me at 920-686-3090 with any concerns or suggestions you may have. This is going to be a fun, community event and we thank you for your cooperation in helping make this festival a success.


Greg Vadney
Executive Director

SCHEDULE OF EVENTS

ALIENS IN THE ALLEY – FRIDAY NIGHT, SEPTEMBER 9TH

5:30 Begin Serving Food/Refreshments
7:00-10:30 Happy Schnapps Combo
8:30-9:00 Ms. Space Debris Pageant

SPUTNIKFEST – SATURDAY, SEPTEMBER 10TH

12:00 Daryl Rogers Magician (Main Tent)
12:00 Kids Area opens
1:00 – 5:00 Out of Time (Main Tent)
1:00 – 3:00 Wacky Weekend Workshop (front Lawn Tent)
1:00 501st Legion arrives
2:00 Pet contest SPONSORED BY CENTRAL BARK DOGGIE DAYCARE (Main Tent)
2:30 Costume Contest SPONSORED BY ACUTE ANGLE (Main Tent)
3:00 Galaxy Cheer (Impact Site)
4:00 Manty Dance (Impact Site)
4:00 Masquers Re-enactment (Main Tent)
5:30 \$1000 Alien Drop Raffle (Impact Site)

Sandy Ronski

From: Elaine Schroeder Rahr-West Art Museum
Sent: Thursday, February 04, 2016 10:57 AM
To: Sandy Ronski
Cc: Carravetta-Blaser, Gina (ginacarravettablaser1@gmail.com); Central Bark; Corrado, Judy; Dimmick, Terry; Fricke Weigel, Amy; Hayward, Staate; Konitzer, Jim; Kornely, Chris; Eva Kozerski; Kuehnl, Kim; Jim Muenzenmeyer, Justin Nickels; Proszenyak, Steven; Ring, Jason; Schliesman, Matt; Schnell, Fred; Elaine Schroeder Rahr-West Art Museum; Vadney, Diane; Greg Vadney
Subject: SPUTNIKFEST EQUIPMENT REQUEST
Attachments: Equipment Rental Form.JPG

Good morning Sandy,

I've attached our equipment request for this year's Sputnikfest. We are bringing back Aliens in the Alley this year, so this will be a two-day event. In the past you have always dropped off our equipment on Friday morning, so this should not be an issue, but I wanted to give you a heads up just in case.

Please let me know if this equipment will be available for our event.

Thanks,
Elaine

**MANITOWOC PARKS & RECREATION DEPARTMENTS
EQUIPMENT & FACILITY REQUEST FORM**

FACILITY REQUESTED

SB Diamonds _____
 BB Diamonds _____
 Soccer Field _____
 Tennis Courts - How Many? _____
 Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans 30
 Picnic Tables 30
 Benches 70 46
 Other 3 canopies, 1 Tix booth
 (10x10)
 Staging _____

AREA REQUESTED

Number of People _____ DATE DESIRED 9/9/16 TIME REQUESTED 12:00 NOON-11:00 PM
9/10/16 NOON-5:30 PM Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Sprint Kfest

PERSON WHO WILL BE RESPONSIBLE Greg Vadney TELEPHONE 686-3091

PERSON MAKING REQUEST Elaine Schroeder

TELEPHONE 686-3090 ADDRESS 610 N. 8th St.

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME N/A
 ADDRESS _____

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.
 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.

CHARGES _____ SIGNED [Signature]
 (Person Responsible)

APPROVED _____ DATE _____

 Parks or Recreation Manager DATE _____

ATTENDENT(S) _____ START TIME: _____