

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/14/2024

EVENT NAME: Roncalli Softball Tournament

ORGANIZER: Roncalli - Nathan Kaderabek

E-MAIL ADDRESS: nathan.kaderabek@roncallicatholicschools.org

EVENT DATE: 5/11/2024

NEW OR RECURRING: recurring

LOCATION/DESCRIPTION: Annual softball tournament of 6 teams at three of the fields in the Citizen Park sports complex. Using concession stand.

COMMITTEE CONCERNS:

WAIVER OF FEES: not approved

COMMITTEE DECISION:

APPROVE	DENY
Eric Nycz /ec Todd Blaser /ec Dan Koski /ec Jason Freiboth /ec Courtney Hansen /ec Shawn Alfred /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



Thursday, February 8, 2024

Special Event Application

Approval Status

Not Started

General Event Information

Event name	6th Annual Roncalli Softball Tournament
Location	Citizen Park Complex
Date	Saturday, May 11, 2024
Event time	9:00 AM - 5:00 PM
Setup date & time	Saturday, May 11, 2024 07:00
Takedown date & time	Saturday, May 11, 2024 18:00

Applicant Information

Name of Applicant	Nathan Kaderabek
Organization name	Roncalli High School
Address	2000 Mirro Drive Manitowoc, WI, 54220
Email	nathan.kaderabek@roncallicatholicschools.org
Phone number	(920) 905-4423
On-site contact name & phone number	9209054423
Security name & phone number	Nathan Kaderabek 9209054423

Event Details

If any questions are not applicable, you can leave them blank.

Event description

This would be our 6th Annual Roncalli Softball tournament we would be hosting 6 teams for this event and use the three softball fields at the complex.

Estimated total attendance 300

Estimated total attendance from outside Manitowoc 275

Event website Roncalli School Website

Vendors & Money Exchange

Events serving alcohol on City of Manitowoc property must apply for Extension of Premise/Temporary Class "B" License, and provide Liquor Liability to the Clerk's Office.

Select all that apply to the event Food or drink sales

Expected revenue 300

Route & Road Usage

Leave any of these blank if not applicable. Attach map at the end of application.

Where are cars parking? Parking Lots by Citizen Park 2 and Sports Complex

Time of amplified sound 8:30 AM - 9:30 AM

Amplified sound type Announcements and National Anthem

Event Structures

Safety & Security

Depending on the size and nature of the event, the City may require medical and security services. Organizers should have a first aid kit at the minimum. Events that serve alcohol must ensure patrons are 21 years or older and at least one licensed bartender is on site.

Describe any assistance the event needs from the Police Dept. and/or Fire Dept.

We will have our trainer on site for any injuries.

Equipment & Facility Requests

Facility request Complex Concessions

Athletic field request Citizen Park Sports Complex

Special power or lighting request None unless it would be an overcast afternoon and lights might be needed

Est. equipment cost per day 0

Equipment request notes

Anything that we might use to have fields ready for the games.

Waiver of Fees

Waiver of Fees for park and streets rental items may only be requested by a nonprofit organization. Consideration for granted waivers include nonprofit status, tourism impact, cost of fees, and overall positive impact to the community. Waiver of Fees are at the sole discretion of the City and are not guaranteed. This waiver does not waive late application, late application, and cancellation fees. Parties that receive waivers shall list the City of Manitowoc and Visit Manitowoc as sponsors of the event.

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

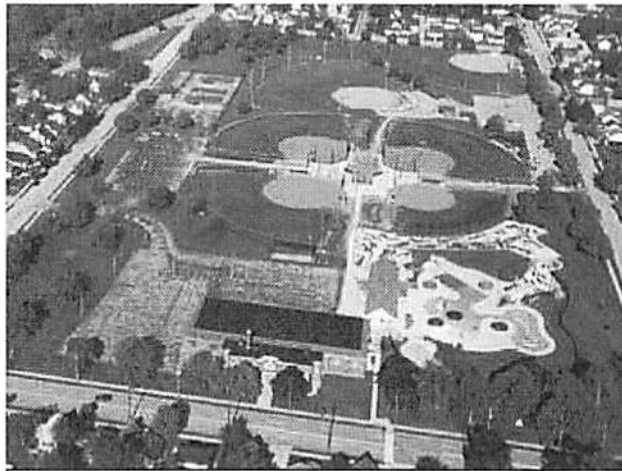
Why should this Waiver of Fees be granted?

School Event

Map

All Special Events must have a map. Clearly mark event elements including applicable street closures, park rental items, and routes.

Upload map and supporting documents



Legal Notice and Submission

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 Guidelines and 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.

Applicant date of birth

Monday, July 6, 1981

Sign

Nathan Kaderabek