



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



September 9, 2016

Wendy Lutzke
Friends of The Manitowoc River Watershed
75 Maritime Drive
Manitowoc, WI 54220

RE: Paddling Event on September 16th, 2016

Dear Ms. Lutzke:

Your request for a paddling event on the river, group bonfire, use of open air shelter including picnic tables and trash cans at lower Henry Schuette Park and a request to waive fees for your picnic event on September 16, 2016, was acted upon by the Special Events Committee at the meeting of September 6, 2016.

At said meeting, the Committee granted your request. Fire Rescue would like to inspect the site prior to the event.

As you know, we still need the separate additional insured endorsement for this event. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org.

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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/6/2016

EVENT NAME: Paddling Event & Bonfire

ORGANIZER: Friends of the Manitowoc River Walkway - Jim Kettler

EVENT DATE: 9/16/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Paddling event on river, participants to have group bonfire at lower Henry Schuette Park, use of open air shelter which includes picnic tables & trash cans, fire already approved by Dir. Of P.I. as per ordinance

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	42
RECREATION	
STREETS	0
TOTAL	42

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

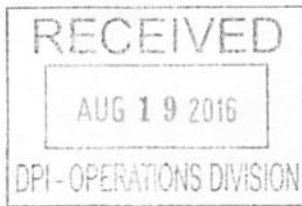
APPROVE		DENY

COUNCIL ACTION REQUIRED:

Handwritten signature

ITEMS TO INCLUDE IN LETTER:

Fire Rescue would like to inspect the site prior to the event



Aug. 15, 2016

To: Dan Koski
Director of Public Infrastructure
900 Quay Street
Manitowoc, WI 54220

From: Kim Kettner
Wendy Lutzke
Friends of the Manitowoc River Watershed
75 Maritime Drive
Manitowoc, WI 54220

Subject: Bonfire, Pavilion and Equipment Request

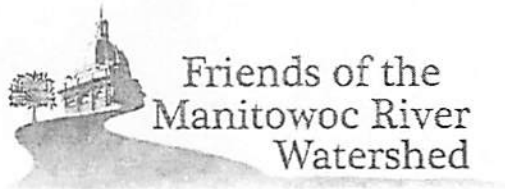
Dear Mr. Koski,

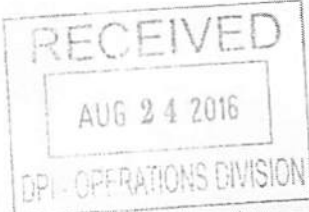
The Friends of the Manitowoc River Watershed is planning a paddling event on Friday, September 16, 2016. At the conclusion of the event we would like to bring all the participants back to Schuette Park for a group bonfire.

Please accept this formal request from the Friends of the Manitowoc River Watershed asking for permission to conduct a bonfire at Lower Schuette on the evening of September 16, 2016. We will take good care of our Adopted Park and ensure that the fire is extinguished prior to our departure. We are also requesting the pavilion, picnic tables and garbage containers adjacent to the parking lot for the same period of time.

We would like to know ASAP whether or not we can plan for the bonfire and pavilion area so we can continue making plans for the evening.

Kim Kettner
Wendy Lutzke
Co-leaders of the Friends of the Manitowoc River Water





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: FMRW Appreciation Bonfire "
- 2. Date of Event: 9 / 16 / 16 If multiple days, Start Date: ___/___/___ End Date: ___/___/___
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 8:30 AM/PM Actual Start Time: 9:30 AM/PM Finish Time: 10:30 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:
Lakeshore Natural Resource Partnership
 Name of organization responsible for event

Jim Kettler Telephone # PRIOR TO event (920) 726 2199
 Name (first, middle, and last) of event organizer

Jim Kettler Telephone # DURING event (920) 304 1919
 Contact name DURING event (if different)

P.O. Box 358
 Street Address

Cleveland, WI 53015 E-mail address jkettler@lakefield.net
 City, State, Zip of event organizer jim@lnrp.org

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.

Lower Schuette Park - We will be celebrating the full moon next to our wonderful Manitowoc River with a bonfire.

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

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

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.

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? less than 50

How many vendors will be at your event? 0 How many vehicles? ? maybe 25

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 NO
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: N/A

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):

	# Needed		# of Days*	Cost/Day	=	Total	
Barricades					=		
2'	_____	X	_____	\$3.00	=	_____	Flashers
3'	_____	X	_____	\$3.00	=	_____	Flashers
8'	_____	X	_____	\$4.00	=	_____	
Rail type-long	_____	X	_____	\$2.00	=	_____	
Rail type-short	_____	X	_____	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	\$3.00	=	_____	
Cones					=		
18"	_____	X	_____	\$1.50	=	_____	
28"	_____	X	_____	\$1.50	=	_____	
Safety vests	_____	X	_____	No charge	=	No Charge	
Snow fence					=		
Rolls	_____	X	_____	\$4.00	=	_____	
Posts	_____	X	_____	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	No Charge	=	No Charge	
Traffic signs					=		Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	\$3.00	=	_____	Description _____
	_____	X	_____	\$3.00	=	_____	Description _____
	_____	X	_____	\$3.00	=	_____	Description _____
Other (list items and amounts)	_____						

NOTHING
EXTRA
NEEDED

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	_____	X	_____	\$5.00	=	_____	
Park benches	_____	X	_____	\$7.00	=	_____	
Picnic tables	_____	X	_____	\$7.00	=	_____	
Risers, platform	_____	X	_____	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	\$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	\$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	\$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	\$15.00	=	_____	
Trash cans	_____	X	_____	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	_____	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.

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 *sent by Amy Fettes*
 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 already have permission from the fire dept.

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): *Already done*

Talk to Chad Schvindia

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? _____

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

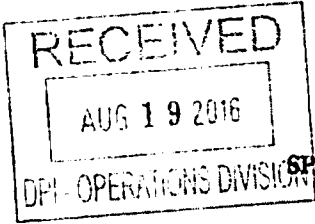
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stakes 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, 29, 65

Signature of Applicant: Wendy Puzke

Date: 8-24-16



CITY OF MANITOWOC - PARKS DIVISION
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Public Infrastructure Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Bonfire - Friends of the Manitowoc River Watershed

1. Name of club/organization making request Friends of the Manitowoc River Watershed
Address 75 Maritime Drive Telephone 920-242-1993
Manitowoc, WI 54220

2. Names of club officers: Name Address Telephone
President Kim Kettner 2129 S. 15th St 920-242-1993
Wendy Lutzke 3201 S. 15th St 920-242-4943
Secretary N/A

Treasurer N/A

3. Facility requested: Lower Schuette Park

Equipment requested: Picnic Tables, Pavilion & Blue Waste Containers

4. Specific dates and hours facility/equipment will be used: Date Sept. 16, 2016 Hrs. 7:00 - 11:00pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. All fees waived. Need pavilion & waste containers. Plan to have a bonfire

6. Which do you consider your group to be?
A. Community service B. Non-profit C. Private business
D. Club or organization E. Other, please explain _____

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes No

8. If #7 is "yes," explain and list specific charges _____

9. What will revenues be used for? _____

10. Do you wish to meet personally with the Committee to discuss this request? Yes No
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed [Signature] Date 8/19/16

Please attach any additional information which you feel will assist the committee in evaluating your request.

Sandy Ronski

From: Lutzke, Wendy <wlutzke@WisconsinMaritime.Org>
Sent: Friday, August 19, 2016 4:05 PM
To: Chad Scheinoha; 'Kim Kettner'
Cc: Sandy Ronski; Jim Kettler; Karen Dorow; Dan Koski
Subject: RE: Bonfire

Hi Chad,
We do not need more than two picnic tables. Thanks for checking!
Wendy

From: Chad Scheinoha [mailto:cscheinoha@manitowoc.org]
Sent: Friday, August 19, 2016 3:36 PM
To: 'Kim Kettner' <kkettner@gmail.com>
Cc: Sandy Ronski <sronski@manitowoc.org>; Lutzke, Wendy <wlutzke@WisconsinMaritime.Org>; Jim Kettler <jim@lnrp.org>; Karen Dorow <kdorow@manitowoc.org>; Dan Koski <dkoski@manitowoc.org>
Subject: RE: Bonfire

Do you need more than 2 picnic tables? I believe that is how many are there now.

Chad J. Scheinoha
City of Manitowoc, Dept. of Public Infrastructure
(Park, Cemetery, Lift Bridge and Electrical Operations)
Mobile (920)374-0402
Office (920)686-6512
www.manitowoc.org

From: Kim Kettner [mailto:kkettner@gmail.com]
Sent: Friday, August 19, 2016 3:35 PM
To: Chad Scheinoha
Cc: Sandy Ronski; Wendy Lutzke; Jim Kettler; Karen Dorow; Dan Koski
Subject: Re: Bonfire

Thank you Chad, I really appreciate the help with this.

Sent from my iPhone

On Aug 19, 2016, at 3:30 PM, Chad Scheinoha <cscheinoha@manitowoc.org> wrote:

Hi Kim,

Dan does have your letter and has approved the fire. We are waiting for a reply and requirements from the Fire Chief and then you will receive a formal response/approval. Sandy was questioning how many picnic table you wanted? Are the two that are there ok or do you need more?

Chad J. Scheinoha
City of Manitowoc, Dept. of Public Infrastructure
(Park, Cemetery, Lift Bridge and Electrical Operations)