



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 7, 2019

Nick Stanislowski
Crossroads Community Church
1002 Pine Street
Manitowoc, WI 54220

RE: Fall into the Zoo – Lincoln Park Zoo – September 28, 2019

Dear Mr. Stanislowski:

Your request to hold the Fall into the Zoo event at Lincoln Park Zoo on September 28, 2019, as well as use of a bounce house, tent live music, etc., was acted upon by the Special Events Committee at the meeting of July 31, 2019.

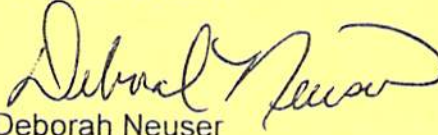
At said meeting the committee approved your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

Additionally, please note that the event organizer is responsible for contacting Diggers Hotline a minimum of three business days prior to the event. Please pay the \$50 stake permit fee at the City of Manitowoc Parks office located at 900 Quay Street.

If you have any questions, please contact me at 686-6950.

Very truly yours,



Deborah Neuser
City Clerk

DN:mrk

Enclosure

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager

Deborah Neuser, CMC, City Clerk
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/31/2019

EVENT NAME: Fall into the Zoo

ORGANIZER: Crossroads Community Church - Nick Stanislawski

EVENT DATE: 9/28/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Free family event held at the Lincoln Park Zoo; scavenger hunt, fall crafts, bounce house by the Big Red Barn, prize giveaways, face painting, etc.; cookies & bottled water served

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL DEPT. COSTS	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	0
NON-WAIV. STAKE PERMIT	50

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

*Approved - see
attachments*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for contacting Diggers Hotline a minimum of 3 business days prior to the event. Please pay the \$50 stake permit fee at the City of Manitowoc Parks Office, 900 Quay St.

Karen Dorow

From: Dan Koski
Sent: Wednesday, July 31, 2019 1:43 PM
To: Karen Dorow; Todd Blaser; Jason Freiboth; Elizabeth Majerus; Steve Corbeille
Subject: RE: Special Event - Approval VIA E-mail

Approve

Dan Koski, PE
Director of Public Infrastructure
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

dkoski@manitowoc.org
www.manitowoc.org

phone: (920) 686-6910
fax: (920) 686-6906

From: Karen Dorow
Sent: Wednesday, July 31, 2019 12:25 PM
To: Dan Koski; Todd Blaser; Jason Freiboth; Elizabeth Majerus; Steve Corbeille
Subject: Special Event - Approval VIA E-mail
Importance: High

Hello Special Events Members,

The attached is the only item we have for the meeting today and we can approve this via email and cancel the meeting.

Please respond with your approval for the "Fall Into the Zoo" recurring event by Crossroads Community Church. There are no services requested from the City, however, they do need insurance to include a bounce house and a stake permit for the tent they will have.

Please email me your approval for the event.

Thanks!

Karen Dorow | Business Manager
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220
Office (920) 686-6514
Mobile (920) 374-0404

Karen Dorow

From: Todd Blaser
Sent: Wednesday, July 31, 2019 1:20 PM
To: Karen Dorow; Dan Koski; Jason Freiboth; Elizabeth Majerus; Steve Corbeille
Subject: RE: Special Event - Approval VIA E-mail



Approved!

*Todd M. Blaser, Chief of Fire Rescue
Manitowoc Fire Rescue Department*

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Karen Dorow

From: Jason Freiboth
Sent: Wednesday, July 31, 2019 12:56 PM
To: Steve Corbeille; Karen Dorow; Dan Koski; Todd Blaser; Elizabeth Majerus
Subject: RE: Special Event - Approval VIA E-mail

I also approve.

I called Jennell Shelton from the County Fair Grounds. She really didn't remember why the county fair board wanted to change routes for the Special Olympic run/walk. She is okay with the runners using the same route as last year and the walkers using the new route described at our last meeting.

Deputy Chief Jason Freiboth

Manitowoc Police Department

910 Jay Street

Manitowoc, WI 54220

Office – (920) 686-6562

Cell Phone – (920) 323-0391

"We are committed to providing excellent police services and an unrelenting pursuit of justice, while maintaining order and securing a safe environment for everyone."

CONFIDENTIALITY NOTICE: This communication with its contents, including attachments, may contain confidential and/or legally privileged information. These items are covered by the Electronic Communications Privacy Act 18 U.S.C. §§ 2510-2521. It is solely for the use of the intended recipient(s) or an employee or agent responsible for delivering this message. Unauthorized interception, review, use or disclosure is prohibited. If you are not a named recipient, please contact the sender immediately and do not disclose the contents to another, use it for any purpose, store or copy the information in any medium. Please destroy all copies of the communication. Thank you.

From: Steve Corbeille
Sent: Wednesday, July 31, 2019 12:52 PM
To: Karen Dorow; Dan Koski; Todd Blaser; Jason Freiboth; Elizabeth Majerus
Subject: RE: Special Event - Approval VIA E-mail

Approve

From: Karen Dorow
Sent: Wednesday, July 31, 2019 12:25 PM
To: Dan Koski <dkoski@manitowoc.org>; Todd Blaser <tblaser@manitowoc.org>; Jason Freiboth <jfreiboth@manitowoc.org>; Elizabeth Majerus <emajerus@manitowoc.org>; Steve Corbeille <scorbeille@manitowoc.org>
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Mobile (920) 374-0404

Karen Dorow

From: Elizabeth Majerus
Sent: Wednesday, July 31, 2019 12:26 PM
To: Karen Dorow; Dan Koski; Todd Blaser; Jason Freiboth; Steve Corbeille
Subject: RE: Special Event - Approval VIA E-mail

Approve.

From: Karen Dorow
Sent: Wednesday, July 31, 2019 12:25 PM
To: Dan Koski; Todd Blaser; Jason Freiboth; Elizabeth Majerus; Steve Corbeille
Subject: Special Event - Approval VIA E-mail
Importance: High

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900 Quay Street
Manitowoc, WI 54220
Office (920) 686-6514
Mobile (920) 374-0404

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

JUL 28 2019

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.

Fall into the Zoo

1. Name/Description of Event: _____
2. Date of Event: 9/28/19 If multiple days, Start Date: _____ End Date: _____
 Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 12:00pm AM/PM Actual Start Time: 1pm AM/PM Finish Time: 4pm AM/PM

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

Name of organization responsible for event _____ Telephone = PRIOR TO event () _____
Nick Stanislawski Telephone = PRIOR TO event () 920-285-7139

Name (first, middle, and last) of event organizer _____ Telephone = DURING event () _____
Nick Stanislawski Telephone = DURING event () 920-285-7139

Contact name DURING event (if different) _____
1002 Pine St

Street Address _____ E-mail address _____
Manitowoc, WI 54220 nick@crossroadsmanitowoc.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

Fall into the Zoo is a FREE event for everyone. Our focus is to make the day a fun event for individuals and families to come and enjoy the Zoo and add some additional fun throughout. We plan to serve cookies and bottles of water at no charge as people enter. There will be a scavenger hunt that will lead them through the Zoo as they enjoy the animals and other amenities. There's a spin to win game with trivia questions and prize giveaways. We also have a candy/toy grab pool for kids, free face painting and/or temporary tattoos, a craft for kids as well as a bouncy house by the Big Red Barn. We want people to come and enjoy the Zoo and bless people with a FREE event.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Lincoln Park Zoo 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): _____

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 designer: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 300-400

How many vendors will be at your event? NA How many vehicles? 75

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: 1pm-4pm

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:
The zoo facilities that are already there and available during park hours.

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		X		X	\$3.00	=		Flashers _____
2'	_____	X	_____	X	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	X	\$4.00	=	_____	
8'	_____	X	_____	X	\$2.00	=	_____	
Rail type-long	_____	X	_____	X	\$2.00	=	_____	
Rail type-short	_____	X	_____	X	\$3.00	=	_____	
Channelizer Drums	_____	X	_____	X		=	_____	
Cones		X		X	\$1.50	=		
18"	_____	X	_____	X	\$1.50	=	_____	
28"	_____	X	_____	X	No charge	=	No Charge	
Safety vests	_____	X	_____	X		=		
Snow fence		X		X	\$4.00	=		
Rolls	_____	X	_____	X	No Charge	=	No Charge	
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.

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? Big Red Barn

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):

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, 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 11 / 25 / 1979

Signature of Applicant: _____

Date: 7.20.19

Sandy Ronski

From: Nick Stanislawski <nick@crossroadsmanitowoc.org>
Sent: Monday, July 29, 2019 5:09 PM
To: Sandy Ronski
Subject: Fall into the Zoo Application - Crossroads Community Church
Attachments: Fall into the Zoo - 2019 - Application - Crossroads Community Church.pdf

Importance: High

Hi Sandy!

Thank you again for the phone call today and talking through things with me. We have decided to push out the date of the event to the 28th to not get in the way of the Cross Country Meet. I'm hoping my attaching the application (which is signed) here in the email will suffice so that you can have it sooner than later. I also appreciate the help of getting it in front of the city leaders so that we can give invites to the families who are coming to our other free event at Wilson Middle School which is the second week of August. So I know that looking at this is sooner than they normally would, so please pass on my appreciation to them.

If you have any questions, please let me know.

Thank you!

Nick Stanislawski
Lead Campus Pastor

CROSSROADS
COMMUNITY CHURCH
Biblically Faithful. Culturally Relevant.

P.O. Box 156
Manitowoc, WI 54220
(920) 663-2960
www.crossroadsmanitowoc.org

From: Sandy Ronski <sronski@manitowoc.org>
Date: Monday, July 29, 2019 at 2:40 PM
To: Nick Stanislawski <nick@crossroadsmanitowoc.org>
Subject: Roncalli Cross Country Invite at Lincoln Park 9/14/19

Attached is the map for the Cross Country Invite I indicated I would send you. Again, they are expecting up to 400 people at the event which runs from 10 a.m. to 2 p.m. I know that there generally a lot of buses at the park that day. Perhaps Dave Mueller from Roncalli High School can answer some of your questions about the cross country event. The phone number for Roncalli is 682-8801.

Sincerely,

Sandy Ronski
Operations Clerk II