

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/5/2019

EVENT NAME: Fourth of July Parade

ORGANIZER: City of Manitowoc - Stacey Groll

EVENT DATE: 7/4/2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Parade from S 8th & Washington to the Yacht Club; staging on S 8th from Washington to Madison or so

ESTIMATED CITY COSTS:

POLICE	1567.8
FIRE	
PARKS	
RECREATION	
STREETS	586
TOTAL DEPT. COSTS	2153.8

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	250
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	2403.8
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE		DENY

COUNCIL ACTION REQUIRED:

Closure of Washington St. from Madison to S 8th, S 8th from Washington to Maritime Dr., & Maritime Dr. from S 8th to the Yacht Club

ITEMS TO INCLUDE IN LETTER:

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

MAY 06 2019
CITY OF MANITOWOC
ENGINEERING

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: 4th of July Parade

2. Date of Event: 07/04/2019 If multiple days, Start Date: _____ End Date: _____
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 10:00 am 9:00 AM/PM Actual Start Time: 11:00 am 10:00 AM/PM Finish Time: 12:00 pm 11:00 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:
City of Manitowoc
Name of organization responsible for event
Stacey 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.

The parade will stage on S. 8th Street from Washington Street back to Madison Street or so. The parade will begin at S. 8th and Washington, travel north on S. 8th Street, cross the 8th Street bridge, turn right onto Maritime Drive, and end at the Manitowoc Yacht Club.

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): Madison Street to Washington St
(for staging). Parade route should be closed for parade (permit attached).

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? Unknown

How many vendors will be at your event? None

How many vehicles? Unknown at this time

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

No parking in designated lineup and parade route areas

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: 11 a.m. - noon

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 may be animal groups who participate in the parade

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:
There will be several portable toilets available due the the Fourth on the Shore event being held in the same vicinity as the parade route.

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	_____	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.

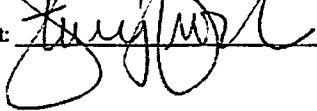
**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

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: 04/26/2019

Independence Day Parade Route 2019

FINISH



HURON ST.

N. 3RD ST.

ST. CLAIR ST.

N. 7TH ST.

N. 4TH ST.

N. WATER ST.

N. 9TH ST.

N. 8TH ST.

PARK ST.

N. 5TH ST.

N. 10TH ST.

N. 6TH ST.

STATE ST.

N. LAKE ST.
MARITIME DR.

CHICAGO ST.

BUFFALO ST.

YORK ST.

QUAY ST.

FRANKLIN ST.

S. 8TH ST.

S. 6TH ST.

S. 5TH ST.

S. LAKEVIEW DR.

S. 10TH ST.

S. 9TH ST.

JAY ST.

S. 7TH ST.

WASHINGTON ST.

START



**APPLICATION BY MUNICIPALITY FOR PERMISSION
TO DETOUR STATE TRUNK HIGHWAY TRAFFIC**
DT1479 7/2011 (Replaces ET604) s.84.07(4) Wis. Stats.

Wisconsin Department of Transportation

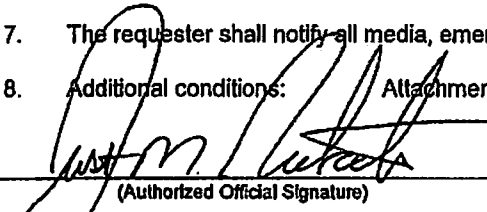
TO: REGIONAL TRAFFIC SECTION

Municipality City of Manitowoc		County Manitowoc	
(Area Code) Telephone Number (920) 686-6980		Email Address sgroll@manitowoc.org	
Name of Street(s) to be Closed <input type="checkbox"/> STH <input checked="" type="checkbox"/> USH 10		Streets Closed Between (Street Name) FROM: Washington Street TO: Maritime Drive	
Proposed Temporary Route S. 21 st St. to Revere Dr., N. 18 th St., to Waldo Blvd.			
<input type="checkbox"/> MAP ATTACHED	Date and Duration of Detour Date: 7/4/2019	Time: 8:00 a.m. to 11:30 a.m.	
Reason Fourth of July Parade			
Name and Address to Whom Permit will be Returned Stacey Groll 900 Quay Street Manitowoc, WI 54220			

The above municipality requests permission to close the marked route as described, during which time the municipality will provide temporary route as designated.

The municipality agrees to accept the following terms and conditions:

1. The municipality shall provide a detour having structural, geometric and traffic control characteristics, which are acceptable to the Region. A detour map which provides street names shall be submitted.
2. The municipality shall furnish, erect and remove signs and markers at the sole expense of the municipality, unless provided for in (3), or unless directed by officers for short routes and short timeframe (less than 3 days).
3. A Detour and Traffic Control Plan shall be submitted to the Region for approval. An example is Standard Detail Drawing 15C2-4C.
4. The municipality shall agree to minimize, as much as practicable, the duration of closure, including providing for assembly and dispersal of parades in areas removed from the state highway route.
5. The municipality shall accept full responsibility for any damage to local roads and streets resulting from closure and detour.
6. The requester shall arrange for adequate traffic control from either WisDOT, traffic control contractor, or the appropriate county, and provide documentation of enforcement coordination.
7. The requester shall notify all media, emergency services and schools, five (5) days prior to the detour.
8. Additional conditions: Attachments: Yes No


MAYOR,
07/16/2019
 (Authorized Official Signature) (Title) (Date)

Permission is granted to temporarily close the designated segment of state trunk highway and to provide a detour, subject to the stated conditions.

NE-19-36-37

4/17/19
 (Permit Number) (Approved By) (Date)

LOS # 119501